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Glossary

The terminology of machine-readable archives and automated data processing is often unfamiliar or it consists of words such as "record" or "documentation" that have meanings different from those in common use among archivists. The following terms are used in the articles in this issue. The terms do not constitute a complete ADP glossary.

ADDRESS, See INDEX.

BATCH PROCESSING. A type of computer processing in which all computer operations are programmed ahead of time so that the computer controls everything from the beginning to the end of the job. Usually, batch processing means reading in data from a magnetic tape, processing it, and printing out the results.

✓ BOOLEAN SEARCH. A logic of inquiry that restricts outcomes to YES or NO. It includes logical operators AND, OR, NOT, EXCEPT, IF, and THEN which may be combined in a variety of ways.

COMPUTER OUTPUT MICROFILM (COM). Computer line-printer output that is reduced to one of several microforms. COM devices can produce high quality output at speeds of 5000 lines or more per minute.

DATA BASE. This typically contains several different files which are cross-referenced to one another and are stored on a direct access device. Usually, a data base is quite dynamic in that updates, corrections, and deletions frequently take place. In an automated retrieval system a data base might consist of all of the record group inventories or series descriptions.

DATA FIELD. The location of a specific item of information in a record. Data fields frequently are described as having so many characters or occupying so many columns on a punched card.

DIRECT ACCESS. The capability of locating and using specific information almost instantaneously on a computer. A disk is a direct access device while computer tape is a serial or sequential access device.

DOCUMENTATION. Descriptive information required to initiate, develop, operate, and maintain machine-readable files and systems. Data-file documentation describes the condition of the data, the creation of the file, and the location and size of the data elements contained in the records. Systems documentation usually is quite technical and defines the relationships among the various hardware components or software elements. Program

documentation explains the purposes and procedures of a given set of software instructions.

ELECTRONIC PHOTOCOMPOSITION. A computer driven device which reads machine-readable information and reproduces it as conventional printed pages. Variations in instructions can change type fonts (e.g., roman to italic), point size, column width, line spacing, indentation, and other specifications.

FIELD. SEE **DATA FIELD.**

— **FILE.** A collection of related records treated as a unit. Similar to a record series in traditional archival terminology.

FORMAT. Typically it refers to the arrangement of data elements or data fields within a record. It is also used in reference to the predetermined arrangement of characters, lines, page numbers, and punctuation marks in line-printer or electronic photocomposition output.

HARDWARE. The physical equipment that comprises a computer system. This usually includes Central Processing Unit (CPU), card reader, tape drives, disk drives, operator's console, and line-printer.

INDEX. A "key" or pointer that locates each record in a file (e.g., an indexed sequential file) and permits direct access to individual records on an external storage device such as a computer tape or disk. In contrast, **ADDRESS** specifies the location of an instruction or data in internal computer storage during a processing run.

INTERACTIVE PROCESSING. SEE **ON-LINE PROCESSING.**

KEY. To create machine-readable information usually by means of producing punched cards on a typewriter-like keyboard. The same process applies if the information is going onto magnetic tape or disks.

LINE-PRINTER. A computer-driven device that prints information one line at a time on paper. A line typically consists of 120 characters. The speed of printing is measured in terms of lines per minute, with 1000 lines being a relatively high speed.

MACHINE-READABLE. An adjective denoting that information can be processed by a computer. Common forms are holes punched in cards and electronic signals encoded on a magnetic tape or disk.

MARGINALS. Tabulation of the occurrences of a given value for a data element.

— **ON-LINE PROCESSING** (also known as **INTERACTIVE PROCESSING**). A type of computer processing that permits a user to query a file for information while the computer is handling file. Interaction occurs with the computer by keying in commands through a TV-like screen/keyboard terminal.

RECORD. A discrete item of information (or data element) in a specified arrangement that is treated as a unit and refers to one person, place, or thing. In an automated retrieval system for an archives, a record could consist of inventory information about a single archival series.

SOFTWARE. Instructions, usually called programs, that operate computer hardware.

TERMINAL. A device from which information can be sent to a computer to which it can be returned. Its operation typically is governed by a typewriter-like keyboard. Information also can be typed on paper or displayed on a TV-like screen.

TURN-AROUND TIME. The elapsed time from the moment a job is submitted to be run on a computer until the results are available.

VARIABLE LENGTH RECORDS. Records in which the number of information items or data elements vary.

ARCHIVES STUDY TOUR OF WESTERN CANADA
September 17-24, 1979

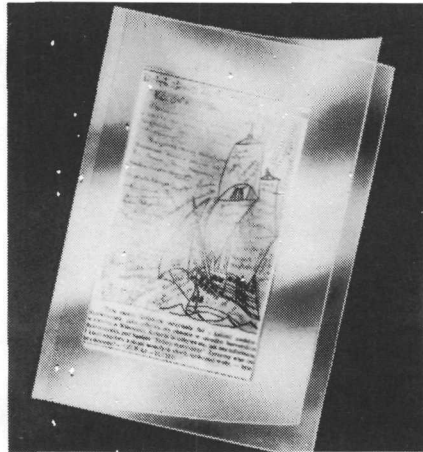
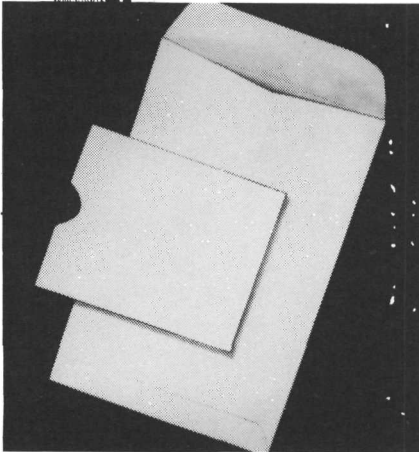
- VICTORIA:** Provincial Archives of British Columbia, University of Victoria Archives
- VANCOUVER:** Vancouver City Archives, University of British Columbia Archives
- BANFF:** Archives of the Canadian Rockies
- EDMONTON:** Provincial Archives of Alberta, University of Alberta Archives
- CALGARY:** Glenbow-Alberta Institute, University of Calgary Archives

The breathtaking scenery of the Canadian Rockies will serve as the backdrop for SAA's Archives Study Tour of Western Canada, September 17-24, 1979. The tour will take place immediately prior to the 1979 SAA annual meeting in Chicago. The group will travel by train from Vancouver to Calgary with numerous stops along the way to visit archival repositories and other points of interest. The tour ends in Calgary with a flight to Chicago in time for SAA's 43rd annual meeting, September 25-28. For further information, contact tour coordinator J. Frank Cook, University Archives, 443F Memorial Library, University of Wisconsin, Madison, Wisconsin 53706.



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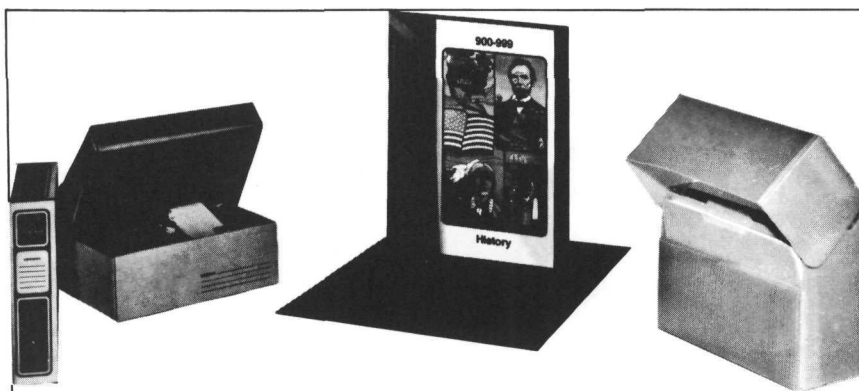
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Pacific Northwest architecture, experience and finite storage facilities have modified our aims to providing a representative view of architectural development in the Northwest. We, therefore, are selective about the collections now accessioned, asking for an architect's award-winning, pace-setting, or representative structures as well as for those which are unusual or which flesh out our collections. By working closely with local architects and the Portland chapter of the American Institute of Architects, we are building an impres-

sive, useful, and accessible architectural archives.

Archivists responsible for architectural materials may write, for a sample architectural cataloging worksheet and inventory, to Cathy de Lorge, Manuscripts Librarian, Oregon Historical Society, 1230 SW Park Avenue, Portland, OR 97205.

CATHY DE LORGE is the manuscripts librarian at the Oregon Historical Society.



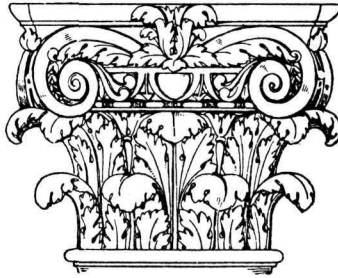
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Professional Reading

PAUL V. GUITE, *Compiler*

The following list of articles of current interest to archivists and manuscript curators has been compiled from recent archival and library periodicals received by the National Archives Library. The listing is selective and is not intended to supplant the more complete annual bibliographies published in *The American Archivist*. It is meant to provide the reader with more immediate access to current professional literature than he or she might otherwise have.

- Allegheny County Records Management Task Force. "Records Management and Business Involvement With Local Government, Allegheny County, Pennsylvania." *Records Management Quarterly* 12 (April 1978): 44-48.
- Berthelsen, Barbara. "The Sparks Map Collection." *Special Libraries* 69 (April 1978): 164-68. Describes Jared Sparks collection at Cornell.
- Bier, Robert A., Jr. "On-Demand Computer Cartography and its Effect on Map Libraries." *Special Libraries* 69 (Feb. 1978): 61-65.
- Bower, Ames Sheldon. "Whence and Whither: A Survey of Archival Education." *Georgia Archive* 5 (Summer 1977): 44-61.
- Cappon, Lester J. "Why Presidential Libraries?" *Yale Review* 67 (Oct. 1978): 11-34.
- Catchpole, A. J. W., and Moodie, D. W. "Archives and the Environmental Scientist." *Archivaria* 6 (Summer 1978): 113-36.
- "The Commercial Records Center." *Information and Records Management* 12 (Mar. 1978): 11-14.
- Deslongschamps, Denis. "Records Management—What is it?" *Records Management Quarterly* 12 (July 1978): 5-7.
- Diers, Fred, V. "Computer Indexing for a Records Retention Program." *Records Management Quarterly* 12 (April 1978): 21-24.
- Dinwiddie, Robert, and Hough, Leslie. "An Emerging Archival Institution: The Southern Labor Archives." *Georgia Archive* 6 (Fall 1978): 35-43.
- Dryden, Jean E. "The Mackenzie King Papers: An Archival Odyssey." *Archivaria* 6 (Summer 1978): 40-69.
- "Educating the Records Manager at The American University." *Information and Records Management* 12 (Oct. 1978): 24-25, 28-30, 38-42. Various articles concerning the creation of a graduate program in records management at American University. Includes "Recollections: Three Decades of Education," by Ernst Posner, pp. 28-29.
- Erskine, Tim A. "Corporate Wisdom and the Records Manager." *Records Management Quarterly* 12 (April 1978): 5-9.
- Giaquinta, Joyce, and Peterson, Billie. "Manuscript Collections: The Irish-Preston Papers, 1832-1972." *Annals of Iowa* 44 (Fall 1978): 475-79.
- Gillespie, Sherrie. "Local History: Some Guidelines for Beginning a Research Project." *Georgia Archive* 5 (Summer 1977): 14-24.
- Graham, Suzanne D. A. "The Development and Implementation of a Functional Subject Filing System." *Records Management Quarterly* 12 (July 1978): 19-22.
- Hagerman, Robert L. "The Published Vermont State Papers: A Description." *Vermont History News* 29 (May-June 1978): 44-46.
- Heidenreich, Conrad, E. "Seventeenth-Century Maps of the Great Lakes: An Overview and Procedures for Analysis." *Archivaria* 6 (Summer 1978): 83-112.

