

Reviews

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Appraisal of the Records of the Federal Bureau of Investigation: A Report to Hon. Harold H. Greene, United States District Court for the District of Columbia. Submitted by the National Archives and Records Service and the Federal Bureau of Investigation. November 9, 1981 Washington, D.C. National Archives and Records Service, 1981. 2 volumes. (Available on microfiche for \$5.50.)

This report is the result of the most massive and complex exercise ever undertaken in the field of records appraisal. It grew out of an historic lawsuit challenging a NARS appraisal decision to permit the destruction of FBI field office case files. The court ruled that NARS had not followed its own rules for appraising records and ordered NARS and the FBI to submit for court approval a retention plan for the Bureau's massive files. This appraisal involved some 25,000,000 case files maintained in 214 different file classifications (e.g., bank fraud, espionage, smuggling) and housed at FBI headquarters, in 59 field offices and 12 U.S. foreign mis-

sions. The files total about 300,000 cubic feet and date primarily from 1939 to the present.

Prodded by an irate judge who set the deadline for the report at 9 November 1981, NARS appointed a 17-member task force headed by James E. O'Neill and Charles M. Dollar to carry out the project. The major work was completed in about six months.

How does one examine files of this magnitude for appraisal purposes? Their numerical organization suggested that statistical sampling might prove a useful tool. Further, this methodology had worked in the appraisal and selective retention of the less voluminous files of the Massachusetts Superior Court (see review of Michael S. Hindus and others, *The Files of the Massachusetts Superior Court, 1859-1959* in the *American Archivist* 44 [Fall 1981]: 360-61). Using the "Hindus Report" as a conceptual model, the task force selected a stratified sample of 1,800 case files from the 214 file classifications, collected basic information from each case, and produced a computer-generated "classification profile" to assist the task force in determin-

ing each file's research potential. The profile also was used to determine the linkages and duplication between headquarters and field office cases.

This analysis further revealed (1) that most files are not rich sources of historical information; only 27 percent of the sample had any research potential; (2) the FBI is still much more gang-busters than spy hunters; more cases are opened dealing with crime than with national security; (3) individual files are not bulging with information on crooks or spies; 66 percent are no more than one-quarter-inch thick and only 4 percent have more than one folder or section; and (4) the best indicator of a case's research value is its size, a finding which bears out the "fat file theory" of the "Hindus Report," stating that thick files have greater research potential than thin files.

According to the schedules in the report, the bulk of records to be preserved will be selected through a small systematic evidential sample to illustrate the nature of investigations in those files with low informational value or by a larger systematic information sample for those files with high research value. In an effort to preserve those relatively few so-called "exceptional cases" that contain unique and important historical information that might be lost in a sampling procedure, the task force, with input from the research community, developed a list of approximately 4,000 exceptional cases. Based on the examination of these cases the staff developed a list of 12 criteria for the future selection of such cases.

By combining statistical sampling and analysis with traditional appraisal notions about archival value, the task force has given archivists an important appraisal methodology for the selective retention of voluminous records. In addition, the project has demonstrated the

value of teamwork and collaboration in major appraisal decisions. Each task force member was assigned a number of file classifications for which to prepare a preliminary appraisal report and disposition recommendation. These reports were then discussed by the whole group, and decisions were made by a majority vote. The recommendations of the task force were forwarded to the project's deputy director, who determined sample size and the method for drawing the sample.

The task force also asked a number of experts in history, law, criminal justice, historical demography, and statistical sampling to review and evaluate the project's procedures and results. The experts proposed no major modification in the retention program, but no doubt their evaluation was important politically to give the project legitimacy.

The real critique of this appraisal report will be made by future researchers. Only their use of the records will reveal if the task force, by reducing the bulk of the records by about 83 percent, has significantly impaired the research value of the files. If a final evaluation must remain for a distant future, for some time to come archivists, researchers, and the litigants in this case will be arguing about some key appraisal decisions. The most controversial involves the gargantuan indexes (65,000,000 cards at FBI headquarters and an estimated 200,000,000 in the field offices). While these cards often have useful information about subjects or individuals, the report recommended keeping only the cards for retained cases. Other controversial decisions involved retaining a systematic evidential sample for each file classification no matter how unimportant the research value of the material. This decision may reflect a bias in NARS appraisals toward the evidential value of records; it may

also be a political sop to pacify the "save it all" constituency. A third appraisal decision involves the criteria for selecting "exceptional cases." Some will argue that the criteria are a seine that is too loosely woven to catch all such cases. Criticisms such as these reinforce the notion that archivists must recognize that their appraisal work, like historical interpretation, has a subjective and tentative quality. Archivists in the future will have to give greater attention to monitoring, testing, and modifying their decisions, especially those involving systematic sampling and special selection.

Though archivists now have two applications of the use of statistical sampling techniques in examining records for appraisal, the current cost of implementing this approach may well be beyond the reach of almost every archival agency. The Massachusetts Superior Court files project cost \$65,320, while NARS, committing the largest single block of resources in its history to a single project, estimates its cost at more than \$500,000. Continued research and development in appraisal for selected records retention will perhaps lower the cost.

