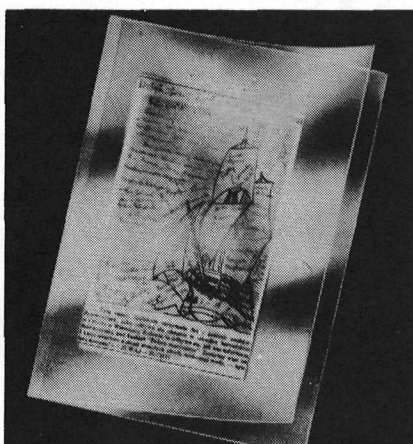
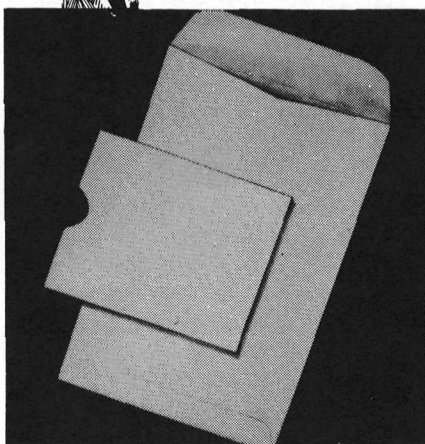




# Photofile

*the ultimate in archival  
record preservation*



## **Acid-Free Envelopes**

Rare manuscripts and documents can be stored and preserved indefinitely in these high quality acid-free envelopes. Stock is completely free of any contaminating or deteriorating chemical agents. Available in ivory only, with or without flap. Acid-free adhesive secures binding seams. 5 Manuscript Sizes. 6 Photographic Negative Sizes.

## **Manuscript and Photograph Protectors**

Clear see-thru polyester binders. Inside binding edge grips manuscript firmly in place. Completely protects contents from fingerprints and outside contamination while document is being read or copied for referral purposes. Available in 5 sizes.

## **Transparent Mylar Sleeves.**

Negative protection with ample space for indexing. Negatives can be easily viewed without removal from envelope.



Send for Free Brochure.

**PHOTOFILE** 2000 Lewis Avenue • Zion, Illinois 60099

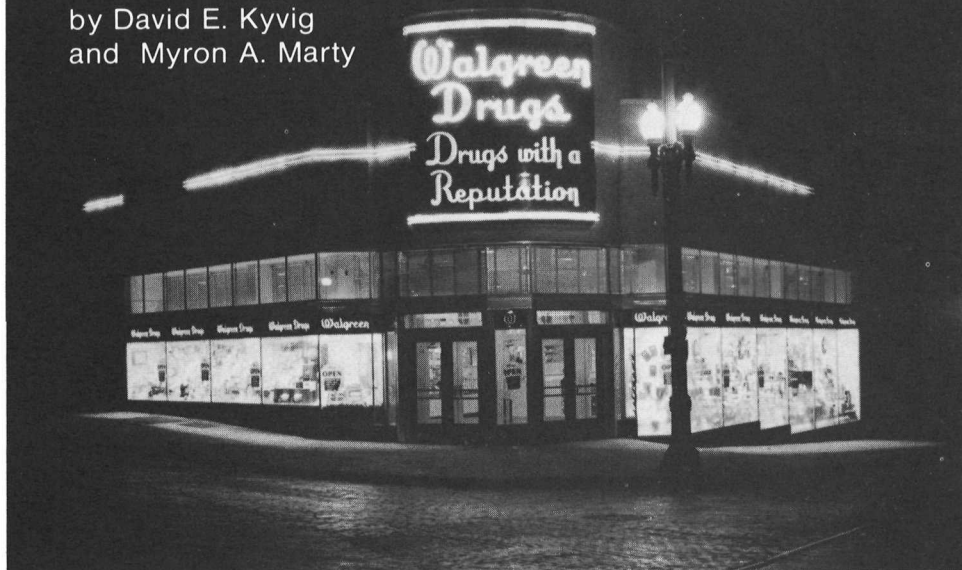
DIVISION OF DATA SYSTEMS SUPPLY CO.

• (312) 872-7557

# NEARBY HISTORY

*Exploring the Past Around You*

by David E. Kyvig  
and Myron A. Marty



## History is nearby ... both inside and outside the archive walls

Nearby History is the first comprehensive guide to methods of historical inquiry in community, family, local and cultural history, linking all fields of study in important and innovative ways.

The authors define in a single volume the broad range of research possibilities which exist "nearby" in every community — showing where to find and how to use published, unpublished, visual and artifactual records; how to collect information through interviews and leave a record of the research; and how to connect the individual investigation to more universal historical issues.

Essential reading for historians, archivists, historical agency

administrators, Nearby History was written by David E. Kyvig, Associate Professor of History and Consulting Archivist at the University of Akron, and Myron A. Marty, Deputy Director of the Division of Education Programs, National Endowment for the Humanities.

Clothbound / illustrated / 300 pages

**To order**, send \$15.95 plus \$1.00 postage and handling to  
*Nearby History*

**American Association for  
State and Local History**

708 Berry Road, Room 10-A  
Nashville, Tennessee 37204  
(615) 383-5991





# Technical Notes

BEN DeWHITT, *Editor*

**Acid-Free Glassine.** Andrews/Nelson/Whitehead has a one-mil thick, acid-free glassine that can be used either for interleaving or for making envelopes or sleeves for documents and art works. It is available in 24 x 36-inch sheets. Contact Andrews/Nelson/Whitehead, 31-10 48th Avenue, Long Island City, NY 11101. Telephone: (212) 937-7100.

**What Paper Conservators are Expected to Know.** The American Institute for Conservation has started certifying paper conservators by examination through its Board of Examiners. The following list gives an idea of what successful candidates are expected to know.

The certification procedure includes, in addition to written and oral exams, an examination of the facilities, equipment, and work done at the applicant's place of work. The applicant is tested on knowledge of:

1. conservators' methods and techniques, including drycleaning; mending; making inserts; flattening; washing; bleaching; deacidification; tape removal; removing backings and adhesives; adhering backing; matting

and framing; and use of adhesives, papers, solvents, and reagents

2. routine problems in paper conservation. The candidate will write up proposed treatments including the techniques and materials to be used. These problems may include: oil paint on paper or board, synthetic media, mixed media, collage, extra-large objects, three dimensional objects, decoupage, or Schaerenschnitte (paper cut-outs), embossed prints, or wallpaper.

3. causes and results of damage and deterioration, including use of improper materials and treatments, improper environmental conditions, inherent vice, and accidental damage

4. acquaintance with related areas of paper conservation such as parchment, papyrus, tapa, palm leaf manuscripts, pith "tsuro rice" paper, and synthetic paper

5. proper procedures, including light and climate control, storage, exhibition, handling, packing and shipping, records and reports, insurance, and administration

6. personnel safety procedures

7. professional ethics

8. research questions covering materials and techniques of art and historic artifacts on paper, including history; composition and manufacturing methods; deterioration; testing; uses; and visual recognition of papers, media, and drawing, graphic, and painting techniques. Elementary principles of chemistry and physics applied to conservation will also be tested. [From *The Abbey Newsletter*, April, 1982.]

#### **More on Mass Deacidification at LC.**

The Library of Congress will conduct the first large-scale test of its mass paper deacidification process in July 1982. Using a large vacuum chamber, originally designed to test satellites destined for outer space, the Library will attempt to neutralize the acid found in most modern paper. It is a process aimed at extending the life of books and valuable papers for at least four times their anticipated current life span of 25 to 100 years.