- Hendricks, Klaus B. "The Preservation of Photographic Records." *Archivaria* 5 (Winter 1977-78): 92-100.
- Hull, Felix. "Jenkinson and the Acquisitive Record Office." Society of Archivists, *Journal* 6 (Apr. 1978): 1-9.
- Huyda, Richard J. "Photographs and Archives in Canada." *Archivaria* 5 (Winter 1977-78): 5-16.
- Johnson, Linda. "Yukon Archives Visual Photograph Finding Aid." *Archivaria* 5 (Winter 1977-78): 112-23.
- Kane, Gerard J. "Techniques for Conducting Records Management Surveys." *Records Management Quarterly* 12 (July 1978): 8-11.
- Kurutz, Gary F. "Courtesy of Title Insurance and Trust Company—The Historical Collection at CHS' Los Angeles History Center." *California History* 57 (Summer 1978): 186-94.
- Larose, K. M. "Preserving the Past on Film: Problems for the Archivist." *Archivaria* 6 (Summer 1978): 137-50.
- Lathrop, Alan K. "The Archivist and Architectural Records." *Georgia Archive* 5 (Summer 1977): 25-32.
- Lessin, Helen S. "Crimnal History Records." *Records Management Quarterly* 12 (July 1978): 12-15.
- Lutton, Nancy. "Archives in a Developing Country: The Papua New Guinea Situation." *Georgia Archive* 5 (Summer 1977): 33-43.
- Mackworth-Young, Sir Robin. "The Royal Archives, Windsor Castle." *Archives: The Journal of the British Records Association* 13 (Spring 1978): 115-30.
- Mattison, David, and Sherman, Sandra. "Cataloguing Historical Photographs With ISBD (NBM)." *Archivaria* 5 (Winter 1977-78): 101-11.
- Maxwell, Robert S. "Forest History Collections at Stephen F. Austin." *Texas Libraries* 40 (Summer 1978): 88-94. Describes records of lumber companies preserved at Stephen F. Austin State University, Nacogdoches, Texas.
- McLellan, Peter M. "A Sense of History." *Records Management Quarterly* 12 (July 1978): 16-18. Discusses history of law enforcement, repositories, and the need for the preservation of organizational records.
- Motley, Archie. "The Act Survey of Professional Issues." *Georgia Archive* 6 (Fall 1978): 60-66. Certification of archivists and accreditation of archival education programs.
- Moyer, Ruth. "Analysis of the Records Management Function in the Private and Public Sectors—Implications for Collegiate Records Management Curriculum." *Records Management Quarterly* 12 (July 1978): 33-38, 40-41.
- Muñoz, Jorge Lujan. "Key to the Past." *Américas* 29 (Oct. 1977): 42-43. Brief survey of sources for the history of the Americas and the Philippines found in the archives of Spain.
- Oliva, Mary Lou. "A Profile for Developing a Records Retention Program." *Records Management Quarterly* 12 (April 1978): 29-32.
- Osburn, William D. "Justification of Microfilm as an Information Media." *Records Management Quarterly* 12 (April 1978): 16-20.
- Pollay, Richard W. "Maintaining Archives for the History of Advertising." *Special Libraries* 69 (April 1978): 164-68.
- "Principles for State Archival and Records Management Agencies." *Records Management Quarterly* 12 (July 1978): 42-43. Adopted and issued by the National Association of State Archives and Records Administrators.
- Quinn, David B. "A Chance Rag-Bag of Survivals: The Archives of Early American History." *Library Journal* 103 (Nov. 15, 1978): 2305-9.
- Raymond, Andrew, and O'Toole, James M. "Up From the Basement: Archives, History, and Public Administration." *Georgia Archive* 6 (Fall 1978): 13-32.

- "Records Centers: How to Sell the Concept." *Information and Records Management* 12 (Feb. 1978): 10–11.
- Ricks, Artel. "How Private Are Your Records?" *Information and Records Management* 12 (May 1978): 12.
- Ristow, Walter W. "The Hauslab-Liechtenstein Map Collection." *Quarterly Journal of the Library of Congress* 35 (Apr. 1978): 108–38.
- Robertson, Gordon. "Confidentiality in Government." *Archivaria* 6 (Summer 1978): 3–11.
- Russell, John R. "The Story of the Seward Papers—Part II." *University of Rochester Library Bulletin* 31 (Autumn 1978): 96–98. (See below, Van Deusen, for Part I.)
- Schiell, Chuck. "Reports Control and Evaluation." *Records Management Quarterly* 12 (July 1978): 24–28, 43.
- Smith, David R. "A Mouse is Born." *College & Research Libraries* 39 (Nov. 1978): 492–94. Discusses role of the archives in a business firm with special reference to the Walt Disney Archives.
- Spaulding, Carl M. "Kicking the Silver Habit: Confessions of a Former Addict." *American Libraries* 9 (Dec. 1978): 653–56, 65. Author suggests that libraries may be going astray in rejecting all nonsilver film. Problems of standards and archival quality discussed.
- Spencer, Leon P. "Africana Archival and Manuscript Materials at Predominately Black Institutions in the American South." *Georgia Archive* 6 (Fall 1978). 54–59.
- Storey, Richard A. "The Development of the Modern Records Centre, University of Warwick Library." *Archives: The Journal of the British Records Association* 13 (Spring 1978): 137–42.
- Strassberg, Richard. "Archival and Manuscript Processing Manuals: An Interinstitutional Comparison." *Georgia Archive* 5 (Summer 1977): 3–13.
- Strong-Boag, Veronica. "Raising Clio's Consciousness: Women's History and Archives in Canada." *Archivaria* 6 (Summer 1978): 70–82.
- Tener, Jean. "Accessibility and Archives." *Archivaria* 6 (Summer 1978): 16–31.
- Tierney, John J. "Another View of the John Carroll Papers." *Catholic Historical Review* 64 (Oct. 1978): 660–70.
- Van Deusen, Glyndon G. "The Story of the Seward Papers—Part I." *University of Rochester Library Bulletin* 31 (Autumn 1978): 94–96. (See above, Russell, for Part II.)
- Wallace, Carolyn A. "Archivists and the New Copyright Law." *Georgia Archive* 6 (Fall 1978): 1–17.

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Technical Notes

CLARK W. NELSON, *Editor*

Smithsonian Conservation Audiovisuals. The Office of Museum Programs, Smithsonian Institution, has made a conservation series of slide and videotape presentations available for loan to museums, archives, etc., who have an interest in conservation techniques. Among the topics covered are the following:

The cleaning of prints, drawings, and manuscripts: dry methods—describes safe techniques for removing light dust, dirty fingerprints and soil from paper objects—54 slides are included in the seventeen-minute presentation.

The curatorial examination of paper objects—deals with what to look for when preparing condition reports—154 slides take thirty-two minutes.

Proper hinging and mounting of paper objects—four varieties of paper hinge are shown—158 slides run thirty-six minutes.

The Hygrothermograph—techniques used in setting up this basic piece of equipment for measuring temperature and humidity—80 slides take sixteen-minutes.

Removal of pressure-sensitive tape from flat paper—removal techniques for tape and its stains along with simple tear repair—twenty-minute videotape.

Complete information about borrowing these and other conservation programs should be directed to: Conservation Information Program, Office of Museum Programs, 2235 Arts & Industries Bldg., Smithsonian Institution, Washington, DC 20560.

Security Newsletter. The Haworth Press announces that its quarterly *Library Security Newsletter* will be published under the new title of *Library & Archival Security* and with a new format starting with Volume 3, No. 1, January 1979.

The periodical will expand its scope to cover all areas of protection of library and archival properties, including both circulating and non-circulating collections.

Under the new editorship of Peter Gellatly, *Library & Archival Security* welcomes the submission of manuscripts relating to fire security in libraries and archives; book and manuscript theft deterrence and security policies; contributions relating

to the management of “problem users and patrons”; insurance matters; special problems of rare book and manuscript theft and illicit retailing; cooperation between libraries and archives and criminal justice authorities; and protection of special collections.

Prospective authors should request the brochure *Instructions for Authors* from Peter Gellatly, Editor, *L&AS*, 310 Third Street, New Westminster, British Columbia, Canada V3L 2R9. Subscriptions cost \$24 per year and may be ordered from The Haworth Press, 149 Fifth Avenue, New York, NY 10010. Canadian orders must add \$5.00; orders outside the U.S. and Canada add \$10.00.

Abbey Rebuttal Continued. In the April 1978 issue of *The American Archivist*, a comment from Norman J. Shaffer of the Library of Congress was reproduced in this department under “Abbey Rebuttal.” The wording of the note may have confused some readers and made it seem that the *Abbey Newsletter* was the one being questioned. Instead, *Abbey* had initially carried a similar comment from Shaffer as part of its rebuttal of the published statement of *Capricornus* about acid-free boxes and their tendency, in some instances, to become acidic later.

The *Abbey Newsletter* is edited by Ellen McCrady at 5410 85th Ave., Apt. 2, New Carrollton, MD 20784. Subscription rates currently run \$7.50 per year. It welcomes written contributions “as long as they will be of interest to professional or amateur bookbinders and informed librarians and book collectors.”

Microcopying Test Chart. ANSI/ISO 3334-1979 was approved as an American National Standard in October 1978. The new standard is entitled “Microcopying—ISO Test Chart No. 2, Description and Use in Photographic Documentary Reproduction.” Copies of the new test chart are available for \$5 each plus shipping-handling. Address inquiries to American National Standards Institute, Inc., 1430 Broadway, New York, NY 10018.