Even so, no future archival appraiser will be justified in consigning important data to the scrap heap just because of its bulk without first carefully analyzing the applicability of systematic sampling for appraisal and scheduling of records (and without first considering the legal implications of such a decision). NARS can greatly amplify the impact of this major contribution to modern appraisal practice by issuing this report in a revised form that omits the records retention schedules (the bulk of the two massive volumes) and elaborates on the history, methodology, and findings of the project in the manner of the "Hindus Report."

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Federal Records Management: A History of Neglect. Report to Congress by Elmer Staats, Comptroller General, February 24, 1981. PLPD-81-2; B201157. Accession #114417. 38 pp. Appendixes. Available from General Accounting Office (DHISF), Box 6013, Gaithersburg, MD 20760. ***Modern Public Records: Selection and Access.*** Report of a Committee Appointed by the Lord Chancellor. Sir Duncan Wilson, Chairman. London: Her Majesty's Stationery Office, 1981. 250 pp. Available from Pendragon House, P.O. Box 424, Mystic, CT 06355.

In the past two years, archivists have seen the congressional oversight committee report of hearings on the "National Archives and Records Service: Documents Preservation Program and Trust Fund Operation",* the Comptroller General's report on records management, and the Wilson Committee Report from Great Britain. All three documents are critical of national archival programs. Coupled with severe funding cutbacks, they may cause archivists to wonder what they have done to deserve this hostile attention. Archivists find themselves caught between underemployed scholars seeking alternative careers and "new professionals" armed with jargon and appealing to new technologies. While academics became major beneficiaries of federal research grants, the Commission on Federal Paperwork and the Paperwork Reduction Act of 1980 launched the field of information resource management to correct a mistaken "traditional" view of records management. Attacks on the "paperwork monster" are popular and the theme has been regularly rediscovered by federal commissions and committees. In the January 1982 *Records Management Quarterly* Ira Penn noted the recurrence of these attacks on waste. As new office technolo-

gies produce ever increasing stacks of paper and millions of "information professionals" are employed to manage the product, laments for a "paperless society" sound like the 19th-century industrialist's concern for the pastoral society.

The Comptroller General's report on records management draws on the Commission on Federal Paperwork's 1977 report to cite the same huge potential savings that were cited in the 1949 and 1955 Hoover Commission reports. The GAO report discusses records management, persistent problems, and recent steps to correct them by assigning responsibilities to OMB. According to the report, federal records managers believe that "NARS' promotion of records management lacks clout, leadership, forcefulness, competent staff, standards by which to measure improvements, timeliness, good working relationships with agencies, credibility, an attitude of helpfulness, and persuasiveness."

Good housekeeping is not a primary agency mission. It is unglamorous and seldom yields major publicity or satisfies a constituency. Tensions exist on both sides of the archives-records management relationship. Archivists are uneasy about a tie to administrative agencies. Administrators are suspicious of academics whose product is neither "mission-oriented" nor "cost-effective". Records management has traditionally claimed huge dollar savings. Destruction or low-cost storage of records compared to retention in office space indicates significant savings when projected over time. Unfortunately the savings are in the avoidance of overhead and are seldom reflected in budgets. Automation and machine-readable records merely exacerbate the situation by speeding production of records and permitting the manipulation and retention

of large quantities of data. If the effectiveness of a management program in the executive branch of the U.S. government depends on congressional monitoring, it is in trouble. The assignment of "oversight responsibilities" is ineffectual without incentives. What are the incentives for management improvement in a large bureaucracy? Rapid changes in financial support levels seldom promote efficiency or economy. The transfer of functions to other agencies does not change the picture. The same people, plus the same techniques, produce the same results. Decentralization is advanced as promoting agency compliance. Archivists and records managers "in mission" and closer to problems and may promote their cause from within. They also tend to become co-opted and lose overall perspective.

Education has traditionally been emphasized by those involved in records management. NARS has used workshops, handbooks, and training programs to spread the doctrine. Quantification, work measurement, and effectiveness indexes provide objective criteria for program evaluation. The Paperwork Commission's call for records management standards to use as an audit base was justified. Salesmanship often takes precedence over research in records management programs. Research should produce qualitative and quantitative standards for implementation by agency records managers. It is questionable whether GSA or OMB are proper locations for serious research efforts. Centralization of responsibility for nonpolitical management audits would help. Regular program reviews without the promotional aspects of congressional commissions and GAO exposés would permit a dispassionate review of accomplishments and shortcomings from a professional perspective. The GAO

report is "a history of neglect" because the subject is neglect. Without neglect there would be no justification for improvements in records management.