The chamber, located at the National Aeronautics and Space Administration's Goddard Space Flight Center in Greenbelt, Md., will be loaded with 5,000 books to be subjected to a week-long treatment with a special chemical vapor according to a patented process. The treatment is expected not only to neutralize completely the harmful acids, which otherwise would eventually destroy the paper in books, but also to leave an alkaline reserve to combat the return to an acid condition in the future. The life expectancy of the treated volumes will thus be significantly increased.

Intensive research, aimed at preservation of its collections of some 20,000,000 books and millions of pieces of archival and other special collections, resulted in the development at the Library of Congress of a process known as vapor-phased deacidification. Invented by the

Library's chemists, the process was patented in 1976. From the first tests conducted in-house using an ordinary pressure cooker and involving only a few books, to a series of tests of some 400 volumes at a time using the facilities of the General Electric Company in Valley Forge, Pa., the process proved to be so successful that it may revolutionize the treatment of massive numbers of library materials.

The problem, though more acute and on a larger scale at the Library of Congress, affects all research libraries and documentation centers. Six institutions will cooperate with the Library by providing a small number of representative materials for treatment in the July tests. They are the National Archives, the New York Public Library, the New England Document Conservation Center, and the libraries of Columbia, Stanford, and Yale universities.

Vapor-phased deacidification makes possible the treatment of the entire volume at once and at an estimated cost of about \$5 per book. The gas used is diethyl zinc (DEZ) which, upon reaction with the cellulose, water, and carbon dioxide, leaves a non-toxic substance, zinc carbonate, in the treated paper. The pyrophoric properties of DEZ, however, require rigid controls during the application.

NASA's experience with vacuum technology and the availability of its facilities provided the Library with an ideal test site to demonstrate the feasibility of large-scale applications. After the 5,000 volumes are placed in the chamber, the air is removed and the books are dried for two days at low pressure. DEZ gas is then introduced and allowed to permeate the volumes for four days. After purging with nitrogen, carbon dioxide and water are introduced for one day. Backfilling with air completes the process and the books are removed.

Following this process, the Library's Preservation Research and Testing Office will conduct exhaustive tests to ascertain that each of the 5,000 volumes has been completely deacidified. Results of this testing are expected before the end of 1982 and will be announced by the Library of Congress through its National Preservation Program Office.

**Network Advisory Committee Takes A Look at Document Delivery—U.S.A.** In a two-day session, March 9-11, 1982, representatives from major national library organizations (ALA, ASIS, ARL, COSLA, MLA, SLA), government agencies (LC, NAL, NLM, NCLIS), networks (AMIGOS, CLASS, OCLC, RLG, WLN) and the information industry (AAP, IIA, NFAIS), hammered out those issues which involve document delivery as a major component of the national scene called "access to information."

Interlibrary loan represents a small percentage of total library lending activity in the U.S., perhaps 20 million or so items annually. If this figure were to rise in the next few years to the 30-40 million now forecast, it is of the utmost importance to strengthen interlibrary loan before increased demand cripples the system.

In the past four years, a major shift has occurred from depending on national published location finding tools to reliance on bibliographic utilities such as OCLC and local automated systems. Thus, whether development of yet another nationwide location database and monitoring service such as DOCLINE is necessary, remains unclear. Several options already exist for locating and requesting materials. Building a system exclusively for interlibrary loan when it can be a byproduct of online technical services procedures not only will require money, but yet another commitment from par-

ticipating libraries. More importantly, the source of greatest frustration—physical movement of materials—would be virtually unaffected because, again, such a system fails to resolve the problem of assuring reliable and prompt delivery of requested materials and other physical transport systems. It is time, therefore, to search and examine alternatives.

For this reason, the Network Advisory Committee heard a presentation of ADONIS, a project intended to provide full text copies of individual journal articles on demand. ADONIS is being planned by a group of publishers, chiefly six companies which publish about 1,500 scientific, technical, and medical journals. This venture is based on electronic storage and retrieval technology to produce articles, including illustrations, at better than office copier quality and mail them within 24 hours after the order is received—perhaps even faster. ADONIS plans to become operational early in 1984, and may offer an alternative to journal subscriptions and photocopy services.

Three papers prepared for the Network Advisory Committee formed the basis for its deliberations. "Document Delivery: The Current Status and Near Term Future," by James L. Wood, Director, Bibliographic Operations Division, Chemical Abstract Service, provided the committee with background information on the current state of affairs.

"Document Delivery Technology: A Brief State of the Art Review," by Mary Ellen Jacob, Director for Library Planning, OCLC, discussed technologies affecting document delivery in libraries.

A third paper, entitled "Librarians in the Year 2000," prepared by Susan H. Crooks of Arthur D. Little, Inc., provided the basis for a scenario of what the future holds. The magic turn of the century is only 18 years away, and technology will bring a number of

potential substitutions for library functions as a result of developments in home computers, Video Tex, integrated office information systems, and others. A major change inherent in videodiscs, and videotapes will permit low cost storage of large amounts of information on site. Computers will enable home and small business users to create and manage personal files. Users will control their own storage and, within the limits of mass-oriented applications software, will be able to tailor their access tools. The library's role must be examined in view of these future developments. [Erika Love in *MLA News*, No. 145, May, 1982]

**Library of Congress Licensed to Make Deacidification Solutions.** The Library of Congress has taken a nonexclusive, royalty-bearing license (effective 1 October 1981) to make and use nonaqueous deacidification solutions for materials in the Library's custody and in facilities under its control and direction. The solutions being used were invented by Richard D. Smith, Wei T'o Associates, Inc., Matteson, IL.

The relationship between U.S. Patent 3,676,182 granted to Smith and U.S. Patent 3,937,091 granted to George Kelly, Preservation Research and Testing Office, and assigned to the Library of Congress has not been clearly understood until recently. As a result of discussions between the Library and Smith, the Library has been licensed to use Patent 3,676,182.

Smith pioneered the development of nonaqueous deacidification solutions during the 1960s at the Graduate Library School, The University of Chicago. His preferred deacidification agent, magnesium methoxide, was utilized by Kelly through addition of carbon dioxide to form methoxy magnesium methyl carbonate (MMMC), a chemical by definition, made up of more than 50 per-

cent magnesium methoxide.

The LC information Bulletin, 12 March 1976, when announcing Kelly's patent, described the use of MMMC, then called methylmagnesium carbonate, as follows:

Many earlier deacidification techniques were based on aqueous deacidification solutions. Such solutions, although effective in some instances, have drawbacks related principally to the fact that water can be very damaging to some types of paper and to certain inks used for color work or for writing.

Although several non-aqueous or solvent-based methods have also been developed in recent years, each has been subject to some problems, ranging from the toxic nature of the materials involved to the tendency of some solutions to precipitate in the presence of moisture and leave a deposit on the paper.

Methylmagnesium carbonate eliminates nearly all of the objections encountered with other solvent-based systems. It effectively deacidifies papers too delicate to be treated by aqueous solution. The solution imparts a level of alkaline reserve high enough to protect the paper against future acid attack, whether these acids are internally generated by decomposing lignins or other compounds or externally deposited from atmospheric pollution.

Solutions of methylmagnesium carbonate are much more stable than previously available solutions, most of which tend quickly to become inactive. The effectiveness, the longer storage life, the greater convenience, and the significantly lower cost of the new product provide a superior deacidification agent for the use of conservators.

The Preservation Office of the Library of Congress has been using the new process to treat certain books and documents for the past 12 months. The results have been excellent and no adverse effects or

difficulties of any kind have been encountered.

With the exception of the Library of Congress, Wei T'o Associates, Inc., P.O. Drawer 40, Matteson, IL 60443, is the exclusive licensee under Smith's patent. The objective of Wei T'o is to encourage persons and institutions who have been manufacturing their own solutions to become customers.