Ohio Conservation Study. A study of conservation needs in Ohio has recently been completed. Utilizing resources provided by the Ohio state library and Case Western Reserve University, a team headed by Walter Brahm has surveyed the conservation problems existing in the state.

The survey has established that some two million rare books in Ohio are in need of repair or restoration. The study also found that another fifty million need preventative treatment. Along with these facts, the study found in forty-nine libraries hazardous conditions that could threaten the stored materials.

The study concluded that there is a significant need for a conservation center to operate at capacity. It was recognized, though, that there was not enough interest or concern for such a laboratory to be adequately funded initially. To help overcome this a statewide education program was recommended to stress the conservation need.

Among the options presented as part of the study was the establishment of a conservation center serving Ohio, Indiana, Kentucky, Michigan, Pennsylvania, and West Virginia. Another suggestion recommended the reestablishment as a nonprofit operation of the conservation laboratory at the Ohio Historical Society.

Photo Image Salvage. In July 1978, the Eastman Kodak Co., Rochester, NY 14650, issued a Current Information Summary on “Salvaging Black-and-White

Photographic Images.” The new technical sheet describes a process to follow in order to make prints from “severely wrinkled and cracked emulsions” by transferring them from their original film support to a new one.

Before attempting any of the various steps of the process, Kodak carefully cautions against using any valuable negatives until sufficient experience is gained and confidence developed. Likewise, the materials used are highly flammable, requiring careful handling techniques and adequate protective measures in accordance with the local fire codes.

Despite these precautions, the technique is an excellent one for obtaining prints from nitrate or safety-base films. While the summary is current as of July 1978, Kodak notes that if one is reading it more than one year from that date, one should check with Kodak for any additional updates.

See also, “Film Recovery of Some Deteriorated Black and White Negatives,” by James L. Gear, Robert H. MacLaren, and Mary McKiel, *The American Archivist* 40 (July 1977): 363–68.

Library of Congress Catalogs. Among the catalogs currently available from LC are two items that should be useful additions to archival reference shelves. The first catalog, *A Wonderful Invention*, is a fully illustrated exhibition publication issued in conjunction with a major exhibition celebrating the 100th anniversary of Edison’s invention of the phonograph. It describes the one hundred items exhibited at the Library of Congress and provides an informative historical essay tracing the invention of the phonograph and its entry into the world of entertainment; the development of the cylinder, the disc, and acoustic and electrical recordings; and the emergence of the LP. The forty-page $8\frac{1}{2} \times 11$ catalog is paperbound in a limited edition. It is available for \$3.95.

The second catalog is printed in two colors with an embossed cover and many illustrations. Entitled *Papermaking Art & Craft*, the book outlines how paper is made, the industrialization of papermaking, the evolution of the watermark, and the problems of paper’s permanence and durability. It was named by the American Institute of Graphic Arts as one of the Fifty Books of the Year, 1968/69. The ninety-six-page paperbound volume costs \$6.95.

Orders for either or both of the catalogs should be addressed to the Exhibits Office, Library of Congress, Washington, DC 20540.

New Microfilm Process. University Microfilm International has reported on the development of a new proprietary process to improve greatly the tonal range of microfilmed pictures and illustrations. The new process recognizes the need that archivists and librarians have to capture all of the fine lines of the type as well as the nuances of the various grey tones of any illustrations appearing in the work being copied.

University notes that the lenses and films first used for “archival work” were the lenses and films of the commercial microfilmer, which emphasized the contrast between the light grey background of the paper and the darker greys of the inks. The goal was to have the light greys go white and the darker greys go black. Such films were not out of place some years ago, according to University, as reductions were low enough so that details were caught.

As manufacturers improved the sharpness of their lenses and the fineness of grain of microfilm, photographers found they could capture more fine-line detail

at greater reductions, but they were still plagued with high contrast film that recorded greys as whites or blacks with few shades in between. Ideally, archivists would like to have high-contrast, sharply defined, dense type portrayed on a white (clear) background, together with illustrations having a wide range of greys from white to black.

To accomplish this, University Microfilm has introduced their new, soft-working development process. The proprietary technique was developed by Robert Mottice, quality control supervisor, at University. Additional details about its application are available from University Microfilm International, 300 N. Zeeb Rd., Ann Arbor, MI 48106.

Preservation of art. The College Art Association has organized its Committee for the Preservation of Art. The new group will be concerned about activities that involve the actual or potential destruction, mutilation, or aesthetic violation of works of art of significant cultural importance. Members of the committee will assist other national and international organizations concerned with art preservation.

Cases brought to the attention of the committee will be reviewed and acted upon. The committee will offer technical assistance, organizational support, certain legal aid, and financial advice.

One of the group's major concerns will be the development of guidelines for the professional responsibilities toward the preservation of the physical and contextual integrity of an object.

The national committee is chaired by Shirley Blum. Other members are Van Deren Coke, Gilbert Edelson, Albert Elsen, Margaret Floyd, Bates Lowry, and Irving Lavin. *Ex officio* members include: Jules Prown, Charles Rhyne and Gabriel Weisberg. Information officer is Annabelle Simon Cahn.

The College Art Association newsletter will carry information about the committee. For further information about the committee write: College Art Association, 16 East 52nd Street, New York, NY 10022.

Arson Fighting. A major program for cooperation by business and government to curb the growing crime of arson was announced at the winter meeting of the National Association of Insurance Commissioners.

During the session, the state insurance regulators were briefed on the new plan by an industry spokesman. The plan seeks to marshal more effectively the arson fighting resources of all concerned groups within both the public and private sectors.

The catalyst for this effort is the Insurance All-Industry Committee for Arson Control, a newly formed organization made up of national trade associations and companies from the property-liability insurance industry.

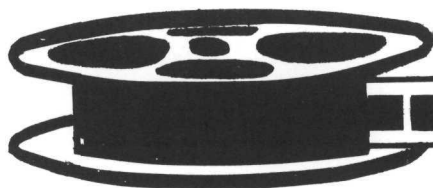
The new national plan would include local area task forces of representatives from law enforcement, the fire services, the business community, government, and other groups plus the insurance industry. The approach would be similar to that of an already successful community task force used in Seattle to combat arson.

It has been reported that arson fires kill about a thousand people annually, injure thousands more, and cause damage to property and the economy amounting to billions of dollars.

Arson often has been called America's fastest growing crime even though solid statistics on its total dimension are lacking. It is expected that such data will improve since President Carter signed a new law in November reclassifying arson as a Part I crime in the FBI Uniform Crime Reports.

During the November gathering, the state regulators were asked to assist in the fight against arson by reviewing regulations that hinder insurance company efforts to investigate fires of suspicious origin. It was noted that in many states, insurers must act within fifteen days to pay a claim or advise the claimant why they will not, an alternative that frustrates effective arson detection and can lead to damage suits when an investigation fails to obtain conviction.

The Insurance All-Industry Committee for Arson Control includes the Alliance of American Insurers, the American Insurance Association, the National Association of Independent Insurers, the National Association of Mutual Insurance Companies, plus individual companies. These are: Aetna Life & Casualty, Allstate Insurance Co., Chubb & Son, Factory Mutual Engineering, Foremost Insurance Co., Kemper Insurance Cos., Liberty Mutual Insurance Co., Lumbermens Mutual Insurance Co., Royal Globe Insurance Cos., Safeco Insurance Cos., State Farm Fire and Casualty Co., Travelers Insurance Co., Underwriters Adjusting Co., and Zurich Insurance Co.



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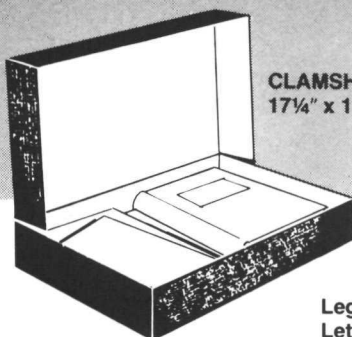
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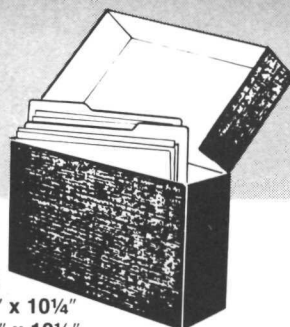
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News Notes

THOMAS E. WEIR, JR., *Editor*

The newsletters and other mailings sent to us from archival organizations and agencies are valuable in compiling News Notes, and we are anxious not to have them go astray. The best address for mailing lists is: News Notes Editor, *The American Archivist*, National Archives Building, Washington, DC 20408.

Because of procedures that cannot be accelerated without incurring substantially higher costs, the time between the receipt of final copy from a reporter or other correspondent and publication in News Notes is about three months. Deadlines for receipt of material to be published in this department are, therefore: January issue—1 October; April issue—1 January; July issue—1 April; and October issue—1 July. Those submitting material to reporters rather than direct to the editor will need to allow an additional two weeks. Although material can be submitted at any time, the above schedule has to be observed to insure publication in a specific issue.

Information for publication may be sent direct to the editor at the address above, or to one of the following reporters: news of **State and Local Archives** to Richard J. Cox, Records Management Division, Department of Legislative Reference, City of Baltimore, MD 21202; news of **Religious Archives** to John W. V. Smith, Anderson College, School of Theology, Anderson, IN 46011; news of **Scientific and Technical Archives** to Arthur R. Abel, National Park Service, Edison National Historic Site, Main Street and Lakeside Avenue, West Orange, NJ 07052; news of **Business Archives** to Jim Babbitt, Bank of America Archives, PO Box 37000, San Francisco, CA 94137; news of **State and Regional Archival Associations** to Alice Vestal, Special Collections Department, Main Library, Room 610, University of Cincinnati, Cincinnati, OH 45221; and news of **Manuscript Repositories** to Peter J. Parker, Historical Society of Pennsylvania, Manuscripts Department, 1300 Locust Street, Philadelphia, PA 19107.

The Collection and Evaluation of Materials about Black Americans (CEMBA) project of the **Alabama Center for Higher Education** is trying to learn what records exist of black organizations and black churches. With the support of the National Endowment for the Humanities, CEMBA

is seeking to assist these groups in preserving their own records and to assist researchers by producing a guide to records of organizations of Blacks. Coordinated by Leon P. Spencer, archivist at Talladega College, the program draws on the resources of eight black institutions of higher

education: Alabama A & M, Alabama State, Daniel Payne, Miles, Oakwood, Stillman, Talladega, and Tuskegee. Information for, or questions about, the guide should be sent to Spencer at Historical Collections, Talladega College, Talladega, AL 35160.