In 1978, the British government appointed the Wilson Committee to review the effectiveness of the Public Records acts of 1958 and 1967 with respect to appraisal and access. The Committee's March 1981 report called for the implementation of the Grigg Committee Report of 1954, which had led to the establishment of a system of five- and 25-year reviews on the basis of administrative and historical criteria and required skilled departmental records officers and inspecting officers from the Public Record Office (PRO). The Wilson Committee was critical of the decentralization of five-year appraisal decisions and was concerned that no guidance was provided to branch officers about interpretation of appraisal criteria beyond 13 broad categories of records listed in the PRO's 1971 appraisal guidelines. The committee's report provides a comprehensive review of national archival policy relating to modern records and recommends the retention of the existing review system, a cautious approach to the appraisal of "particular instance papers" or case files, increased involvement of "sector panels" of academic researchers to advise departments on appraisal, and more liberal access policies with specific provisions to clarify users' rights. Sections of the report relate to medical records, visual records, conservation and microfilming, hours of service, and resources. The committee recommended stronger roles for the Advisory Council on Public Records and the PRO. The inquiry into departmental roles in carrying out the public records acts has a familiar ring for American readers. A passage on page 84 could read "in the inevitable arguments with GAO and OMB about

money and manpower, NARS fights its own battles unaided and may, like other small departments, come off all the worse." Perhaps the Administrator of General Services would be miscast as the Lord High Chancellor, but we do not always achieve D'Oyly Carte casting standards. The Wilson Report is recommended for archivists who feel "clouted" and can profit from the experiences of professional colleagues in the United Kingdom. There is also considerable merit in the use of an inquiry committee to secure an impartial, outside evaluation of an archival program every 25 years.

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Records Management. 3rd edition. By Mina Marie Johnson and Norman F. Kallaus. Cincinnati, Ohio: South-Western Publishing Company, 1982. vii, 405 pp. Illustrations, index. \$14.

Records Management by Mina M. Johnson and Norman F. Kallaus is an excellent introductory text to the creation, control, and disposition of records. Two previous editions have been published, but the third edition provides more comprehensive coverage of filing systems, expanded use of illustrations, updated material on various commercial filing systems, and a more thorough explanation of the new information technologies.

The book's primary audience is not the experienced archivist or records manager but the secretary, the file clerk, or the student of office procedures. It is this fact that makes *Records Management* indispensable to any archivist involved in a comprehensive records control program. The book clearly defines the basic terminology, explains the rationale and scope of records manage-

ment, and colorfully illustrates the various filing systems, storage equipment, micrographics, and computer-generated systems. A brief review of this book by an organization's secretarial and clerical staff would remove many of the questions and uncertainties that exist between the office personnel and the archivist or records manager.

Following a short analysis of the purpose, history, necessity, and definitions of records management, the authors proceed to the five basic methods of filing: alphabetical, geographical, numerical, subject, and chronological. Each of these methods is examined in detail for arrangement, equipment needs, and advantages and disadvantages. Each method is evaluated in relation to its use of file cabinets, tabs, guides, labels, and folders.

Johnson and Kallaus provide a specific set of procedures for filing, which includes inspecting, indexing, coding, cross-referencing, sorting, filing, and retrieving. In addition, the authors devote a considerable amount of space to rules for filing and cross-referencing. Few archivists would quarrel with the filing rules, except for the decision to eliminate all articles, prepositions, and conjunctions that are not an integral part of a title or business name. While this is a common practice for the first word of a title, to extend the rule to the entire title permits a variable that depends on the discretion of the filer.

Records Management devotes several pages to the storage and retrieval of special records, such as index-type cards, aperture cards, blueprints, maps, cassettes, and computer printouts. This is an especially helpful survey of unusual filing techniques and the availability of innovative commercial storage products.

Several chapters are devoted to mechanized retrieval, computer retrieval systems, and microrecords. The

automated systems receive considerable attention and are explained in everyday terms. Microrecords, including microfilm, microfiche, aperture cards, and packaged microforms, are studied for advantages and disadvantages over conventional records. The equipment and personnel for a micrographics program are investigated, as well as the possibilities of computer-output microfilm.

The last section of the book discusses the organization and operation of a records management program. Emphasis is placed on efficiency and reduction in paperwork. Traditional records management techniques such as record surveys, retention and disposition schedules, and forms management are described. In addition, several questions are raised as to the future implications on records management of word processors, optical character recognition machines, and the development and expansion of computer systems.

Records Management covers the entire spectrum of records creation, control, and disposition. It serves as a good introductory text to secretaries and file clerks, and provides the archivist/records manager with an up-to-date analysis of the latest office equipment and the most recent developments in information management.

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Archival Preservation of Machine-Readable Records: The Final Report of the Wisconsin Survey of Machine-Readable Public Records. Martin David and F. Gerald Ham, Co-Principal Investigators; Max J. Evans and Alice Robbin, Project Co-Directors; Margaret L. Hedstrom, Project Archivist.

Madison: The State Historical Society of Wisconsin, 1981. 49 pp. Paper.

This important document is the final report of a cooperative project undertaken by the Archives Division of the State Historical Society of Wisconsin and the Data and Program Library Service of the University of Wisconsin. The project was conducted over an 18-month period from November 1979 to April 1981 with funds provided by the National Historical Publications and Records Commission.