It is the Library's understanding that Wei T'o has no desire to penalize any person or institution who has acted in good faith thinking that they were licensed under Kelly's patent. On the other hand, Wei T'o has informed the Library that it believes development costs should be evenly spread amongst all who benefit. For these reasons, Wei T'o will merely seek reasonable compensation from those persons and institutions who promptly undertake negotiations.

the quality, variety, and scope of Wei T'o products and to support research in preservation for the benefit of collectors and institutions such as archives, libraries, and museums. Smith, who is president of Wei T'o, has indicated that this plan follows his conviction that inventions should produce income and this income should be used to produce further benefits for society.

**Improved Nonaqueous Deacidification Technology.** Richard D. Smith, president of Wei T'o Associates, was awarded U.S. Patent No. 4,318,963, entitled "An Improved Treatment of Cellulosic Materials," on 9 March 1982. This invention makes possible the preparation of many different kinds of nonaqueous deacidification solutions using magnesium alkoxides which scientists have heretofore considered insoluble. These new solutions can be used to protect books, documents, and works of art on paper against aging, i.e., to prevent the embrittlement and yellowing caused

by acid attack.

For archives, libraries, and museums, Smith's new patent improves the technology of preservation in four important ways. (1) It makes available more safe nonaqueous deacidification solutions because less hazardous solvents, e.g., ethyl alcohol, can now be substituted for methyl alcohol. (2) It makes possible special formulations which rarely affect highly soluble inks including ball point inks. (3) It allows the formulation of solutions with greater penetrating power to use for protecting thicker papers and stabilizing paper boards on which prints or works of art on paper are already mounted. (4) It makes possible more economical mass deacidification systems in which only the solvents and chemicals carried away in the books and records must be replaced. In other words, Patent No. 4,318,963 discloses a breakthrough which increases the choice, efficiency, and effectiveness of the nonaqueous deacidification techniques available to archivists, conservators, collectors, and librarians. This technology for preserving books, records, and works of art on paper was pioneered and developed by Smith during the 1960s at The University of Chicago. Throughout the 1970s, Wei T'o Associates continued development of the solutions and technology which now are widely used and form the basis for the successful Wei T'o Nonaqueous Book Deacidification System at the Public Archives of Canada. In this same decade, George B. Kelly, Jr., of the Preservation Research and Testing Office of The Library of Congress, further stabilized the original solution.

Smith's new process has been used successfully for several years and has made it possible for Wei T'o Associates to introduce and improve three different pairs of deacidification solutions and aerosol sprays. Wei T'o Solution No. 2 and Spray No. 10 are intended for use by



professionals, dry rapidly, and seldom affect even fugitive inks. Nos. 3 and 11 offer improved safety characteristics, have intermediate working properties, and are intended for use by collectors and in less well ventilated work areas. Nos. 4 and 12 have the greatest penetrating and sterilizing power, dry more slowly, and can be used to treat larger

objects. Custom formulated solutions are also available to satisfy special needs, e.g, for Wei T'o Deacidification Systems and for deacidifying documents with unusually sensitive inks.

Additional information is available from Wei T'o Associates, Inc., P.O. Drawer 40, Matteson, IL 60443, (312) 747-6660.

# THE MIDWESTERN ARCHIVIST

Volume VI, Number 2

## PROCEEDINGS of the NATIONAL CONFERENCE on REGIONAL ARCHIVAL NETWORKS

Order from:  
MAC  
Rm 19 Library  
University of Illinois  
1408 W. Gregory  
Urbana, IL 61801

This issue —  
\$4.75 plus 50¢ for  
postage and handling  
Yearly subscriptions —  
individuals, \$7.50;  
institutions, \$15.00

# The International Scene

RONALD J. PLAVCHAN, *Editor*

WE ARE INDEBTED TO the following correspondents: **Australia:** R.G. Neale; **Austria:** Josef Riegler; **Bahamas/Caribbean:** D. Gail Saunders; **Brazil:** Maria Amélia Gomes Leite; **China:** Sun Fangjiu; **Federal Republic of Germany:** Wolfram Werner; **Finland:** Eljas Orrman; **France:** Michel Duchain; **German Democratic Republic:** Horst Schetelich; **England & Wales:** Bruce Jackson; **India/SWARBICA:** N.H. Kulkarnee; **Israel:** Haya Wolovsky; **Italy:** Donato Tamblé; **Malawi/East and Central Africa:** Steve M. Mwiyeriwa; **Malaysia/SARBICA:** Zakiah Hanum Nor; **Mexico:** Juan Claudio Mayer Guala; **Netherlands:** T.P. Huijs; **New Zealand:** Judith S. Hornabrook; **Nigeria/West Africa:** J.C. Enwere; **Organization of American States:** Celso Rodriguez; **Peru/ALA:** César Gutiérrez Muñoz; **Poland:** Jerzy Szczepanski; **Scotland:** Andrew M. Jackson; **Senegal/West Africa:** M. Saliou Mbaye; **Solomon Island/Oceania:** R.G.A. Chesterman; **South Africa:** Maryna Fraser; **Spain:** Margarita Vázquez de Parga; **Vatican City:** Claudio De Dominicis; and **Zimbabwe:** R.G.S. Douglas.

## ARGENTINA

**National Government Grants Subsidy to ALA.** César A. García Belsunce, director-general of the Archivo General de la Nación and vice president of the Asociación Latinoamericana de Archivos (ALA), announced in early 1982 that the Ministry of Interior has informed him that the national government has approved a \$20,000 grant to ALA. The funds were authorized in Resolution No. 1236, which was approved on 19 November 1981. As an unrestricted grant, the money will be used by ALA toward further archival development in Latin America.

**First Regional Census of Archives.** Susana Cristina Gordo, chief of the History Section of the Archivo Histórico y Administrativo in the western province of San Juan, conducted the first regional census of archives in 1980. She was assisted in the census by Nelly Gahona de Falter. Their census indicates that 71 institutions have archival or records management functions; of these, 52 are operated by the provincial government and 19 are run by municipal departments. A brief summary of the results of this census has been printed in the recent issue of the OAS newsletter *Noticiero Archivístico* (May 1982). It reveals the presence of serious deficiencies in the

province with regard to archives and records management practices and inadequately trained personnel. According to Gordo, the census was the first step in a general plan to coordinate the work of archives and to organize the Archivo General de la Administración. The next step in the process will be to inventory the types of documents in the various provincial and municipal institutions contacted in the first phase in order to compile the necessary information to prepare retention and disposal schedules.

## CANADA

**Additional Anniversary Activities at PAC.** As part of the division's year-long celebration commemorating its 75th anniversary, the National Map Collection of the Public Archives of Canada (PAC) has selected a graphic symbol. The anniversary logo features the number 75 and seven points of a compass rose (the collective term for the various points on a compass), with one of the points representing the northern pointer.



In addition to the special publication of a 1982 facsimile map, PAC held a number of events to celebrate this

special year in the division's history. An exhibition, entitled "Treasures of the National Map Collection," was on display in the main exhibition hall from 17 August to 17 October. It featured about 100 of the most significant and rarest items from the division's holdings.

Prior to this exhibition, PAC had borrowed a small exhibition prepared by the Archives de la ville de Québec. It featured the works of Quebec-born architect Charles Baillairgé (1825-1906), who was one of the architects of the Parliament Buildings in Ottawa. This exhibition, which ran from 20 May to 20 June, coincided with the annual meeting, held in Ottawa, of the Society for the Study of Architecture in Canada.

The National Map Collection also hosted the annual conference of the Association of Canadian Map Libraries, 16-20 August 1982. The theme of the conference was "Map Producers and Map Collections: Perspectives on Cooperation."