The **American Film Institute's** Charles K. Feldman Library has received a contribution from the writers guild foundation to be used to help compile an author-subject index to the library's script collection. These materials are traditionally listed by title only, so the project will significantly increase access to the library's 2,500 film and television scripts.

The year 1979 is the centennial of Albert Einstein's birth. As part of its efforts for the centennial, the **American Institute of Physics** will produce an exhibit with photographs, copies of documents, and captions. Multiple copies of the exhibit will be made and distributed throughout the United States. While emphasizing Einstein's contributions to science, the exhibit will also illustrate his cultural and intellectual concerns. The institute can help arrange for this exhibit to be displayed in your community or institution. Write: American Institute of Physics, 335 E. 45th Street, New York, NY 10017.

In addition to the major exhibit, the institute is distributing a publication, *Images of Einstein: A Catalog*, containing reproductions of photographs and other information on Einstein for people who want to create their own Einstein exhibit.

The Center for History of Physics at the institute, in cooperation with the Office for History of Science and Technology, in Berkeley, has completed its mail survey searching for papers of physicists and astronomers. Many previously unlocated collections were found. The center's newsletter (November 1978) contains a select list.

The **Arkansas History Commission**, on about 1 April 1979, will occupy quarters in a new state office building complex. This will be the first move for the Arkansas State Archives since 1951 when it was located in the first state capitol building. The new

quarters, which will cover some 35,000 square feet, have been specifically designed to facilitate archival operations. A research room will house up to twenty-five microfilm readers and contain space for approximately fifty researchers. Modern fireproof vaults will house archival collections, microfilm negatives, and a portion of the state's records management program. Space has been allowed for a modern conservation laboratory.

The **Baltimore City Archives** is currently being reorganized to strengthen its archival program. Richard J. Cox, formerly curator of manuscripts of the Maryland Historical Society, was hired in January 1978 to head up the reorganization as the city archivist and records management officer. The National Historical Publications and Records Commission awarded the archives a \$24,624 grant to inventory the mayoral and city council records (1797–1971). The following record groups also have been inventoried: Baltimore Town Commissioners (1729–97); general property tax records (1799–1915); Appeal Tax Court (1841–1947); and City Auditor (1852–62).

The **Boston Archivists Group (BAG)**, an informal association of Boston area archivists, has met several times over the last two years at various repositories in and around Boston. A small fee is charged at each meeting and the surplus is passed on to the next host. BAG has no officers, constitution, bylaws, or regular meeting place.

A subcommittee of the **Business Archives Committee** of the Society of American Archivists is conducting a survey of business archives in preparation for publication of a revised edition of SAA's *Directory of Business Archives in the United States and Canada* (1975). A primary objective of the survey is to identify business archives not included in the 1975 edition of the *Directory*. SAA members are urged to submit names of newly established business archives and names of business archives not listed in the 1975 directory to the News Notes department Business Archives re-

porter whose address is included in the introduction to this department.

The Society of American Archivists held its first **Business Archives Workshop** in Chicago on 4–8 December 1978. The program consisted of a three-day basic introduction to archival techniques and methods, and two days of seminars on special problems for the business archivist. Among approximately thirty participants were representatives of several major corporations whose archival programs are in a formative stage. SAA is holding a second workshop in New York in Spring 1979.

The **Chester County Historical Society** (Pennsylvania) has reopened its research facilities after a year of renovations.

The **Edison National Historic Site**, the National Park Service, and Rutgers University will join with the Smithsonian Institution and the New Jersey State Historical Commission to publish Thomas Alva Edison's laboratory notes and drawings, and correspondence from his laboratories at Menlo Park and West Orange. The project was announced on 3 November 1978 at the Smithsonian's Science and History Museum by Reese V. Jenkins, the project editor. Microform editions of selected portions of the Edison Site's extensive collections are also contemplated, and an Edison bibliography project will be carried out concurrently. Inquiries may be addressed either to: Reese V. Jenkins, Editor, Thomas A. Edison Papers, 1 Richardson Street, Rutgers University, New Brunswick, NJ 08903; or to: Unit Manager, Edison National Historic Site, Main Street and Lakeside Avenue, West Orange, NJ 07052.

The **Folger Shakespeare Library**, Washington, D.C., has received a major challenge grant from the Charles A. Dana Foundation. Dana's outright grant of \$750,000 and challenge grant of \$500,000 brought to \$3.1 million the fund for expansion and renovation of the library. The schedule calls for a three-phase program. During phase one, lasting until May or June 1979, underground stacks will be

constructed. The second phase, lasting from June 1979 until June 1980, will be the renovation of the interior of the building, during which the reading room will probably be closed. Research facilities are expected to be open, however, while a second, new reading room is constructed as the third phase of the program.

The University of Houston and the Texas Gulf Coast Historical Association have designated the **Houston Metropolitan Research Center** as their archival repository and have transferred almost 900 linear feet of manuscripts and archives from their custody to the center's.

The **Indiana Historical Society** is sponsoring an Indiana Archives and Manuscripts Survey, intending specifically to record individual items and small collections of material located in institutions and likely to have been missed on large-scale surveys.

The **Conference of Intermountain Archivists** has sponsored, in cooperation with the Nevada State Historical Society, the University of Nevada at Reno, and the Nevada State Library, a workshop for the keepers of local public records. The workshop was designed to make participants aware of the methods of maintenance, preservation, access, retrieval, and more efficient use of state, county, and municipal records.

As part of a continuing project to create a guide to sources for the study of railroads in the intermountain West, the CIA has distributed questionnaires to repositories and will follow those up with catalog information forms. CIA will appoint one person in each state to oversee the project in that state.

The **State Historical Society of Iowa** is cooperating with the Iowa Federation of Labor, AFL-CIO, in its Iowa Labor Oral History Project, Inc. The tapes and transcripts from the project are being deposited in the manuscript collection of the society as they are completed. Labor records located in the course of oral history interviews are also being added to the manu-

script collection. Some of these accessions are listed in the Accessions and Openings section of this department.

John C. Broderick, former chief of the Manuscript Division of the **Library of Congress**, has been appointed Assistant Librarian of Congress for Research Services, effective 1 January 1979. Broderick also serves as adjunct professor of English and consultant in bibliography at George Washington University. He has been on the staff of the Library of Congress since 1965.

Broderick's new responsibilities include heading one of the major operational programs of the Library, providing leadership and policy and administrative direction, and coordinating the activities of the seventeen divisions making up the offices of Area Studies, Special Collections, and General Reference, as well as the Preservation Office. He is responsible also for the broad oversight of the reader, reference, and specialized research services; control and maintenance of the collections; and the organization of public programs related to the Library's collections.

The program for the Fall 1978 **Midwest Archives Conference**, meeting in Indianapolis, emphasized the research needs of the users of archives and manuscripts. Participants were asked to indicate the value of specific types of material—field notes, for example, versus drafts of reports—as well as to speculate on future needs. Sessions were given by users in the areas of political science; historic preservation and architectural history; genealogy; environment and conservation; popular culture; local, religious, urban, and quantitative history; and administrative use of archives.

Emphasis focused on the type rather than donor of material collected and saved. Several participants made positive recommendations not only for collecting but also for innovations in reference procedures to assist the user.

The Conservation Laboratory in the Indiana State Library and Historical Building was open for tours and for an extended session on "The User and Fragile Mate-

rials." William DuBois, executive assistant to Governor Otis R. Bowen, M.D., spoke on "Privacy and Public Records: The Indiana Plan," to a plenary session. [NANCY PREWITT, *University of Missouri*]

The **Society of Mississippi Archivists**, founded on 1 August 1978, had grown to a membership of over 400 by the end of the year. The Internal Revenue Service accepted the society's status as a tax-exempt educational organization. The first annual meeting was scheduled for 10 April 1979.

On accessioning the papers of former Governor Bill Waller, the **Mississippi Department of Archives and History**, in its *Mississippi History Newsletter*, reported that "The cooperation of Governor Waller in this important matter is greatly appreciated, for while the intent of the legislature is plainly that the papers of state officials should be deposited in the department, the intent is expressed by resolution and not by law, and thus has what we indelicately refer to as 'no teeth.'"

Two new laws will substantially affect the **National Archives and Records Service**. One, the Presidential Records Act of 1978, creates a new category of federal records: presidential records. The act includes the following seven sections: definitions, ownership, management and custody, restrictions on access, exceptions to restrictions, regulations, and vice-presidential records. According to the act, "The term 'Presidential Records' means documentary materials . . . created or received by the President, his immediate staff, or a unit or individual of the Executive Office of the President whose function is to advise and assist the President in the course of conducting activities which relate to or have an effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President." Specifically excluded from the definition of presidential records are records of federal agencies, non-record copies of publications, reference copies of records "when such copies are clearly so identified," and personal records. The act further defines

personal records to mean "all documentary materials . . . of a purely private or non-public character which do not relate to or have an effect upon the carrying out of the constitutional, statutory, or other official or ceremonial duties of the President." Vice-presidential records also fall under control of the act. Effective date for the new law is 20 January 1981.

Another new law makes mandatory the General Records Schedules promulgated by NARS. These schedules, which until now have been permissive, control the disposition of certain types of records such as civilian personnel records, budget records, and procurement records common to all or most federal agencies. Program records of individual agencies do not fall under General Records Schedules.

The Office of the Federal Register has published an updated *Guide to Record Retention Requirements*, which lists explicit legal requirements for retention of records by the public. For example, law requires cranberry handlers "To maintain records of all cranberries acquired, withheld from handling, handled or otherwise disposed of as will substantiate the required reports." The retention period for these records is "Not less than 3 years after termination of the crop year in which the transaction occurred or for such lesser period as the committee may direct." Papaya handlers, on the other hand, are required to maintain records for two years only.

The **Nebraska State Historical Society** has recently issued a publicity brochure soliciting donations of manuscripts. The brochure is a self-mailer which offers a definition of historical material, including non-textuals, and emphasizes the role of the professional staff in making these materials available.

Ann Russell has been appointed director of the **New England Document Conservation Center**, in Andover, Massachusetts. Russell was formerly assistant director of the DeCordova Museum, in Lincoln, Massachusetts.

In **Ohio**, the state legislature has passed and the governor signed new legislation

which permits employees of archives, libraries, and museums to detain persons suspected of misusing or stealing property owned by or in the custody of such institutions. The law allows the purchase of liability insurance by archival repositories and the state library to protect their employees from potential civil and criminal prosecution.

The **Ohio Historical Society** reports that its local records program inventoried 234,000 linear feet of county and municipal records during the past fiscal year. A total of 2,500 linear feet of records was transferred to network centers, and destruction was authorized for 64,500 linear feet. In addition, approximately 16,000 schedules of records retention and disposition have been prepared for and approved by county and municipal records commissions across the state. Inventorying and scheduling took place in thirty-four counties and sixty-five municipalities during the year.