The project staff has succeeded in providing the entire archival profession, and state archivists in particular, with a clearly articulated framework within which to approach the archival administration of machine-readable records. Although the report concentrates on public records at the state level, most of the discussion is equally applicable to the handling of machine-readable materials in other archival settings. As such, the report deserves the attention of archivists in every repository who find data processing an increasing segment of their record-creating environment.

The report is presented in three sections. The first, a history of the project, describes the work of the project staff as they reviewed the literature, examined existing practices in other repositories, surveyed selected files for accessioning, conducted workshops for agency officials, and pursued research in areas of particular concern. The second section, comprising nearly half of the total report, discusses the findings of the project. It considers how such standard archival procedures as appraisal and preservation apply to machine-readable records and discusses problems unique to computer-generated materials. These include the importance of adequate documentation and the need for archivists to constantly monitor techno-

logical changes so that innovations in hardware or software do not make the information in their records inaccessible or unreadable. The third section sets forth the components of an archival program for machine-readable public records and could be used as a blueprint by nearly any state archival and records management program. It describes the educational process that must be engaged in by agency records managers, identifies the internal and external resources that the archival repository must harness to deal with these materials, and discusses the legislative and administrative controls that contribute to a successful program.

Seven appendixes are also available separately on microfiche. Three are technical reports analyzing data processing and machine-readable records in the state agencies on which the project concentrated its efforts: Public Institution, Revenue, and Health and Social Services. A fourth technical report analyzes research access to personal information. The other appendixes reproduce working materials of the project, including the records survey form, workbooks, and a sample documentation package.

An underlying sense of urgency is reflected in the repeated emphasis on establishing archival control over machine-readable records as early in their life cycle as possible. While every type of record-keeping system—whether based on paper or electronics—would be easier for archivists to work with if they had a hand in its development, the need for early archival intervention with machine-readable records is made more essential by the transient nature of information contained in automated systems. Paper, if ignored, merely continues to pile up in the corner; computer data, if ignored, often disappears altogether, leaving not a trace behind.

Archivists are faced with an increasing

challenge as more and more information moves into automated systems. The fact that the volume is growing so quickly and disappears so fast only compounds the problem. As a profession, we must begin now to confront the challenges and opportunities presented by machine-readable records. Any state archivist who has not yet read the Wisconsin report (a copy was sent to each state) should do so immediately and plan to act on its findings and recommendations. Other archivists should consider how the conclusions of the Wisconsin project apply in their own situation. There clearly is room for a similar analysis of a university archives, perhaps as a joint effort among several college campuses. The Wisconsin project has set a fine example, not only in conducting a systematic analysis of a complex problem but also in disseminating the knowledge it gained in a clear and useful format. Let us make certain that its lessons are well used.

VICTORIA IRONS WALCH

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Guide to the Archives of the Archdiocese of Boston. By James M. O'Toole. New York: Garland Publishing, Inc., 1982. Index, illustrations. 328 pp. \$50. Cloth. ***Guide to the Parochial Archives of the Episcopal Church in Boston.*** By Mark J. Duffy. Boston: Episcopal Diocese of Massachusetts, Diocesan Library and Archives, 1981. 212 pp. \$9.50. Paper.

Published guides to archival collections are visible evidence of the professional status of archives and their archivists. Those of us who have responsibility for records of churches therefore welcome these two books into the corpus of archival literature. In this body of literature materials pertaining to the ar-

range of church archives in particular are not extensive, and published guides to most ecclesiastical repositories simply do not exist. Here are two guides: O'Toole's volume describes the archives of the Roman Catholic Archdiocese of Boston and Duffy's the parochial records of Episcopal churches in the city of Boston. Each has been carefully prepared and reflects the many hours of appraisal and description that are the basic archival tasks. They are more than finding aids for historians; they are also practical models for archivists who are arranging the church records of dioceses and parishes. Furthermore, although the organizational structures of churches differ, it does appear that these models for an archdiocese and for parishes may be appropriated for general adaptation to the records of all churches.

O'Toole's guide is useful for historians, other researchers, and archivists. It provides more than adequate data about the archives of a great old archdiocese, rich in history, and researchers will find it a valuable aid in readily discerning the information in the holdings of the repository. Church archivists who are custodians of much more extensive collections may wish that it were possible for them to furnish their researchers with the detailed data that has been made available through a kind of calendaring of the papers of the archbishops of the 19th century. Furthermore, not only does the researcher benefit from this guide, the archivist may also. The record groups and descriptions provide examples that the diocesan archivists in the Roman Catholic Church or the Episcopal Church in this country may consult. Archivists of churches have taken the general literature pertaining to state and federal archives and adapted it to their records. This book serves as a practical example of the application of the general

rules of archival procedure to the specific needs of archdiocesan or diocesan archivists struggling with a large amount of church records. It assists in focusing the general literature on the specific situation. Whether or not O'Toole intended to supplement the "teaching" literature for church archivists, he has done so and therein made a double contribution. He has arranged and described the records in his custody for scholars and therein presented a model for other archivists to follow in their repositories.