**Mennonites Start Planning for 1986 Bicentennial Celebration.** The Mennonite Historical Society of Ontario has established a bicentennial commission under the chairmanship of Frank H. Epp of Conrad Grebel College, Waterloo, Ontario. The commission will prepare plans for suitable memorial observances during 1986 marking the 200th anniversary of the first arrival of Mennonites in Canada. Those individuals who participated in the first migration (1786-1820) were of Swiss-German descent and left Pennsylvania after the American Revolutionary War to form three settlements in southern Ontario: Niagara peninsula, Waterloo County, and York County. The commission will eventually be composed of representatives of various Mennonite conferences and inter-Mennonite organizations, such as the Mennonite Central Committee (Canada).

## CHILE

**Pan American Institute Publishes Archival Guide.** The Archival Committee of the Pan American Institute of Geography and History, Chilean History Section, has published a 100-page guide to the historical archives of Santiago. The *Guía de los archivos históricos de Santiago* was prepared by Juan Eyzaguirre, Javier González Echenique, José Joaquín Matte Varas, and Ramón Ramírez Ramírez, O.P. It is divided into two parts: civil archives and ecclesiastical archives.

## ECUADOR

**Archivists Association Celebrates Anniversary.** On 19 April 1982, the Asociación Ecuatoriana de Administradores de Documentos y Archivos (AEADA) celebrated its 22nd anniversary. AEADA was founded in Quito on 19 April 1960.

## FEDERAL REPUBLIC OF GERMANY

**Archivum Volume on Updated Archival Legislation Published.** In 1969 the ICA Editorial Committee decided to compile as a valuable reference source all of the texts relating to archival legislation then in effect in the different countries of the world. The resulting information required four volumes of *Archivum* (numbers 17, 19, 20, and 21), published in 1971-73. Since 1970, however, there has been an effort on the part of several countries either to modernize their archival legislation or to adopt such legislation where there had been none.

Publication of the recent edition of *Archivum* (Volume XXVIII, 1982) by K.G. Saur Verlag KG, Munich, updates the information in the previously published volumes. This current volume includes the selected texts of archival laws and regulations from 56 countries, rang-

ing from Algeria to Zimbabwe, which indicate significant changes in their legislation as it relates to archives. Twenty of the countries listed adopted new basic archival legislation. A review of the selected legislation in the volume reveals the presence of several trends on the international level: a movement toward a centralized organization of archives services, a tendency to include archives in legislation that covers the entire cultural and documentary heritage of a country, and an emphasis on the protection of a country's national archival heritage including even private archives.

## FRANCE

**Revision Planned for Guide to Archives of International Organizations.** UNESCO has reported that it will revise and enlarge its *Guide* on the archives of international organizations, which was first published in a preliminary version in 1979 as a General Information Programme (PGI) document PGI/79/WS/7. The *Guide* (Part I: The UN System) represented the first extensive summary of the archival sources of those international organizations that are part of the UN system. In addition to this revision and expansion of the first part of the *Guide*, UNESCO concluded a contract in 1981 for the preparation of the second part of the *Guide*. The proposed supplement will include information on the records or archives of international organizations located in national archives or other repositories, as well as any papers of former international officers that are located in such repositories. No date has been set for release of the preliminary version for comments. Institutions or individuals having custody of such archives are asked to contact the Division of the General Information Programme, UNESCO, 7 Place de Fontenoy, 75700 Paris, France.

Other recent UNESCO publications that were prepared for the General Information Programme and UNISIST include: *The Use of Sampling Techniques in the Retention of Records: A RAMP Study with Guidelines*, prepared by Felix Hull (PGI-81/WS/26); *Application of Minicomputers and Microcomputers to Information Handling*, prepared by José-Marie Griffiths (PGI-81/WS/28); and *The Applicability of UNISIST Guidelines and ISO International Standards to Archives Administration and Records Management: A RAMP Study*, prepared by James B. Rhoads (PGI-82/WS/4).

## ITALY

**International Congress Held at Bari State Archives.** The Archivio di Stato di Bari was the site of the international congress "Italia Judaica," held 18-22 May 1981. The congress, which took place under the patronage of the Ministry of Culture, was devoted to the history of the Jews of Italy and included three lectures on archival sources for the study of Italian Jewry. To mark this occasion, the Archivio di Stato di Bari mounted a large exhibition of documents drawn from various archives throughout the country. This exhibition was subsequently displayed at Rome and Milan. The State Archives also published a richly illustrated source book on the history of the Jews of Apulia up to the 16th century, entitled *La Presenza Ebraica in Puglia, Fonti Documentarie E Bibliografiche*.

## MEXICO

**Fire at Film Archives.** A fire broke out on 24 March 1982 at the Cineteca Nacional de México, which housed 4,000 motion picture films dating from the 1920s. The loss in lives and in valuable archival film was high. Prior to the fire,

Cineteca Nacional de México represented the most complete film archives in Latin America, primarily because Mexico was a pioneer in cinematographic film among Latin American countries.

## PEOPLE'S REPUBLIC OF CHINA

**New Publication Service Established.** The Chinese government has established the China National Publishing Industry Trading Corporation to assist its publishing industry by expanding the export of Chinese publications, developing international joint publishing ventures, and promoting international cultural exchanges. The main office of the new corporation is located at 32 Bei Zong Bu Hutong in Beijing (Peking), with branch offices in Shanghai, Tianjin, and Guangdong. It is ready to provide a wide range of services to foreign publishers, libraries and archives, sinology research institutes, business firms, and individuals. For further information, write to China National Publishing Industry Trading Corporation, P.O. Box 614, Beijing, China.

## PERU

**Peruvian Archivists Association Proclaims National Day.** At its regular general meeting on 4 December 1981, the Asociación Peruana de Archiveros (APA) unanimously passed a resolution declaring May 10 as APA Day throughout the country. This declaration was intended to honor all members of the association, living and deceased, for their contribution to the profession and work in the archives of Peru. APA, founded in Lima on 10 May 1961, has been waging a campaign since 1979 to have a special day designated as "Archivists' Day." (See *American Archivist*, volume 42, p. 512.)



## THE PHILIPPINES

**Report on the Pilot Archives and Records Center Project Available.** In late 1980, Artel Ricks, former NARS regional commissioner, visited the Philippines as a UNESCO consultant to assist in the establishment of a RAMP (Records and Archives Management Programme) pilot regional archives and records center. He assisted officials in the conversion of one floor of a nearly-completed commercial building in the Cebu City suburb of Mandue into a combined archival repository and records center. It was the decision of the Philippine government, however, to locate the site of the pilot regional center in the country's second largest city. Although the aim of the project was primarily to serve as a model for similar branches to be set up throughout the Philippines, it was felt that the methodology and techniques developed from the project might also be adopted by other developing countries in the establishment of a regional, provincial, municipal, or local archival network in their respective countries. The Bureau of Records Management, which has been overseeing the project, anticipates that the resulting network of such centers will ultimately become part of a national information system in the islands. As initially intended, the center has been serving all government agencies at the national, provincial, and local levels within the region. The 4-year project was started on 28 October 1980. A report prepared for the Philippine government by Ricks has been published by UNESCO as Technical Report RP/1979-80/5/10/1/03; FMR/PGI/81/158.

A similar project, also with PGI assistance, has been set up in Indonesia. The Indonesian model archival repository and records center is located in a converted former colonial mansion in Semarang, the capital of Central Java.