The **Historical Society of Pennsylvania** has received grants from the Samuel S. Fels Fund and the Pennsylvania Abolition Society. The Fels grant will support the processing of personal and business papers of Samuel S. Fels, Philadelphia industrialist and philanthropist, the majority of which date from the 1920s and 30s. From the Abolition Society came funds to assist in the publication of the final volume of the *Letters of William Lloyd Garrison* and to underwrite an oral history of several prominent Philadelphia Blacks.

Portland State University, Portland, Oregon, is offering a new, two-year degree program leading to the master of arts in public history. The degree requires one year of class work in history and related subjects such as anthropology, urban studies, and sociology, as well as courses in business and public administration. After the year of class work, the student must work for a year as an intern in one of a variety of institutions, and prepare a thesis. The degree is intended to prepare students for work in non-teaching positions which require education in history.

The **Rhode Island Historical Society** has begun publication of a newsletter entitled *History Update*. It will be mailed without cost to history educators within the state to keep them informed of educational programs, publications, and facilities of the society.

The **Rutgers University Library** held an exhibition entitled "Women in New Jersey Since 1700," featuring more than thirty diaries of New Jersey women spanning the years 1746–1905. Also included were some papers of Congresswoman Mary T. Norton of Bayonne-Jersey City, as well as documentation from various women's organizations.

During the current year the Society of American Archivists **Committee on the Archives of Science** is continuing to provide advice to those members of the U. S. National Academy of Sciences who requested assistance in placing their papers, following the committee's 1976 mail survey. Attempts will soon begin to locate papers of academy members who died in the last years before the survey was made. New academy members will also be contacted. The committee has recommended to the SAA Council that its name be changed to "Archives of Science and Technology." The committee urges all interested persons to send notes of scientific and technical collections to *The American Archivist* News Notes reporter for Scientific and Technological Archives.

The **Southwest Arkansas Regional Archives**, located at Old Washington State Park, Washington, Arkansas, has been opened as a cooperative venture of the Arkansas History Commission and the Hempstead County Historical Society. This is the first regional archives in the state. Its holdings include county records, newspaper files, manuscript collections, photographs, books, and pamphlets.

The **Texas Historical Records Advisory Board** has adopted a State Historical Records Plan in keeping with the guidelines set forth by the National Historical Publications and Records Commission. Grant pro-

posals to NHPRC from within the state will be reviewed with the state plan in mind. The priorities adopted are: discovery of records worthy of preservation, preparation of guides and other descriptive publications, educational programs to inform the public of the importance and problems of good record-keeping and to inform organizations of the potential historical value of the records they create, and educational programs for archivists. The plan was published as Appendix A to the *Society of Southwest Archivists Newsletter*, Summer 1978.

The Manuscripts Department of the **University of Virginia Library** has been publishing in its monthly newsletter a warning to researchers. The warning cites the Family Education Rights Act and the Privacy Act of 1974 and asks that researchers write to or call the University Archives before planning a research trip.

ACCESSIONS AND OPENINGS

Adriance Memorial Library, Poughkeepsie, New York. Accessions: papers (1732–70) of the Livingston family including correspondence of Henry and Gilbert Livingston; and correspondence (1925–43) of Franklin D. Roosevelt and Helen Wilkinson Reynolds, relating principally to the local history of Dutchess County, New York.

Arkansas History Commission. Accessions: records (1914–47) of the Arkansas Authors and Composers Society; records (1936–45) of the Arkansas Soil Conservation District; papers (1846–1931) of Henry Percy Bradford, electrical engineer and pioneer in the development of electric street railway companies; papers (1825–53) of the Jared Martin family; papers (1879–1961) of Lucien Darden Atkins; Ouachita County and Pulaski County insanity records; and photographic collections of the Arkansas Department of Parks and Tourism, the town of Leslie (1890–1920), and Lawrence County (1890–1910).

U.S. Army Military History Institute. Accessions: papers of Eli P. Long, includ-

ing his diary (18 May–14 September 1857) describing his service in the 1st U.S. Cavalry Regiment during Sumner's Cheyenne Expedition; reports and reminiscences from, and an unpublished history of the 80th Division during World War I; papers of Colonel Richard Collins reflecting his service with the G-2 division of SHAEF during World War II, including a roster of allied recipients of ULTRA, intelligence derived from the breaking of German codes.

University of California at Los Angeles.

Accession: papers of Mayor Tom Bradley. The papers, which will be supplemented by oral histories, are closed until the end of the mayor's term of office.

Folger Shakespeare Library, Washington, D.C. Accession: papers (sixteenth and seventeenth centuries) of the Ferrers family of Tamworth Castle, Warwickshire, England.

Greenfield Village and the Henry Ford Museum. Opening: papers (1899–1939) of C. Harold Wills, a designer, engineer, and metallurgist who worked with Henry Ford until 1919. The bulk of the papers record Wills's activity after leaving Ford: the establishment of the Marysville Land Company and of Wills Sainte Claire, Inc., organizations founded by Wills to provide his employees with a model community and to manufacture the Wills Sainte Claire automobile. Included in the collection is a significant number of papers concentrating on the production of high-grade iron by the Hornsey reduction process. An eight-page guide is available for \$2.50 from the Ford Archives, Greenfield Village and Henry Ford Museum, Village Road, Dearborn, MI 48121.

Idaho Historical Society. Accession: papers of former state Representative Gladys Rae Swank, including her notes for her recently published directory of women who have served in the Idaho legislature, *Ladies of the House and Senate*.

State Historical Society of Iowa. Accessions: collection of medical papers, especially of female physicians, the bulk being

the papers of Jeannette Dean Throckmorton, physician and medical librarian at the State Medical Library from 1929 to 1963; papers (1955–75) of Thomas C. Poulter, second in command of the Byrd Antarctic Expedition; records (1902–69) of the Iowa City Typographical Union #515; records (1933–69) of the Machinists and Aerospace Workers, Dubuque; records (1930s–60s) of the United Packinghouse Workers, from various cities; records (1872–1963) of the Iowa City Fire Department; papers (ca. 1946–73) of George O'Hara, union organizer; and papers (1941–77) of Donald Johnson, former administrator of the Veterans Administration.

Eastern Kentucky University. Accessions: records, films, photographs, and scorebooks (1914–74) from the Eastern Kentucky University Athletic Department; minutes (1907–67) of Eastern's faculty; records of churches in Richmond and Madison County: Gilead Baptist Church (1894–1978), First Christian Church of Richmond (1893–1978), First Presbyterian Church of Richmond (1890–1978), and Christ Church Episcopal (1880–1930); papers, diaries, photographs, and memorabilia (1878–1976) of William L. Wallace, lawyer, Eastern Board of Regents member, and Republican Party leader, including a World War I diary and extensive family and political correspondence; photographs (1930–70) of Jimmy Taylor, including photos of the race horse Man O'War; papers (1942–78) of Russell I. Todd, dentist, Eastern Board member, and county historian; papers, diary, account books, research notes, maps, and photographs (1863–1976) of Smith Park, mathematician and Eastern professor, including family correspondence and information on Madison County history; papers (1927–67) of Meredith J. Cox, chemist and Eastern professor; and a diary (1903) of M. F. Arbuckle, farmer.

Michigan Historical Collections, University of Michigan. Accessions: correspondence, diaries, and printed materials (1863–1915) of Alfred Noble, civil engineer concerned with bridge and canal proj-

ects, consultant engineer in the planning and construction of the Panama Canal; papers (1935–60), on microfilm, of Edward W. Mill, administrator on Philippine affairs with the U.S. Department of State; addition to the papers (1931–78) of Jack A. Van Coevering, naturalist and outdoor writer for the *Detroit Free Press*, including correspondence and reference files; congressional files (1955–76) of James O'Hara, chairman of the Democratic Party's Commission on Rules, 1969–72; records (1933–77) of *Esquire Magazine*, including manuscripts of published articles and poetry, research and legal notes, correspondence with authors, and letters to the editor file; papers (1865–1960) collected by Hazel Littlefield Smith concerning in part her life as a missionary in China, ca. 1918–28; papers (1930–66) of Regina Hay, Republican National Committee-woman, and secretary of 1948 Republican National Convention; diaries (1898–1900) of William Atwood, army quartermaster sergeant in Cuba and the Philippine Islands during the Spanish-American War; papers (1925–62) of William Haber, University of Michigan professor, labor economist, and board member with Jewish organizations, concerning in part his work as Michigan Emergency Relief Administrator during the depression; records (1873–1923) on microfilm of Udvandrerarkivet (Danes Worldwide Archives), Aalborg, Denmark, concerning immigration of Danes to the United States as reflected in letters, journals, and family histories; papers (1925–66) of Donald S. Leonard, head of the Michigan State Police and Republican gubernatorial candidate in the 1950s; and congressional films (1959–76) of Philip A. Hart, U.S. Senator.

Mississippi Department of Archives and History. Accession: papers of former Governor Bill Waller.

Academy of Motion Picture Arts and Sciences, Margaret Hendrick Library. Accession: bound volumes of Call Bureau Casting Sheets (1942–72) of Central Casting Corporation. The casting sheets list all principals and extras who appeared in fea-

ture films made by major studios and are arranged chronologically by year and thereunder alphabetically.

National Archives and Records Service.

Accessions: records (1944–50) of the Office of Chinese Affairs, Department of State; records of the Office of the Secretary of the Treasury, including press releases and speeches (1917–53), reports on the business situation and high-grade securities market (1939–49), records of the Bretton Woods Agreements (1939–46), and minutes of the National Advisory Council on International Monetary and Fiscal Policies (1952); records (1971–72) of the Federal Open Market Committee; records of the Bureau of the Budget (now Office of Management and Budget), including subject files of the director (1939–68), office files of the directors, deputy directors, and assistant directors (1961–68); management records (1921–60), and speeches and testimony (1961–68); records (1955–61) of the President's Committee on Government Employment Policy; central subject file (1913–27) of the Bureau of Engraving and Printing; general correspondence (1906–72) of the Office of the Secretary of Agriculture; records (1943–74) of the Office of the Chief of Military History; records of the Naval Academy, including correspondence of the senior medical officer (1882–1909), records of medical examinations (1863–1919), medical journals (1901–23), hospital registers (1884–1906), and records of medical examining boards for entrants and graduates (1871–1926); various records (1865–1922) of the Naval Bureau of Medicine and Surgery; intelligence reports (1946) of Naval Attachés; records (1893–1910) of the Washington Navy Yard relating to its Ordnance Department and to the Naval Gun Factory.