Duffy's volume is likewise useful to researchers and archivists. His survey and preliminary inventory of parochial records in the See of one of the oldest Episcopal dioceses will delight historians and historiographers of the Episcopal Church. It contains short historical sketches of the churches and describes the extant records according to nine categories or record groups (which also include nonarchival historical materials). As far as I know this guide is unique in the Episcopal Church and it supplements and strengthens the diocesan archives that are also Duffy's responsibility. The survey is based on 22 churches and covers a large body of records, many of which have lost their provenance and in some cases have not been retained "on-site" in the churches. Although Duffy writes in the introduction that "difference in volume, arrangement and complexity made it impossible to be absolutely consistent in describing the twenty-two collections covered by the inventory," this guide is a model for possible categories or series in the arrangement of parochial records. It includes actual examples of ecclesiastical records, and Duffy's preliminary inventory of them should be helpful to parish archivists seeking intellectual control over records in their custody.

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Guide to Records in the National Archives of the United States Relating to American Indians. Compiled by Edward E. Hill. Washington, D.C.: National Archives and Records Service, 1981. Illustrations, index. xiii, 467 pp. Cloth. \$13. (Available from Government Printing Office.)

In 1965 the National Archives and Records Service published Edward E. Hill's preliminary inventory of the records of the Bureau of Indian Affairs, Number 163 in the important series of inventories of records in the National Archives in Washington, D.C. Published opportunely at a time of growing scholarly interest in American Indian history, the two-volume inventory was of instant and continuous value to researchers. That interest, which led to extensive use of Bureau of Indian Affairs records, was reflected in the 1972 National Archives conference on the history of Indian-White relations, an event that led to the preparation of additional descriptive material and ultimately the *Guide to Records in the National Archives of the United States Relating to American Indians*. Compiled by Edward Hill, this expanded and updated guide should be an immediate success.

The guide follows the same basic format as the earlier inventory but includes much additional information. While the inventory dealt exclusively with records of the Bureau of Indian Affairs with the addition of records of the Office of Indian Trade and records of the office of the Secretary of War relating to Indian affairs, the new guide also describes pre-federal records as well as those of a host of other federal agencies, records in the regional archives of the National Archives and Records Service, and some miscellaneous collections. Most important are records of the Interior Department and the various categories of military records, but included also are records of the House of Representatives

and the Senate, the federal courts, the Department of Health, Education and Welfare, the Forest Service, Soil Conservation Service, the Smithsonian Institution, the Public Health Service, the Indian Claims Commission, and all other agencies with identifiable collections relating to Native Americans. The table of contents consists of nine pages of entries, providing some idea of the number of collections listed.

In most cases there is a brief history of the government agency and a general description of the records, including audiovisual and cartographic materials. Often particularly significant files are identified. Microfilm publications are included and reference is made to appropriate guides such as the preliminary inventories of records of the Bureau of Reclamation, the U.S. Court of Claims, or the National Park Service. The format is effective, the descriptions range in quality from good to excellent, and the index is acceptable. Hill has met the objective of describing National Archives materials relating to American Indians. From the perspective of a researcher this guide is a significant publication that will serve as an indispensable research tool.

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The Preparation of Inventories. By Edward E. Hill. Staff Information Paper 14. Washington, D.C.: National Archives and Records Service, 1982. 28 pp. Paper.

This 28-page "Staff Information Paper" was written primarily for guidance in the preparation of inventories to be entered into the NARS A-1 computer system at the National Archives. Noting this combination of bureaucracy and computers, I approached the manual with anticipa-

tion, certain that it would enrich my stock of examples of what is wrong with finding aids today. Instead I found myself engrossed in a study characterized by the author's clear concern that above all an inventory be easy to understand, as well as his great good sense, amazing lack of rigidity, and the wisdom essential in the preparation of first-rate finding aids. It is the best work of its kind that I have seen and should be studied by everyone involved in record description.

The author analyzes the various possible parts of an inventory, gives examples of different ways to approach them, and warns of the faults that appear all too often in such works today: redundancy, obscure abbreviations and acronyms, lack of specificity, irrelevancy, jargon, and confusion between types of records and processes.

Setting the example himself, except for the inevitable references to such things as subgroups and subseries, the author has managed to avoid most of the profession's jargon and presents his thoughts in plain English (it still works!). And despite the focus on government records and the preparation of the inventory for computer entry, this work is surprisingly universal in its application.

If the manual has any serious limitation it is the failure to detail the highly intellectual process that begins with the examination of the papers and concludes with a description making clear to the user just what is there, omitting nothing important, and avoiding the useless, the irrelevant, the misleading, and the trivial. Experience with untrained archivists and a perusal of the most recent guides and inventories indicates the difficulties involved and the need for such a study.

I look forward to the publishing of a similar work focused more specifically

on the descriptive practices of the manuscript curator. Meanwhile, this is a great leap forward. Furthermore, it's free. Write: NEPS, National Archives, Washington, DC, 20408.