## REPUBLIC OF CYPRUS

**Development of an Archival and Records Management Program Proposed.** At the request of the government of Cyprus, UNESCO agreed to send a staff member to advise the Ministry of Justice on the development of its Public Record Office (PRO) and archival program under the 1972 Public Record Law. Frank B. Evans of UNESCO conducted a fact-finding tour, 12-24 January 1981, and his report has been published by UNESCO as Technical Report RP/1981-83/5/10.1/03; FMR/PGI/81/166. The report is intended to serve as a planning document for the Cypriot government in developing an archival and records management program. It presents a series of short- and long-term recommendations with regard to legislation, organization, staffing, and physical facilities for the PRO; appointment of an Advisory Committee on Public Records; establishment of a records center operation; and construction of an archives building.

## VATICAN CITY

**Completion of Project on Papal History During World War II.** Libreria Editrice Vaticana has announced the completion and publication of the 11th and final volume of *Acts and Documents of the Holy See Relative to the Second World War*. This project was started in 1965 when Pope Paul VI commissioned a task force of Jesuit historians (Pierre Blet, Robert A. Graham, Angelo Martini, and Burkhardt Schneider) to undertake the immense job. The purpose of the multivolume work is to make available to scholars unpublished documents relating to the war as well as to describe the policy and activity of Pope Pius XII and the Holy See between March 1939 and August 1945. The selected documents, printed in their original language, are drawn from the archives of the Office of Secretary of State, of

the Congregation for Extraordinary Ecclesiastical Affairs, of other offices of the Roman Curia, and of the pontifical missions abroad. This final volume pertains to the period from January 1944 to August 1945.

**Reproductions of Selected Gold Seals in the Vatican Archives.** In honor of the centenary year commemorating the opening of the Archivio Segreto Vaticano to scholars by Pope Leo XIII in 1880–81, the Secretariat of the Vatican Archives has decided to issue a series of reproductions of original gold seals from its holdings. Forty-three seals will be faithfully reproduced and made available for sale at annual intervals during the next five years. The Archives will publish a special catalogue with a detailed description of each gold seal reproduced, including a photograph of the obverse and reverse sides. Nine seals have been reproduced in limited quantity for 1982. These are the seals of Emperor Otto IV, Bela IV of Hungary, Charles I of Anjou, Emperor Charles

IV, Byzantine Emperor John VIII (Palaeologus), Alfonso I of Aragon, Ferdinand I of Sicily, Philip II of Spain, and Ferdinand IV of Sicily. For further information about these reproductions or the catalogue, write to: Segreteria dell'Archivio Segreto Vaticano, 00120 Citta del Vaticano.

**Closing of Historic Centennial Exhibition.** On 28 January 1982, Vatican and Italian officials attended special ceremonies in the Old Hall to mark the official closing of the celebration commemorating the opening of the Archivio Segreto Vaticano by Pope Leo XIII. To commemorate the historic exhibition, the Vatican Book Publishing House, Libreria Editrice Vaticana, has published a special book on the centennial. Although no precise figures have been released on the number of people who visited the exhibition during its seven-month run, Vatican officials have termed the historic exhibition, which opened in April 1981, a great success.

## News Notes

F.L. EATON and THOMAS E. WEIR, JR., *Editors*

SEND NOTES FOR PUBLICATION to the News Notes Editor, the *American Archivist*, National Archives Building, Washington, DC 20408, or to one of the following reporters: **State and Local Archives** to Richard J. Cox, Records Management Division, Department of Legislative Reference, City of Baltimore, MD 21202; **Religious Archives** to John R. Woodard, P.O. Box 7414, Reynolda Station, Winston-Salem, NC 27109; **Scientific and Technical Archives** to Arthur R. Abel, National Park Service, Edison National Historic Site, Main Street and Lakeside Avenue, West Orange, NJ 07052; **Business Archives** to Linda Edgerly, 103 W. 75th Street, New York, NY 10023; **State and Regional Archival Associations** to Alice Vestal, Special Collections Department, Main Library, Room 610, University of Cincinnati, Cincinnati, OH 45221; and **Manuscript Repositories** to Peter J. Parker, Historical Society of Pennsylvania, Manuscripts Department, 1300 Locust Street, Philadelphia, PA 19107.

The **American Council on Education** has opened its archives for the period 1918-77 for research and has prepared a descriptive guide. The archives detail the history of the council and its involvement in national and regional issues concerning higher education. For further information contact Judith A. Pfeiffer, Higher Education Policy and Administration Library and Information Service, American Council on Education, One Dupont Circle, Washington, DC 20036.

As part of the celebration of its 125th anniversary, the **American Institute of Architects** mounted a major exhibition of archival material. "For the Record" features artworks, memorabilia, manu-

scripts and letters, publications, awards, and medals. The exhibition results in part from a two-year project to arrange and describe the previously unavailable materials in the AIA archives. Among items uncovered during the archival work were the original constitution and bylaws, adopted by the AIA in 1857 and long believed lost. The centennial history of the AIA had reported that the "possession of such a treasure is denied us."

The **American Irish Historical Society**, 991 Fifth Ave., New York, New York 10021, is embarking on a program to preserve and make available the archives and manuscript collections of the society. Organized in 1897 in Boston, the

society was established "to make better known the Irish Chapter in American History."

The **Society of California Archivists** has established a special committee on conservation to study archival and manuscript conservation in California. It is seeking information on current work and anticipated needs in the state. The committee began by asking archivists to report on conservation workshops that have been held in their areas, conservation practices at individual institutions, and practicing conservators in their areas, and to suggest ideas for SCA-sponsored conservation programs. For further information contact Gloria Scott, 935 West Rancho Rd., Corona, CA.

The **California State Archives Assessment Project**, funded through a grant from NHPRC, will assess archival needs throughout the state. The grant is funded for the calendar year 1982 but products will be released as they are completed. An information center has been established at the California State Archives to provide the public with information about archival programs, procedures, records management principles, conservation, and access to materials and equipment. A *County Historic Records Manual* has been developed and published. The manual identifies records in counties most useful to historians. The project is also preparing a compilation of statutes relating to the retention of records of state and local governments.

In January 1982 the University of Pennsylvania and the American Chemical Society agreed to create in Philadelphia a **Center for History of Chemistry**. After setting up an Advisory Board and a Policy Panel the center will hire a staff

including a part-time director, a full-time assistant director, a secretary, and one or two archival assistants. The staff, with the assistance of the board and panel, will begin to identify historical resources in need of preservation and to develop programs to encourage an appreciation of the historical achievements of chemistry, chemical engineering, and the chemical industry.

A new organization, **Chicago Area Archivists**, was formed in January 1982. The group intends to hold meetings to discuss archival issues of particular concern in the Chicago area. To be put on the mailing list or for further information contact Robert Marshall, Special Collections, Chicago Public Library Cultural Center, 78 East Washington St., Chicago, IL 60602.

The Worth County courthouse in Sylvester, Georgia, burned down on 27 January 1982; it was the third county courthouse fire in two years in that state. Fortunately, one of the mobile micro-filming units of the **Georgia Department of Archives and History** had just completed three months of filming at the courthouse, so many of the valuable records are preserved on film. An undetermined amount of older records nonetheless was destroyed. The state archives staff assisted in the clean-up operation.

Reproductions of 30 documents and an instructor's manual constitute "Windows on the Past" educational packets being compiled by the **Illinois State Archives** for use in Illinois schools. The instructor's manual includes study questions and suggestions for incorporating historical documents into lessons. The packets are intended to introduce students to the study of local history through the use of county records.

The **International Project in the History of Solid State Physics** is issuing a newsletter, produced jointly by three national groups. The **Solid State Newsletter** covers project activities and describes the contents of archives and collections relating to solid state physics. The newsletter is available free of charge from the American Institute of Physics, 335 East 45th St., New York, NY 10017.