Harry S. Truman Library. Accession: papers (1945–53) of Harry N. Rosenfeld, a member of the Displaced Persons Committee (1948–52), and executive director of the President's Commission on Immigration and Naturalization (1952–53).

Dwight D. Eisenhower Library. Acces-

sions: diaries (1951–57) of Bernard Stanley, special counsel to the President and appointments secretary; material relating to presidential transitions (Truman/Eisenhower and Eisenhower/Kennedy), compiled by Laurin L. Henry; and papers (1943–64) of Betty Schwesinger who worked in the 1952 campaign and in the White House.

Nevada Historical Society. Accession: papers (1872–89) of the Evans family, especially of Alvaro Evans, Washoe County deputy assessor, and his son, Pierce, an attorney.

Old Dominion University Archives. Accessions: papers of Rear Admiral Walter Ansel (1897–1977), including correspondence with high-ranking German officers; papers of State Senator Stanley C. Walker of Norfolk, a member of the Virginia House of Delegates (1964–71), the Virginia Senate (1972–), and chairman of the Virginia State Crime Commission (1966–); papers of Robert M. Rose (d. 1830) who served in the United States Navy from 1809 until 1830, attaining the rank of commander; records of Florence Crittenton Services, Inc., of Norfolk, Virginia, which operated a home for unwed mothers from 1894 until 1972.

Philadelphia Jewish Archives Center. Accessions: records (1974–77) of the Association of Jewish Agency Executives; records (1959–60, 1965–69) of the Beth David Reform Congregation; records (1950–70) of the Board of Rabbis.

San Diego History Research Center. Accessions: records (1941–75) of the Allen Dairy; records (1970–78) of the American Federation of Television and Radio Artists; records (1968–76) of Citizens United for Racial Equality; records (ca. 1923–70) of the Lemon Grove Chamber of Commerce; records (1908–35) of the Lemon Grove Fruit Growers Association; records (1954–78) of the San Diegans, Inc.; records (1948–74) of the San Diego Bureau of Jewish Education; records (1887–1968) of the San Diego Center for Children; records (1948–73) of the

San Diego Chamber of Commerce; records (1958–77) of the San Diego Federation of Teachers; records (1923–76) of the United Way of San Diego County; papers (1964–69) of California State Assemblyman E. Richard Barnes; and papers (1953–65) of U.S. Congressman Robert (Bob) Carlton Wilson. Microfilming projects: records (1893–1957) of the San Diego County Department of Agriculture—Weights and Measures; records (ca. 1853–1960) of the San Diego County Department of Transportation.

University of Southern Illinois at Carbondale, Morris Library. Accessions: miscellaneous items of Ulysses S. Grant, including drafts of several messages to Congress, messages to the Post Office Department, the Army, the Navy, the Treasury, and several special subject messages on tariff, China, and law; papers of the Grant family of Escondido, California, including correspondence between Henry Miller and Elmer Gertz, Miller's defense lawyer during the obscenity trial for the *Tropic of Cancer*.

Syracuse University Archives. Accession: papers and architectural drawings of Archimedes Russell (1840–1915), a prominent architect in the Syracuse area, who designed many still standing private and public buildings, including Crouse College on the university campus.

Temple University, Urban Archives. Accession: records (1924–39) of the Regional Planning Federation of the Philadelphia Tri-State District. The records include manuscripts, maps, and a 1928 aerial survey of the Delaware Valley. The materials were deposited with the University of Pennsylvania's Institute of State and Local Government and were stored at the Fine Arts Library until this year.

North Texas State University Archives, Denton, Texas. Accessions: papers (1795–1975) of Alvin M. Owsley (1888–1967), Lucy Ball Owsley, and their family records concerning, in part, Owsley's career as American Legion National Commander (1922–23) and U.S. minister to Rumania, the Irish Free State, and Denmark (1933–

39); papers (1945–72) of the Gulf Oil Company concerning labor-management relations; papers (1968–77) of the Oral History Association concerning meetings and administration; papers (1826–1937) of O. S. Levis (1835–1922) and family concerning gold mining in Colorado (1860s) and the farm machinery business in the Midwest (early 1900s); papers (1956–74) of Hermine Tobolowsky concerning the Equal Rights Movement in Texas; papers (1936–73) of the Morrison Milling Company of Denton; papers (1856–69) of Maud Fentress and family concerning life in Tennessee and Texas during the Civil War period; diaries (1852–62) of A. J. Underwood concerning life in Ohio and Minnesota in the 1850s, and Civil War experiences; papers (1859–1976) of Fred Minor (1888–1976) and family, concerning his political career as Texas speaker of the house (1931) and legal career in Denton; papers (1966–75) of J. D. Dunn and papers (1973–75) of Elvis Stephens concerning labor arbitration cases.

Texas Tech University, Southwest Collection. Accessions: papers of George Mahon who represented the Nineteenth Congressional District of Texas from 1934 to 1978 and served as chairman of the Committee on Appropriations; records (1887–1969) of the Texas and Pacific Coal Company and its subsidiaries, including records of the company-owned town of Thurber.

Utah State Historical Society Library. Accessions: records (some paper, some microfilm) of the following water and irrigation organizations: South Davis Water Conservancy District, Rockville Conservancy District, Uintah County Water Records, Dry Gulch Irrigation Company, North Canyon Water Company, Blanding Irrigation Company, Rice Creek Irrigation Company, Cannonville Irrigation Company, and Levan Irrigation Company.

University of Virginia Library. Accessions: papers (1915–63) of Walter Wyatt, general counsel of the Federal Reserve Board (1922–46) and recorder of decisions for the United States Supreme Court

(1946–63); notes, galleys, and proofs (1973–78) of John Hammond Moore, used in the preparation of his book, *Albemarle, Jefferson's County, 1727–1976*.

Winthrop College Archives, Rock Hill, South Carolina. Accessions: records (1922–77) of the Episcopal Churchwomen of the Diocese of Upper South Carolina; records (1933–77) of the Churchwomen United in Columbia; records (1968–78) of the South Carolina Jaycee-ettes; papers (1820s–50s) of the Johnson Family of York County; papers (1889–1977) of Mary Eva Hite; the *Bleachery Beacon* (1968–78), newsletter of the employees of the Rock Hill Printing and Finishing Company; and the *Springs Bulletin* (1943–78), newsletter of the employees of Spring Mills, Inc.

State Historical Society of Wisconsin. Accessions: minutes of proceedings (1934–78) of the membership, board of curators, and committees of the State Historical Society; minutes of meetings of the Women's Auxiliary (1950–78), the Wisconsin History Foundation, Inc. (1954–78), and the Historic Sites Foundation, Inc. (1960–78); assessment rolls (1869–1900) of the City of Eau Claire; probate records (1850–1949) of Manitowoc County; records (1870s–1950s) of the town of Stiles, Oconto County; papers (1850–1976) of Albert J. and Flora Hofmeister, manufacturing entrepreneurs of Chicago, Illinois, and Milwaukee and Racine, Wisconsin; papers (1943–71) of television and motion picture writer Rod Serling, including scripts, writings, a subject file on network censorship, his advertising work, opinions on television violence, and other personal and professional matters; microfilmed copies of Southwestern Wisconsin church records; post office records (1855–57, 1927–54) of River Falls and Rock Elm in Pierce County; school district records (1878–1960) of Door County; tax rolls (1865–1900) of Dunn County; tax rolls (1850s–1950s) of Fond du Lac County; records (1884–1957) of the circuit and county courts of Sawyer County; television audience reports (1954–55) of the American Research Bureau, Inc.; reports (1960–

63) on the broadcast exposure of radio and television advertisements by the Broadcast Advertisers Reports, Inc.; records (1853–1975) of the Wisconsin Education Association Council, an organization of teachers.

Yale University Library, Department of Archives and Manuscripts. Openings: papers (1923–71) of Albrecht Goetze; papers (1782–1828) of William Jackson; papers (1928–75) of Goldie Krantz; papers (1901–23) of Charles Felton Scott; records (1869–1976) of the Yale-China Association, and the related papers of Dickson and Marjorie Leavens (1887–1955, 1888–1977), William Winston Petrus (1912–45), Warren Bartlet Seabury (1877–1907), and John Lawrence Thurston (1874–1904); printed matter (1932–40) related to the Century of Progress (1933–34) and the New York World's Fair (1939–40). Partial opening: papers (1950–77) of Alexander M. Bickel.

RELIGIOUS ARCHIVES

Baptist. The Historical Commission of the Southern Baptist Convention—Lynn E. May, Jr., executive director-treasurer, and K. Ronald Tonks, assistant director—was host to the Religious Archives Committee during the forty-second annual meeting of the Society of American Archivists, in Nashville, in October 1978. May, who serves as chairman of the Religious Archives Committee, arranged tours of the Southern Baptist Archives facility and visits to the Archives of the Disciples of Christ and the Upper Room Museum, all located in Nashville.

The North Carolina Baptist Historical Collection on the campus of Wake Forest University, with John R. Woodward as director, recently initiated a microfilming field trip project. The first of these field trips was to Chowan College for the purpose of microfilming church records from the West Chowan Baptist Association. Over ninety-six volumes of records from twenty churches were microfilmed.

Catholic. Sister Evangeline Thomas, CSJ,

director of the Religious Archives Project of the Leadership Conference of Women Religious, announced completion of Phase II of a project initiated in September 1976 with conclusion anticipated by December 1980. This national project has attempted to identify repositories of all records regarding women religious in the Roman Catholic Church in America and to train sisters in basic archival principles so they may be able to organize the resources of their congregations. The completed Phase II of the project included the conducting of six basic archival workshops with 376 persons from 277 Motherhouses/Provinciales. Phases III and IV will complete the survey implementation and the publication and dissemination of the results.

Church of God. John W. V. Smith, archivist and historian for the Church of God (Anderson, Indiana), announced the acquisition of diaries and personal papers from several early leaders of the Church of God movement which will be celebrating its 100th anniversary in 1980–81. The most extensive of the acquisitions consists of a diary and considerable other material of Noah H. Byrum, long-time leader in the publishing work of the Church of God. Other materials relate to the work of Andrew L. Byers, Frederick G. Smith, and Enick E. Byrum, all of whom were important leaders during the earlier years of the twentieth century. The archives, located on the campus of Anderson School of Theology, is developing an oral and video history project and has launched a program of securing local church histories from all of the 2,400 congregations associated with the Church of God movement in the United States and Canada.