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The Papers of George Catlett Marshall, Volume I: The Soldier Spirit, December 1880–June 1939. Edited by Larry I. Bland and Sharon R. Ritenour. Baltimore: Johns Hopkins University Press, 1981. xxx + 742 pp. Index, illustrations. \$30.

The publication of the first volume of *The Papers of George Catlett Marshall* marks an auspicious beginning to a projected six volumes of selected correspondence, messages, and speeches from his personal papers and documentation collected for the Marshall Library in Lexington, Virginia. The editorial work produced a thoroughly professional product due in part to the unusual support of the Editorial Advisory Committee, whose members read each prospective entry and carefully reviewed all the editorial notes. The reader is provided with biographical and background information that sets the scene for the documents. The preparation of this volume, supported by grants from the Mellon Foundation and the National Historical Publications and Records Commission, is noteworthy for its innovative use of automated composition, employing word-processing techniques. With details of type face, format, and design coordinated with the Johns Hopkins Press, the editors were able to use facilities of the local Lexington newspaper to prepare camera-ready copy. The adoption of this automated program led to significant cost savings in

composition and by the elimination of reading galley proofs.

When Marshall became Chief of Staff of the U.S. Army in September 1939 (a position he had already held in an acting capacity for two months), he was promoted to Major General. This volume details the ingredients that go into the makeup of the successful soldier, to the kindling of "the Soldierly Spirit."

Marshall's career began in 1902 when he was a second lieutenant, fresh from Virginia Military Institute, newly married, and shortly to be shipped to occupation duties in the Philippines. In these formative years, his assignments drew him to study the Manchurian battlefields of the Russo-Japanese War; to direct operations of the first American offensive in France in World War I; and to protect the Peking-Mukden Railroad while stationed in Tientsin, China. Field assignments in the United States ranged from surveying and mapping the Texas border near Langtry to running Civilian Conservation Corps camps in Georgia, South Carolina, Oregon, and Washington.

Throughout his career, training and instruction for himself and for his men were constant elements. The correspondence reflects an unending learning process, whether of formal language study of Chinese and French or observation and mastery of tactical and strategic arts of war.

As a student in the Army Service Schools at Leavenworth, Kansas, as an instructor of the Massachusetts Volunteer Militia and the Illinois National Guard, and as a teacher at the Army War College, he pushed for the training to be more efficient, effective, and applicable to the realities of the army in the field.

Part of Marshall's rise and success certainly derived from his professional associations in these 37 years of service.

Service with John J. Pershing, John McAuley Palmer, Malin Craig, Frank R. McCoy, Fox Conner, and Charles H. Martin forged bonds of mutual support, advice, and comradeship in their personal careers and the emergence of a modernized army.

Marshall's description of Pershing aptly describes his own qualities: "He was the most outstanding example of a man with complete tolerance towards all discussions regarding matters in which he was considering, regardless of what his own personal opinions seemed to be. In that quality lay a great part of his strength. Of course, hard common sense and backbone were his cardinal attributes."

By 1939, Major General George C. Marshall, Chief of Staff of the Army after 37 years of service, was only beginning the military career for which he is best known. First among his peers, he was now the model for a new generation of soldiers. *The Papers of George Catlett Marshall* are indispensable for any scholar of modern military history, invaluable for a reflection of social attitudes in America in the first half of the 20th century, and pleasurable reading under any circumstances.

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National Archives and Records Service

Love, Eleanor: Eleanor Roosevelt and Her Friends. By Joseph P. Lash. New York: Doubleday & Company, 1982. Index, illustrations. xvi, 534 pp. \$19.95.

Love, Eleanor is the first of two volumes based on Eleanor Roosevelt's correspondence with her closest friends. Franklin D. Roosevelt, Jr. explains in the foreword that he asked author Joseph Lash to undertake this work in response to the controversy arising from

Doris Faber's biography of Lorena Hickok, which quoted letters revealing an intense, intimate relationship between the two women. Lash tries to place Eleanor's letters to Lorena in the context of her correspondence with other close friends, male and female. He also tries to show that Eleanor received from these friends the love and support she craved but did not get from her husband and family and that they played an important role in her development as a public figure.

Mrs. Roosevelt's letters are frank statements of her emotional state and a perceptive record of her times. A documentary edition of her correspondence, properly annotated, would be a valuable historical source as well as fascinating reading. Unfortunately Lash has chosen to use extensive excerpts connected by his narration in a manner that is not documentary publication nor yet traditional biography. *Love, Eleanor* is repetitious, overlong, and ultimately boring.

Because the excerpts are taken almost totally from Mrs. Roosevelt's side of the correspondence, Lash makes frequent digressions for explanations or leaves readers dangling by raising topics that are dropped without further development. At times the excerpts seem unconnected to the preceding narrative; at other times the narrative simply serves to string excerpts together. Lash uses almost no footnotes except to identify occasional individuals or events and does that very inconsistently. As a result the book's narrative flow is choppy, and without considerable preexisting knowledge of Mrs. Roosevelt's life the reader will find some parts quite confusing.