New and improved climate-control equipment will replace the older, less efficient units in the cases exhibiting on permanent display two of the greatest treasures of the **Library of Congress**—the Great Bible of Mainz and the Gutenberg Bible. Because the Library wanted to continue to use the current display cases modeled after one designed by Michelangelo for the Laurentian Library in Florence, a self-contained climate-control unit that could be placed inside the cases had to be designed. The unit maintains a constant temperature of 50 degrees Fahrenheit and a relative humidity of 50 percent with a tolerance of one percent, while the ambient temperature and humidity may fluctuate widely between 60 and 85 degrees and 25 and 70 percent.

The **Massachusetts State Ethics Commission** fined Herbert E. Risser, Jr., Registrar of the Registry of Vital Records, for violation of the conflict of interest law for receiving private fees for processing backlogged requests for copies of birth, marriage, and death records. Risser, Registrar since 1976, stated that backlogs had developed in processing large orders from researchers since priority had always been given to requests from the general public. Between 1976 and 1980 Risser worked overtime and received a total of \$670 in private fees for processing requests from Monsanto Company and The Johns Hopkins University. Risser paid \$920 to

the Commission, \$670 as recoupment of monies received and \$250 as civil penalty for violating the law.

The **Mid-Atlantic Regional Archives Conference** has begun publishing, on an experimental basis, a series of technical leaflets prepared by its New York Caucus. The leaflets, titled "Dear Archivist: Practical Solutions to Archival Dilemmas," will be distributed with the conference's newsletter and are intended especially for beginners in the profession. The first article, by Thomas Mills of the New York State Archives, is "Appraisal of Social Welfare Case Files."

The **National Archives and Records Service** discontinued the interlibrary loan of microfilm in December 1981 because of budget reductions. Attempts are being made to find a commercial firm to handle the loan on a for-a-fee basis. Institutions that have borrowed film in the past will be notified if the service is resumed.

The National Archives and the Department of State have signed an agreement under which the Department of State will partially fund the National Archives declassification review of State Department records for the years 1950–54. Although the current agreement covers only one year, the agencies expect to renew it annually and to complete the project in four years.

The Office of Records and Information Management of NARS has been transferred to the Automated Data and Telecommunications Service of the General Service Administration. The office is responsible for overseeing standards, inspections, and training related to correspondence, mail, forms and reports, management of nonpermanent files, and office automation. In addition the Office of Federal Records Centers' files maintenance function, dealing with federal agency technical assistance and training related to the management of



nonpermanent records, will become part of ADTS.

The **Newberry Library** has completed a 10-story, 87,000-square-foot bookstack building addition. The bookstack is waterproof, fireproof, secure, and climate-controlled. The structure has a unique plenum construction: outer walls, including the roof and basement, have a double shell structure. There is no vertical penetration between the floors; all services, stairways, and elevators are contained in two turrets or in a link building, which joins the new bookstack to the original library. A filtration system removes damaging air pollutants and a computer monitors security, fire detection, temperature, and humidity for each floor. The move required the transfer of 1.4 million volumes, 5 million manuscripts, and 60,000 maps at the rate of 1,000 shelves or 39,000 books per day.

The **Texas State Archives** has prepared a slide/tape show on managing Texas county records. This 10-minute production covers the implementation of the Texas County Records Manual adopted by the Texas Legislature in 1977. The manual suggests retention schedules for most Texas county records and outlines

techniques of starting a county records management program. The program also explains ways in which the Local Records Department of the Texas State Library can assist county officials in improving their record keeping to insure that historically significant materials are preserved with maximum savings of tax dollars. The Local Records Division will distribute the slide/tape show to local officials and interested groups and individuals.

The **United Negro College Fund, Inc.**, held its first Archival Training Institute in April 1982 in Atlanta, Ga. A total of 40 people representing 36 colleges and universities attended the institute. The instructors for the institute were Nicholas C. Burkel of the University of Wisconsin-Parkside and Harold T. Pinkett of the National Archives and Records Service (retired). Presentations and discussions covered surveys, appraisal and accessioning, arrangement and description, management of an archives, conservation and preservation, reference and access, and selling an archives to management. The institute was cosponsored by the Georgia Department of Archives and History and the Atlanta University Center and was funded by the National Historical Publications and Records Commission.

# The Society of American Archivists

ANN MORGAN CAMPBELL, *Editor*

## Minutes: Council Meeting 22–24 May 1982

The spring meeting of the Council of the Society of the American Archivists was called to order by President Edward Weldon on Saturday, 22 May 1982, at Airlie House, Airlie, Virginia, at 2:50 P.M. Present were President Weldon, Vice President J. Frank Cook, Treasurer Paul H. McCarthy, Jr., and Council members Lynn A. Bonfield, Shonnie Finnegan, Meyer H. Fishbein, Robert S. Gordon, Sue E. Holbert, and William L. Joyce. Executive Director Ann Morgan Campbell and SAA staff members Joyce E. Gianatasio and Antonia Pedroza attended without vote. Council members Richard H. Lytle and Virginia C. Purdy did not attend. A motion was made by Finnegan and seconded by Gordon that Council approve the agenda. The motion was passed unanimously. The minutes of the 23–25 January Council meeting were approved by a mail ballot.

### Publications

Campbell outlined preliminary concepts for a potential SAA program designed to broaden public recognition of the importance of manuscripts and archives. The executive director was asked to prepare a plan of action for consideration at Council's next meeting.

### Publications Program

Council reviewed a status report from Projects Editor Terry Abraham in which the evolution of the Society's program for publications other than periodicals was traced and current and potential publication projects were listed. Council asked Campbell to work with Abraham to develop a needs assessment instrument to define the profession's perceptions of future publications requirements.

Council received a report from Edmund Berkeley, Jr., chair of the Editorial Board, which recommended procedures for the administration of all of the Society's publications. A unanimous resolution was passed by Council thanking Berkeley for his report. A motion was made by Holbert and seconded by Bonfield that Council adopt the following new bylaw (Bylaw XI), a revised text of Bylaw III, and several resolutions that together comprise the recommendations contained in the report. (Material added to the text of Bylaw III is italicized except for the words "ex officio," which are italicized in the present text.)

### Bylaws

## III. EDITORS AND EDITORIAL

**BOARD:** Council shall appoint the editor of the Society's quarterly journal, *and such other editors of Society publications as it deems necessary.*

The editors shall have the advice and cooperation of an editorial board consisting of eight (8) members. The council annually shall appoint two (2) members, each for a term of four (4) years. The president annually shall select the chair of the editorial board from among its members. The editors, the executive director, and the treasurer shall be *ex officio* members of the board.

#### **XI. PUBLICATIONS MANAGEMENT BOARD:**

This body shall consist of the following members: the chair of the Editorial Board who will also act as chair of this board; the treasurer; the executive director; and a member elected annually by the members of the Editorial Board from among its members. The duties of this body shall be to supervise, on behalf of Council, the publications program and the editors of the Society.

#### *Resolutions*

1. **RESOLVED**, that the Editorial Board shall have the following responsibilities:

A. to provide planning for and to establish policy for all Society publications, basing its decisions both on the broad policies of the Society as established by Council and on the financial situation of the Society. The Editorial Board especially should concern itself with possible issues of the *American Archivist* that might be devoted to single subjects, and with serial publications of all sorts needed by Society members and by the profession.

B. to provide oversight and annual review of all Society publications and the work of their editors, and to provide to the Publications Management

Board its opinions concerning these publications and the work of their editors, to be used by the latter Board in its personnel review function;

C. to meet with each newly-appointed editor of the *American Archivist* to review and approve that person's proposed editorial policy and plans for the journal. The editorial policy should be published in the journal at least once yearly;

D. to provide a body of reviewers for all manuscripts considered for publication by the Society either in the *American Archivist* (when the editor has time for and considers reviewing necessary) or as non-serial publications. One member of the Editorial Board, in addition to any other reviewers used by the Society's editors, must read each manuscript;

E. to act as an appeal board for any dispute that might arise—between an author and a Society editor; between an author and the Publications Management Board over the acceptance, rejection, or editing of a manuscript; or over any dispute concerning the intellectual content of a manuscript or its handling by an editor. Decisions by the Board on such appeals shall be final. Rejection of a manuscript by the Publications Management Board because it determines that the Society cannot afford to publish the manuscript shall not be grounds for an appeal to the Editorial Board.