Jewish. The Philadelphia Jewish Archives Center, Lindsay B. Nauen, Archivist, has announced the acquisition of the records of Neighborhood Center for the years 1896–1969. Containing 219 boxes, 27 volumes, and photographs, the collection documents the growth of a large Jewish social agency. Included are minutes, correspondence, financial data, reports, surveys, statistics, and biographical data on

enrollees in the day nursery and nursery school which were a part of this organization. An unpublished inventory of the collection may be obtained for \$3.50 by writing to the Philadelphia Jewish Archives Center, Curtis Building, 625 Walnut Street, Philadelphia, Pennsylvania 19106.

Lutheran. A second volume in the unique *Microfilm Index and Bibliography* on American Lutheran Historical Sources has just been issued by the Concordia Historical Institute, 801 DeMun Avenue, St. Louis, MO 63105. The new volume covers the microfilm acquisitions of the institute from 1964 to 1973, the ten years since the end of coverage in the first volume issued in 1966. Taken together, the two volumes provide an index of the largest single Lutheran microfilm collection in America. The project has been sponsored by the International Lutheran Laymen's League. It is edited by

August R. Suelflow and is available from the historical institute for \$3 per copy, plus postage.

The Lutheran Historical Conference has published the essays and reports presented at its eighth biennial meeting in Philadelphia, Pennsylvania, in October 1976. The volume is the seventh in a continuing series published by the conference. Essays in this volume deal primarily with the nation's Bicentennial theme and with the Lutheran perspective of American ideology. The Lutheran Historical Conference was founded in 1962 as a forum for Lutheran archivists, historians, and librarians dealing with the history of Lutheranism in America.

Concordia Historical Institute announces the completion of its new building to house the Archives of the Lutheran Church—Missouri Synod. Dedication ceremonies were scheduled for 11 February 1979.



Dedication of the Salvation Army Archives and Research Center, 15 September 1978. From left to right: Thomas Wilsted, director, Archives and Research Center; Colonel Albert Scott, chief secretary, and Major Edward Fritz, divisional commander, both Eastern Territory; and Michael Lutzger, co-director, Archives Training Program, New York University.

Salvation Army. On 15 September 1978, in New York City, Salvation Army officers and friends gathered for the dedication of the Salvation Army Archives and Research Center, a new facility occupying an entire floor of the Salvation Army office building at 145 West 15th Street. Started in 1974, the Archives contains official records of the Salvation Army, private papers of officers and friends, books, periodicals, and photographs. It is supported financially by all four Salvation Army territories in the United States and has been designated as the National Archives of the Salvation Army. The goal of the center is to accession

and preserve the printed and written records of the Salvation Army, its officers and soldiers, and to make those records available both to members of the Salvation Army and to other researchers.

United Methodist. David E. Horn, archivist of DePauw University and the Archives of Indiana United Methodism, has announced that the continuation of a church records survey is their major effort to improve services to local churches. The project, begun in late 1975, has brought reports from approximately one third of the 1,500 United Methodist congregations in Indiana.

HISTORICAL EDITING

Listed below are 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, MA 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, IL 60680

Black Abolitionist Papers

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

The Papers of **Henry Bouquet**

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

The Papers of **Aaron Burr**

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

The Papers of **John C. Calhoun**

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

The Papers of **Lydia Maria Child**

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

The Papers of **Henry Clay**

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

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

Linda G. DePauw, Editor
George Washington University
Washington, DC 20052

The Documentary History of the **Ratification of the Constitution**

Merrill Jensen, Editor
Department of History
University of Wisconsin
Madison, WI 53706

The Papers of **Jefferson Davis**

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

The Papers of **Frederick Douglass**

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

The Papers of **Benjamin Franklin**

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

The Papers of **John Charles Frémont**

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

The Papers of **Daniel Chester French**

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

The Papers of **Marcus Garvey**
Robert Hill, Editor
Department of History
University of California at Los Angeles
405 Hilgard Avenue
Los Angeles, CA 90024

The Papers of **Samuel Gompers**
Stuart B. Kaufman, Editor
Department of History
University of Maryland
College Park, MD 20742

The Papers of **Ulysses S. Grant**
John Y. Simon, Editor
Morris Library
Southern Illinois University
Carbondale, IL 62903

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

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

The Papers of **Harriet Ward Foote**
Hawley
Edward J. Foote, Editor
The Stowe-Day Library
77 Forest Street
Hartford, CT 06105

The Papers of **Joseph Henry**
Nathan Reingold, Editor
Smithsonian Institution
Washington, DC 20560

The Woman Suffrage Correspondence of
Isabella Beecher Hooker
Adela H. French, Editor
The Stowe-Day Library
77 Forest Street
Hartford, CT 06105

The Papers of **James Iredell, Sr.**
Don Higginbotham, Editor

Department of History
University of North Carolina
Chapel Hill, NC 27514

The Correspondence of **Washington**
Irving
H. L. Kleinfeld, Editor
C. W. Post College
Merriweather Campus
Long Island University
Greenvale, NY 11548

The Papers of **Andrew Jackson**
Sam B. Smith, Editor
The Hermitage
Route 4
Hermitage, TN 37076

The Papers of **John Jay**
Richard B. Morris, Editor
605 Fayerweather Hall
Columbia University
New York, NY 10027

The Papers of **Thomas Jefferson**
Julian P. Boyd, Editor
Princeton University Library
Princeton, NJ 08540

The Papers of **Andrew Johnson**
Leroy P. Graf, Editor
Department of History
University of Tennessee
Knoxville, TN 37916

The Papers of the **Marquis de Lafayette**
Stanley Idzerda, Editor
Cornell University Libraries
Ithaca, NY 14850

The Papers of **Benjamin Latrobe**
Edward C. Carter II, Editor
Maryland Historical Society
201 West Monument Street
Baltimore, MD 21201

The Papers of **Henry Laurens**
George C. Rogers and David Chesnutt,
Editors
Department of History
University of South Carolina
Columbia, SC 29208

The Papers of William Livingston

Carl E. Prince, Editor
Department of History
New York University
19 University Place, Room 400
New York, NY 10003

The Papers of Aaron Lopez, Haym Salomon and the Sheftall Family

Nathan Kaganoff, Editor
American Jewish Historical Society
2 Thornton Road
Waltham, MA 02154

The Papers of James Madison

Robert A. Rutland, Editor
Alderman Library
University of Virginia
Charlottesville, VA 22904

The Selected Papers and Correspondence of George C. Marshall

Larry I. Bland, Editor
George C. Marshall Research Foundation
Drawer 920
Lexington, VA 24450

The Papers of John Marshall

Herbert A. Johnson and Charles Cullen,
Editors
P.O. Box 220
Williamsburg, VA 23185

The Papers of Philip Mazzei

Sister Margherita Marchioni, Editor
Fairleigh Dickinson University
Madison, NJ 07960

The Papers of Robert Morris

E. James Ferguson, Editor
The City University of New York
1411 Broadway
New York, NY 10018

The Papers of Frederick Law Olmsted

Charles C. McLaughlin, Editor
Department of History
The American University
Washington, DC 20016

The Papers of Pantton, Leslie, and Co.

William Coker, Editor

University of West Florida
Pensacola, FL 32504

The Selected Papers of Charles Wilson Peale and His Family

Lillian B. Miller, Editor
National Portrait Gallery
Smithsonian Institution
Washington, DC 20560

The Correspondence of James K. Polk

E. Wayne Cutler, Editor
Department of History
Vanderbilt University
Nashville, TN 37203

The Papers of Chief John Ross

Gary Moulton, Editor
Department of Social Science
Southwestern Oklahoma State University
Weatherford, OK 73096

Documentary Relations of the Southwest

Charles W. Polzer, Editor
Arizona State Museum
The University of Arizona
Tucson, AZ 85721

The Papers of Roger B. Taney

Irwin S. Rhodes, Editor
3815 Eric Avenue
Cincinnati, OH 45208

The Papers of Jonathan Trumbull, Sr.

Albert E. Van Dusen, Editor
Department of History
The University of Connecticut
Storrs, CT 06268

The Papers of Martin Van Buren

George Franz, Editor
Department of History
Ogontz Campus
The Pennsylvania State University
Abington, PA 19157

The Papers of Baron von Steuben

Edith von Zemensky, Editor
Van Pelt Library
University of Pennsylvania
Philadelphia, PA 19174

Documentary History of the **Supreme Court**

Maeva Marcus, Editor
Supreme Court Historical Society
Suite 333, 1511 K Street, NW.
Washington, DC 20005

The Papers of **Booker T. Washington**
Louis R. Harlan and Raymond Smock,
Editors

Department of History
University of Maryland
College Park, MD 20742

The Papers of **George Washington**
William W. Abbot, Editor

Alderman Library
University of Virginia
Charlottesville, VA 22904

The Papers of **Daniel Webster**
Charles Wiltse, Editor
Dartmouth College Library
Hanover, NH 03755

The Papers of **Woodrow Wilson**
Arthur Link, Editor
Firestone Library
Princeton University
Princeton, NJ 08540

Q: Why should a company establish an archives?

A: The preservation of corporate history is part of corporate responsibility. If your company takes pride in its accomplishments and wishes to preserve the foundation of its heritage, your business needs a company archives.

Q: What are the fundamental concerns of business archivists?

A: The basic responsibilities of business archivists include establishing appraisal standards, accessioning, arranging, describing, and preserving business records. In addition, the business archivist should be familiar with records management and oral history techniques.

Q: Where can a business learn about starting an archives?

A: BUSINESS ARCHIVES: AN INTRODUCTION, by Edie Hedlin.

.....
BUSINESS ARCHIVES: AN INTRODUCTION, by Edie Hedlin. 26 pp. including business archives forms on microfiche. \$4.00 to SAA members; \$6.00 to others. Order from The Society of American Archivists, 330 S. Wells, Suite 810, Chicago, IL 60606.

Announcing a New Records Management Handbook

DISPOSITION OF FEDERAL RECORDS

CONTENTS

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- IV. The Schedule: Applying Appraisal Standards**
- V. The Schedule: Assembling, Clearing, Issuing**
- VI. The Schedule: Application**
- VII. Managing the Records Disposition Program**
- VIII. Evaluating Program Effectiveness**
- Appendix A. Glossary of Terms**
- Appendix B. Statutes Affecting Records Disposition**
- Appendix C. Federal Property Management Regulations Affecting Records Disposition**

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The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

The President's Page

HUGH A. TAYLOR

ARCHIVAL EDUCATION IS CONCERNING the Society as never before, and I use the term *concern* in the two senses of involvement and apprehension. We have sponsored a series of basic workshops; we have emphasized the didactic side of our annual conferences; many of us have directed more extended programs of course offerings and summer institutes. As a Society we have published manuals which have been very well received. Realizing that precise standards were premature and perhaps inappropriate, we developed and published guidelines on archival education which have already been found timely in their emphasis on program balance and the need for competent instruction. Both individually and collectively, members of our Society have been involved in archival education to an extent not always fully appreciated.