Although there is some discussion of Mrs. Roosevelt's friendships with Nancy Cook, Marion Dickerman, Elinor Morgenthau, and Earl Miller, the book

focuses mainly on her relationships with Lorena Hickok and Lash himself. At times, in fact, the focus seems to shift from Eleanor Roosevelt onto her correspondent. In the section on his own relationship with Eleanor (more than one-third of the book), Lash offers an extensive description of his long up-and-down love affair (with which Mrs. Roosevelt sympathized, and which she encouraged) with Trude Pratt, whom he later married. He also goes into detail on surveillance carried out on him by the Army's intelligence department because of his connections to suspected Communist organizations and his friendship with Mrs. Roosevelt. His indignation at discovering the record of this surveillance through a Freedom of Information Act request is reflected in his decision to reproduce the entire record. The book ends rather idiosyncratically, not with the death of Franklin D. Roosevelt, but with Lash's transfer to the Pacific in 1943.

Love, Eleanor could have been condensed into a long article and would have benefited thereby. The present volume will not satisfy scholars' needs and will not replace Lash's other volumes, *Eleanor and Franklin* and *Eleanor, The Years Alone* for the general reader.

JEANNE SCHAUBLE
Gerald R. Ford Library

BRIEFLY NOTED

The following are notices and brief reviews of recent publications. Unsigned notes are by the Reviews editors.

Recently published by the Virginia State Library is *A Guide to Church Records in the Archives Branch of the Virginia State Library*, compiled by Jewell T.

Clark and Elizabeth Terry Long. The guide contains descriptions of the records of the Baptist, Roman Catholic, Christian (Disciples of Christ), Episcopal, Friends, Jewish, Lutheran, German Reformed, Methodist, Presbyterian, and Unitarian-Universalist denominations in the Archives Branch of the Virginia State Library. The records described span more than two centuries of the religious history of Virginia and trace the activities and attitudes of specific congregations and denominations in relation to such issues as slavery, the Civil War, the status of women, and race relations. The church records are arranged alphabetically by denomination or religion. A brief history of each denomination in Virginia, a discussion of the type of records maintained by each congregation, and brief bibliographical citations precede the listing of the records of the individual congregations. Following the historical sketch of each church, temple, or meeting are the descriptive entries, which include the accession number, title of the volume described, dates covered, number of pages or leaves, and type of copy. Two appendixes and a glossary are also included. The guide is available for \$5.00 (paperback) from the Virginia State Library, Publication Branch, Richmond, VA 23219.

Pickaxe and Pencil: References for the Study of the WPA, compiled by Marguerite D. Bloxom (Washington, D.C.: The Library of Congress, 1982. vii, 87 pp.) is a bibliography intended to help meet the need for information about what the WPA (Works Progress Administration, subsequently the Work Projects Administration) was, what it did, and what became of it. The 87-page bibliography is available for \$6.00 from the Superintendent of Documents or from the Information Counter, Thomas

Jefferson Building, Library of Congress, Washington, DC 20540.

Matting and Hinging of Works of Art on Paper, compiled by Merrily A. Smith and illustrated by Margaret R. Brown, is another recent publication of the Library of Congress of interest to archivists and conservators. The 32-page booklet describes the designs and methods of matting and hinging currently used in the Library's Restoration Office. It includes 15 detailed illustrations designed to assist the reader in following the instructions for making standard mats, sink mats, double-sized mats, polyester slings, and variations thereof. Also included are a glossary, list of supplies and suppliers, and a recipe for wheat starch paste. *Matting and Hinging of Works of Art on Paper* is available for \$2.75 in person from the Information Counter, Library of Congress, Thomas Jefferson Building, or by mail from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402 (Stock No. 030-000-00134-6). A set of preservation leaflets on other topics is available free of charge upon request to: Chief, Preservation Office, Library of Congress, Washington, DC 20540.

The National Anthropological Archives, Smithsonian Institution, Washington, D.C., has published a *Register to the Papers of Henry Bascom Collins*, prepared by Nigel Elmore. Collins is a noted anthropologist and archaeologist of the arctic and southeastern United States. A copy of the register can be obtained without charge by writing to the Archives.

A new genealogical source from Gale Publishing Company is *Philadelphia Naturalization Records, 1789-1880: An Index to Records of Aliens' Declarations*

of Intention and/or Oaths of Allegiance, 1789-1880, edited by P. William Filby. The work provides an alphabetical index to the names of more than 113,000 aliens from more than 40 countries who applied for U.S. citizenship through the Philadelphia court system during the period 1789-1880. This single-volume edition is a completely reset version of a Works Progress Administration (WPA) project, originally titled *Index to Records of Aliens' Declarations of Intention and/or Oaths of Allegiance, 1789-1880*. In the Gale edition, alphabetizing errors have been corrected; variant names have been incorporated into the regular alphabetical sequence; and the locations of the records have been updated so that genealogists may send for copies. A typical entry gives the name, country of former allegiance, court where application was made, and complete date of intention or oath. *Philadelphia Naturalization Records, 1789-1880*, is available for \$125.00 from Gale Research Co., Book Tower, Detroit, MI 48226.