F. to present to Council recommendations for the improvement of the Society's publications programs that it believes necessary, and which require Council action for their implementation.

2. **RESOLVED**, that it shall be the policy of the Society of American Archivists that only a complete manuscript of a potential Society publication shall

be approved for publication. Persons, Professional Affinity Groups, committees, task forces, and grant advisory committees submitting ideas, outlines and sample chapters, or other types of incomplete manuscripts to the Society's editors may be encouraged to proceed to produce a complete manuscript, but no promise of publication by the Society is to be made until the finished manuscript has been received, reviewed, and approved by the Publications Management Board or by the editor of the *American Archivist*.

3. RESOLVED, that the editor of the *American Archivist* may choose such persons to assist in the preparation of the journal as he/she deems necessary; these persons shall serve at the pleasure of the editor. Any disputes arising between them that cannot be resolved otherwise may be referred to the Editorial Board whose decision in each instance shall be final.

4. RESOLVED, that all authors, including those of book reviews, shall be given the opportunity by the Society's editors of reviewing their manuscripts after editing has been performed. Council recognizes that deadlines for publication of the *American Archivist* may prevent such review and suggests that in such an instance the article should be printed with no substantive changes, or that the author be consulted by telephone.

5. RESOLVED, that the Publications Management Board shall have the following responsibilities:

A. to approve and authorize on behalf of Council the publication of each non-serial publication of the Society, assuring before ordering its publication that: 1. each fits the publications plan established by the Editorial Board; 2. the Society either has good prospects of at least recovering its expenses from the sale of the

proposed publication, or that the Society should underwrite the expense of the publication as a service to its members and/or the profession, and that it can afford to do so; and, 3. each manuscript has undergone a proper review by at least two persons, one of whom was a member of the Editorial Board, and that the Special Projects Editor has read and approved the manuscript. The Board may negotiate royalty-sharing agreements with authors, but such agreements shall always include the provision that all expenses of publications must be recovered before any royalties are paid. The Special Projects Editor shall sit with and vote as a member of the Publications Management Board in its considerations of non-serial publications.

B. to act as a personnel committee for the Society's editors, meeting with each following the annual meeting of the Editorial Board, to review the editor's performance during the year immediately past, and to establish performance goals for the year to come, by which the editor will be assessed in part at the end of that year. The Publications Management Board will report annually to Council its opinions of the performance of each of the Society's editors, recommending contract renewals or terminations when necessary, and recommending salary increases for satisfactory or better performance by each editor.

C. to serve as the search committee for new Society editors, establishing or revising the criteria for the position and the position description, calling for and receiving applications, measuring the applications against the criteria to determine the best-qualified applicants, interviewing the top candidates, and recommending several

candidates to Council, ranked in order of preference, and, when authorized by Council to do so, negotiating a contract with the candidate selected by Council.

D. to assist the Special Projects Editor in determining the value to the Society's publications program of unsolicited manuscripts received, and of proposals for non-serial publications including those originating in Professional Affinity Groups, determining:

1. whether the manuscript or proposal concerns a subject of interest to the Society;
2. whether it fits the current publications plans of the Society as determined by the Editorial Board, and, if the manuscript does not, whether the Editorial Board should be requested to revise its plans; and,
3. whether the Society could afford to publish the manuscript if readers' reports prove favorable. If its decisions are favorable, the Publications Management Board will notify the author that the manuscript will be sent to reviewers for consideration, or will notify the person or PAG chair presenting the publication proposal that the Society would be interested in considering the manuscript when it has been completed; the Special Projects Editor will act as member and secretary *pro tem* of the Publications Board in such instances.

E. to appoint issue editors for the *American Archivist* should the post of editor fall vacant for any reason, calling for volunteers from among the Society's members when time will permit;

F. to meet annually with each Society editor to prepare a budget for the publications under the charge of that editor, transmitting the budget request in time to be incorporated in the executive director's annual budget presentation to Council.

The motion was passed unanimously.

A motion was made by Joyce and seconded by Cook that Council adopt the following clarification: Be it resolved, that in adopting "A Report to the Council of the SAA Concerning the Publications Program of the Society," the Council understands that the Editorial Board will concern itself primarily with matters of editorial policy and editorial development, while the Publications Management Board will concern itself primarily with the financial arrangements and operations of the publications program, the supervision of the performance of the Society's editors, and, as necessary, will serve as a search committee for recommending to Council appointments of editors. The motion was passed by a vote of seven to one, with Holbert opposing.

#### **American Archivist Editor**

Council received a report from the Society's Committee on the *American Archivist*. At its meeting on 21 May, the committee reviewed the files of applicants for editor of the journal and recommended a nominee to Council.

A motion was made by Fishbein and seconded by Gordon that Council adopt the report and recommendation of the Committee on the *American Archivist* and authorize negotiations with the nominee. The motion was passed unanimously.

#### **American Archivist Readers' Survey**

Campbell reported on the results of a recent survey conducted regarding the *American Archivist*. The results showed no significant change in readership preferences from a similar survey conducted in 1978. The results showed, however, that the membership depends heavily on the journal for information.

#### **Newsletter for Archival Managers**

Campbell reported on the positive



results of a sample newsletter "Briefs for Archival Managers." Council encouraged Campbell to develop a comprehensive program for archival management training.

A motion was made by Finnegan and seconded by Cook that the executive director be authorized to publish a management newsletter as the centerfold in an *SAA Newsletter* and to solicit subscriptions, and that the newsletter's purpose and content be reviewed by the Editorial Board as it develops. The motion was passed by a vote of six to two with Bonfield and Fishbein opposing.

### **Governmental Relations**

As part of the Council's consideration of SAA's posture vis-à-vis various coalitions, committees, and alliances established to communicate with officials of the executive branch and with legislators, Page Putnam Miller, project director of the National Coordinating Committee for the Promotion of History (NCC), presented a briefing on the changing nature of the activities of NCC.

Allocations of SAA funds for governmental relations in fiscal year 1983 will be addressed in future Council meetings, drawing from a fund that will be set aside in the Society's fiscal year 1983 budget.

However, the following action was taken in response to a recent request from the Coalition to Save our Documentary Heritage: a motion was made by Cook and seconded by Holbert that the executive director be authorized to send \$200 from fiscal year 1982 to the Coalition. The motion was passed unanimously.

### **Annual Meetings**

Council selected Austin, Texas, as the site for the 1985 annual meeting, and Chicago, Illinois, as the site for the 1986 meeting, pending the negotiation of

satisfactory hotel arrangements.

### **National Informations Systems Task Force**

David Bearman, director of the National Information Systems Task Force (NISTF) project, joined Council briefly to discuss the project and the Task Force's budget request.

A motion made by Joyce and seconded by Fishbein read as follows: Funds are allocated for the NISTF, with expenditures authorized under the following conditions:

(1) That Council, at its October 1982 meeting, receives and approves a final report from NISTF on the review of the data elements dictionary by the profession. This report is to be submitted well in advance of the October meeting.

(2) That Council appoints to staggered three-year terms six members of an SAA Committee on standards for information interchange no later than January 1983.

(3) That the committee's initial term be three years, with any further extension of its activities to be justified by a full Council review before approval of the SAA budget for the 1986 fiscal year.