Education complements professional development. In seeking ways to identify and label the professional we found ourselves (as others have before us, the Canadian Museums Association for example) in a trinitarian dilemma which indicated three possible routes toward the recognition of the journeyman archivist:

- (1) *institutional evaluation*, on the assumption that a repository maintaining professional standards will harbor professional archivists;
- (2) *educational program approval*, on the assumption that professionally approved programs will produce professional archivists;
- (3) *individual certification*, on the result of a written examination or its equivalent.

At a meeting on 8 October Council decided:

- (1) That institutional evaluation was very valuable for a number of reasons and that proposals would be presented by the ad-hoc committee set up for this purpose. However, Council did not see this route as a viable means of identifying professional archivists.
- (2) That the Committee on Education and Professional Development (CEPD) should present a feasibility study on every aspect of educational program approval.

- (3) That despite certain merits, individual certification by examination or other means would not be pursued at this time.

It is my own personal view that if the approval of educational programs is not found to be viable (at this stage we simply do not know), then individual certification would probably be brought forward again as the only other alternative. Even if program approval was found to be practical, certification by examination might still be introduced for those for whom approved programs were out of reach both geographically and financially. However, there are real dangers in relying purely on the result of a written examination as proof of archival competence.

Meanwhile, the deliberations and conclusions of the conference on basic archival workshops has also clarified the role of the Society with regard to this form of basic training. (See *SAA Newsletter*, January 1979). These workshops, while meeting a pressing need, do not train professional archivists. In consequence, following our very successful pilot program, we will as a Society act as a resource for advice, teaching aids, and general support; but we will not continue to run the workshops themselves except in connection with the annual meeting.

To return to the matter of professional training, there will be a series of more advanced workshops including those in special fields such as business archives, and CEPD is to report on what the nature and thrust of continuing education should be.

All this is solid evidence of involvement and progress, but there remains my use of the word *concern* as apprehension, as this relates to the sharp increase in courses which claim to produce archivists but lack proper input from the profession. In fairness, some of those responsible have heeded our guidelines and are trying to improve the quality of their offerings.

While recognizing that some of this training is for new, composite professions, we should study the literature and claims of these courses with care, and firmly protest exaggeration and misrepresentation. Also, funding agencies should consult us before making their grants so that they at least have our opinion of any proposal involving archives or archival education. My own view is that ill-conceived courses conducted by those with little or no archival experience will tend to impart old concepts without insight and fill students not so much with misinformation as with an increasingly rigid and obsolete body of knowledge divorced from experience.

Experienced archivists, too, must guard against complacency. In all this welter of training programs we must try to recognize, and continue to re-evaluate over time, what makes a professional archivist; the requirements may be changing faster than we think. First we should try to determine our role in society, for this will determine what we must do and the training we should have. Is the role of the archivist today much the same as it was thirty years ago when many of us entered the profession? As administrators, are we equipping ourselves and others to cope with the past rather than the future?

With this sense of change in mind I have asked that at the next Council meeting we spend some time reviewing the objectives of the Society, objectives which may no longer be adequately stated in the constitution. These should reflect the collective aspirations of a body of archivists and others who perceive the archival role

in society with clarity and self-awareness. I hope that at a later date Council will then match our perceived objectives with our on-going activities. I hope we will not be in for too many surprises!

SAA AWARDS

The Society of American Archivists announces competition for four of its awards to be presented at the 1979 annual meeting in Chicago. The awards will recognize accomplishments during 1978. Winners of each award will be selected by an appropriate subcommittee of the Committee on Awards, chaired by Mary Jane Dowd.

SAA individual and institutional SAA members may nominate themselves or others for any of the following awards. A complete description of the Society's award policy appears in *The American Archivist*, 39 (July 1976): 415-20.

All nominations should be sent to Mary Jane Dowd, National Archives (NNFS), Washington, DC 20408, by 1 June 1979.

The Distinguished Service Award, established in 1964 by three Fellows of the Society: Leon de Valinger, Jr., the late Mary Givens Bryan, and Dolores Renze, is a trophy presented annually to an archival institution or organization that has made an exemplary contribution to the archival profession. Nomination forms for the award are available from the chairman.

The M. Claude Lane Award, established in 1974 by the Society of Southwest Archivists in memory of Sister M. Claude Lane and funded by that society, is a cash award presented to an individual who has made significant contributions in the field of religious archives.

The Philip M. Hamer Award, first given in 1973, was established with a gift from Elizabeth Hamer Kegan. The award recognizes high quality work in documentary publication by a junior editor on publication projects sponsored or endorsed by the National Historical Publications and Records Commission.

The Waldo Gifford Leland Prize, first awarded in 1959, is a cash award from the income of the Waldo Gifford Leland Prize Fund. The prize is awarded to the author of an outstanding published contribution in the field of archival history, theory, or practice. Finding aids, monographs, and documentary publications are eligible for the prize. Publication may be by letterpress, offset, microform, audiovisual, or other media. Periodicals are not eligible for this award.

Abstracts of Committee Reports

Following are reports submitted to the editor by 15 January 1979. Where they were brief, they have been reproduced in their entirety; longer reports have been abstracted for publication. Full reports are on file in the Office of the Executive Director. *The American Archivist* will publish any committee report abstracts submitted. They should not exceed 100 words, should be signed by the committee member submitting the report, and should be typed double-spaced. They may be sent to The Editor, *The American Archivist*, National Archives Building, Washington, DC 20408.

The **International Archival Affairs Committee** agreed that the Clearinghouse of Microfilming Projects in Foreign Archives should be established in a major institution, with funding to make the clearinghouse effective. North American

archival institutions and organizations are encouraged to celebrate International Archives Week in October or November 1979. A study tour of China is being considered, as well as one to county archives in the United Kingdom, after the London 1980 International Congress on Archives. The Balkans, Africa, or the Caribbean are possible tour areas for 1981. The committee has requested that its chairperson become the SAA representative to the US National Committee for the UNESCO General Information Program. Study is being done of the best use for the income of the fund established by Council to assist foreign archivists travelling in the United States. [R. MICHAEL McREYNOLDS]

The **Committee on Education and Professional Development** focused on four main projects. A curriculum design for the archives practicum was developed to amplify and to supplement the "Laboratory Elements" section of the "Guidelines for Graduate Archival Education," and forwarded to Council for its approval. Still in progress is the development of a plan for a continuing education program for the profession. Procedures for the approval of graduate archival programs are being revised in the area of accreditation and certification. The committee has been closely involved in the Society's basic workshop program. This year, the committee will prepare a study of the archival elements which should be included within the basic library curriculum. [F. GERALD HAM]

The **Finding Aids Committee** has four task forces. The task force for a model finding aid for state archives has concluded that analysis and indexing should extend only to the series level and that the future model should be compatible with manual and automated programs and consistent with SAA manuals. The task force will coordinate with a project developing a prototype guide to state archival holdings in Minnesota, Wisconsin, Indiana, and Illinois. The college and university model finding aid task force hopes to develop a subject vocabulary thesaurus, while the finding aids relationships task force is focusing on the cumulative index, and the user analysis task force has prepared a questionnaire. A consensus has developed that arrangement and description of modern manuscript collections and archives of corporate bodies should follow the same principles, with intellectual access consciously keyed to record levels and the inventory as the basic finding aid. Indexing the inventories is considered to be the key to any finding aid system. [RICHARD K. BERNER]

The **Committee on Collecting Personal Papers and Manuscripts** has produced a third draft of its brochure, "Personal Papers, Records, and Archives: A Note on the Preservation of Scholarly Source Materials and a Guide to Donors." The brochure should be ready for use before the 1979 SAA meeting in Chicago.

A subcommittee studying needed revisions of the 1969 tax law distributed a questionnaire to all registrants at the annual meeting, to determine whether collecting programs had been adversely affected by the law preventing individuals from taking fair-market value tax deductions for giving their own papers to an institution. The subcommittee will tabulate results and follow up with any institutions whose acquisition programs have suffered because of the law.

The committee will reactivate a project to study the costs of acquiring and processing collections.

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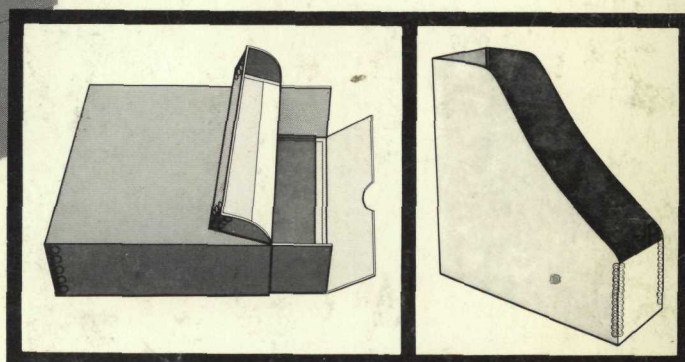
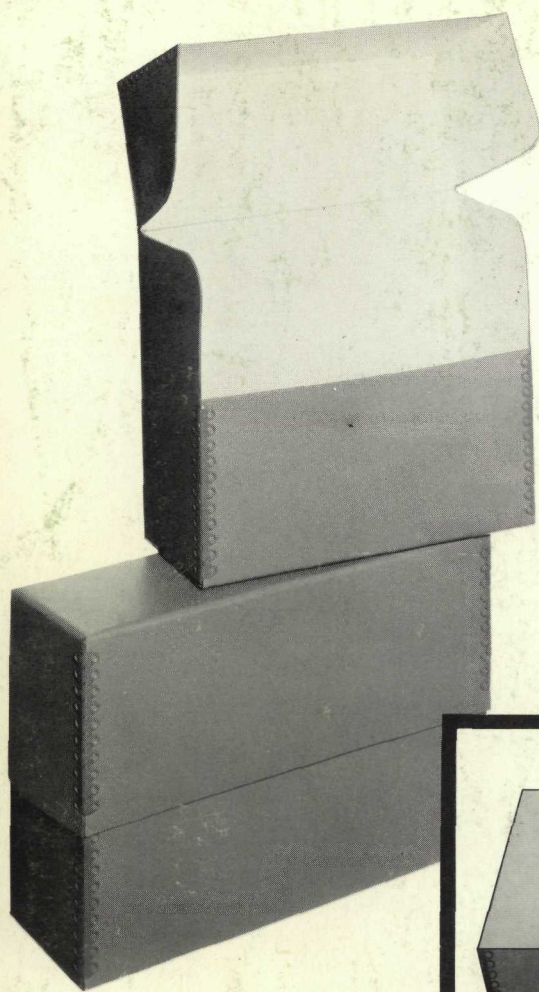
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