The Historic New Orleans Collection announces the availability of *The Vieux Carré Survey* by Florence M. Jumonville, a description of the preparation and a guide to the use of the major architectural study known as the Vieux Carré Survey. This recently published pamphlet summarizes the types of research material to be found in the survey and suggests how it may be used to learn more about buildings and pieces of property in the historic Vieux Carré (French Quarter) of New Orleans. Complimentary copies may be obtained from The Historic New Orleans Collection Library, 533 Royal Street, New Orleans,

The Latah County Historical Society announces the publication of *A Guide to*

Historical and Genealogical Records in Latah County, Idaho. The result of a two-year survey, the guide provides access to more than 300 institutions that contain public records useful to researchers. In addition to public institutions, churches, private businesses, and clubs were also surveyed. The survey was the first undertaken in Idaho since the 1930s and the first ever in Latah County. The 75-page guide is available for \$6.00, including postage. Also available from the Historical Society are *A Guide to the Latah County Idaho Oral History Collection* (77 pages), which gives access to the Society's collection of more than 600 hours of taped interviews, and a *Guide to the Local History Library at the Latah County Historical Society* (77 pages). These guides may be purchased for \$6.00 each, including postage. All can be ordered from the Latah County Historical Society, 110 S. Adams, Moscow, ID 83843.

SELECTED RECENT PUBLICATIONS

Allies: Pearl Harbor to D-Day. By John S.D. Eisenhower. New York: Doubleday & Company, 1982. Illustrations, index, bibliography. xxv, 500 pp. \$24.95. Cloth.

Annual Report, 1980-1981/ Rapport Annual, 1980-1981. Ottawa: Public Archives of Canada. 134 pp. Paper.

Diary of John Quincy Adams. David Grayson Allen, associate editor; Robert J. Taylor and Marc Friedlaender, editors; Celeste Walker, assistant editor. *The Adams Papers.* Robert J. Taylor, editor-in-chief. Series I: *Diaries.* Cambridge, Mass.: The Belknap Press of Harvard University Press, 1981. *Volume 1: November 1779-March 1786; Volume 2: March 1786-December 1788.* lxii,

415 and 521 pp. Introduction, illustrations, index. \$60.00 (2 volumes). Cloth.

Early Maryland in a Wider World. Edited by David B. Quinn. Detroit: Wayne State University Press, 1982. Illustrations, index. 329 pp. \$19.95. Cloth.

Index to the American Slave. Edited by Donald M. Jacobs, assisted by Steven Fershleiser. Westport, Conn.: 1981. xviii, 274 pp. \$45. Cloth.

List of Publications of the Public Archives of Canada/ Liste des Publications des Archives Publiques du Canada. Ottawa: Public Archives of Canada, 1982. 13 pp. Paper.

Nelly Custis Lewis Housekeeping Book. Edited with an introduction by Patricia Brady Schmit. New Orleans: The Historic New Orleans Collection, 1982. vii, 131 pp. Illustrations, index, bibliography. \$9.95. Cloth.

Oil in West Texas and New Mexico: A Pictorial History of the Permian Basin. By Walter Rundell, Jr. Published for the Permian Basin Petroleum Museum, Library and Hall of Fame. College Station: Texas A&M University Press, 1982. xii, 183 pp. Illustrations, index, bibliography. \$24.50. Cloth.

Records of the Canadian Forestry Service/ Archives du Service canadien des forêts (Record Group 39). By Robert J. Hayward. General Inventory Series. Ottawa: Public Archives of Canada, 1982. 21 pp. Paper.

Records of the Northern Affairs Program/ Archives du Programme des affaires du Nord (Record Group 85). By Terry Cook. General Inventory Series. Ottawa: Public Archives of Canada, 1982. 39 pp. Paper.

The American Road to Nuremberg: The Documentary Record, 1944-1945. By Bradley F. Smith.

Stanford, Calif.: Hoover Institution Press, 1982. x, 259 pp. Index, bibliography. \$24.95. Cloth.

Commentaries on the Constitution: Public and Private. Volume I, 21 February to 7 November 1787. Edited by John P. Kaminski and Caspare J. Saladino. *The Documentary History of the Ratification of the Constitution, Volume XIII.* Madison: State Historical Society of Wisconsin, 1982. xlvii, 632 pp. Introduction, index. \$35. Cloth.

The Glorious Cause: The American Revolution, 1776-1789. By Robert

Middlekauff. *The Oxford History of the United States, Volume II.* New York: Oxford University Press, 1982. xvi, 696 pp. Illustrations, bibliography, index. \$25. Cloth.

The Papers of Ulysses S. Grant. Edited by John Y. Simon. Carbondale, Ill.: Southern Illinois University Press, 1982. *Volume 9: July 7-December 31, 1863.* xxiv, 700 pp. Introduction, calendar, index. \$40. Cloth. *Volume 10: January 1-May 31, 1864.* xxv, 618 pp. Introduction, calendar, index. \$40. Cloth.



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