The motion was passed unanimously.

### **Governance of the Society**

Joyce reviewed his proposal that Council establish three subcommittees of Officers and Council members, one each to work with PAGs, task forces, and standing committees in order to improve communications between these groups and Council.

A motion was made by Finnegan and seconded by Fishbein that Council adopt the structure as proposed by Joyce. The motion was passed unanimously. A subcommittee composed of Cook, McCarthy, and Holbert, chaired by Joyce, was formed to further develop the system and create reporting forms.

### **Native American Archives Project**

Campbell reported on SAA's participation in the Consortium on Native American Archives. It is anticipated that a non-profit corporation will be established to seek funding for a second phase of the project.

### **Resolutions Committee**

Weldon announced that he will appoint a Resolutions Committee for the 1982 annual meeting. The committee, which will consist of four members, including one member of Council, will solicit and distribute resolutions to be presented at the annual business meeting. A notice regarding the committee will be placed in the *SAA Newsletter*.

### **National Archives**

Vice President Cook assumed chairmanship of the meeting. Cook reviewed the situation at the National Archives and reported that the executive director received a perfunctory letter from General Services Administrator Gerald Carmen in response to the resolution passed by Council at its January meeting. Weldon resumed chairmanship of the meeting.

### **Task Forces**

*Institutional Evaluation:* Joyce presented Council with documentation prepared by the Institutional Evaluation Task Force and with a plan of work for the next three years. A motion made by Finnegan and seconded by Cook read as follows: Council thanks the Institutional Evaluation Task Force for its exemplary work, approves its work plan for the next three years, and refers its documentation to the Publications Management Board. The motion was passed unanimously.

Joyce resigned as chair of the Task Force. He will be replaced by Mary Jo Pugh of the Michigan Historical Collections.

*Standard Reporting Practices:* Weldon received a report from Katherine Emerson, chair of the Task Force on Standard Reporting Practices. The Task Force requested that Council approve the publication of the Task Force's draft recommendations in the July *SAA Newsletter* and that the life of the Task Force be extended for another year. A motion was made by Finnegan and seconded by Joyce that council approve the Task Force's requests. The motion was passed unanimously.

*Long-Range Planning:* Weldon announced that C. Herbert Finch, chair of the Planning Task Force, resigned recently. Council expressed its thanks to Finch for his work with the Task Force. Vice President Cook will appoint a new chair in the fall.

*Proposed Task Force on Finances:* Council received a request to form a task force on finances. It is the sense of Council that this activity is part of the mandate of the Planning Task Force and should not be undertaken by another group.

*Constitutional Revisions:* Cook presented a report of the Task Force on Constitutional Revision to Council. Council extended its thanks to the Task Force for its diligence and hard work.

A 1981 revision in the constitution had the inadvertent result that council itself cannot directly propose constitutional amendments to the business meeting without circulation of a petition. A petition will be circulated to rectify this situation and to accommodate the constitutional changes recommended by the Task Force. Council will consider all of the proposed constitutional changes at its next meeting and will make recommendations regarding the changes for consideration at the 1982 annual business meeting. In addition, Council considered the following bylaw, presented as a motion by McCarthy and

seconded by Bonfield: Executive Committee meetings are open to members of Council. The Executive Committee shall promptly report its actions and discussions to Council. The motion was passed unanimously and was added to the bylaws.

*Subcommittee on Consultants:* Joyce provided Council with a status report on the work of his subcommittee on consultants. After considerable discussion, the Council decided to continue the study of the issue.

### **School of Library and Informational Sciences**

A resolution regarding the proposed closing of the School of Library and Informational Sciences at the University of Missouri-Columbia was received by Vice President Cook. After discussion, it was the sense of Council that though they share the concern regarding the closing of the school, it would not be appropriate for them to act on the matter.

### **200th Anniversary of the United States Constitution**

Council discussed the Society's role in the forthcoming 200th anniversary of the U.S. Constitution. A motion was made by Cook and seconded by Finnegan that Executive Director Campbell be directed to prepare a planning grant outlining the Society's proposal for the commemoration of the 200th anniversary of the U.S. Constitution. The motion was passed unanimously.

### **Budget**

Council reviewed the general fund budget for fiscal year 1983 proposed by the Executive Committee. After Council's revisions the budget reflected anticipated revenues of \$382,742 and anticipated expenditures of \$376,595. A motion was made by Cook and seconded by Holbert that Council adopt the budget for fiscal year 1983. The motion was passed unanimously.

The spring meeting of the Council of the Society of American Archivists was adjourned at 12:00 noon, Monday, 24 May 1982.

**ARE THE ARCHIVAL MATERIALS YOU USE  
STILL BEING MANUFACTURED TO MEET OUT-  
DATED SPECIFICATIONS FROM THE 1970'S,  
THE 1960'S AND BEFORE?**

Our acid free file folders last a *minimum* of 1000 double folds during the MIT folding endurance test, not 200 folds like others on the market. The standard grey acid free document case we offer is the best available on the market. It is .060 thick, has a highly calendered smooth long lasting surface and most importantly, there is three-percent calcium carbonate buffer *throughout* the entire box board, not just in the grey and white papers lining the surface.

If you would like something even better, we can provide document cases made from our superb Lig-free<sup>TM</sup> board. We carry negative enclosures made from a very special neutral unbuffered paper, designed and manufactured exclusively for this purpose. We can provide you with details of a simple test devised in England which will allow you to test the negative envelopes you currently use to see if they are "archivally" safe. Buffered negative enclosures are still available for your nitrate or other acidic negatives.

We make the only box board available meeting the newest government specification for silver image film storage. We call it Lig-free<sup>TM</sup> and it is so good people are now specifying it for document cases, "phase" book boxes and pamphlet binders, as well as photographic negative, print, and microfilm boxes. Conservation is not just a sideline with us. We take it very seriously.

Please request free literature today to help preserve your collection.

**CONSERVATION RESOURCES INTERNATIONAL, INC.**

1111 N. Royal Street  
Alexandria, Virginia 22314  
703/549-6610

# Come Join Us!

The Society of American Archivists wants you as a member. We rely on the input of new members to keep SAA vital, dynamic, and in tune with the needs of the archival community.

What are the benefits? SAA has two types of members—individual and institutional. Both receive the quarterly journal, *The American Archivist*, the bimonthly *SAA Newsletter*, an annual meeting program, and discounts on all Society publications and annual meeting registration. Individual members are also eligible to vote in Society elections, participate in the Placement Service, and join two Professional Affinity Groups (PAGs).

What does it cost? Individual membership dues are graduated based on salary (see below); institutional memberships are available for \$50 per year.

We hope you'll decide that SAA is the professional association for you. If you do, fill out the form below and return it with your check to SAA headquarters. Information on PAGs and the Placement Service will be sent on request to those applying for individual membership. Non-archivists interested in an associate membership should contact SAA headquarters for information. Come join us, and find out what you've been missing!

---

## Individual Membership

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Is this your business address?    Yes            No

Employing institution \_\_\_\_\_

Business phone \_\_\_\_\_

### Dues scale

☐ \$45

☐ \$60

☐ \$75

☐ \$30

### Salary

0-\$14,999

\$15,000-\$29,999

\$30,000 and up

full-time student

---

## Institutional Membership

Name of institution \_\_\_\_\_ ☐ \$50 Regular

Address \_\_\_\_\_ ☐ \$100 Sustaining (receives 2 copies of journal and newsletter and one copy of every SAA publication released in the year of membership.)

City, State, Zip \_\_\_\_\_

---

Subscription (Subscribers receive the *American Archivist* only; only institutions may subscribe to the journal.)

Name of Institution \_\_\_\_\_

Address \_\_\_\_\_

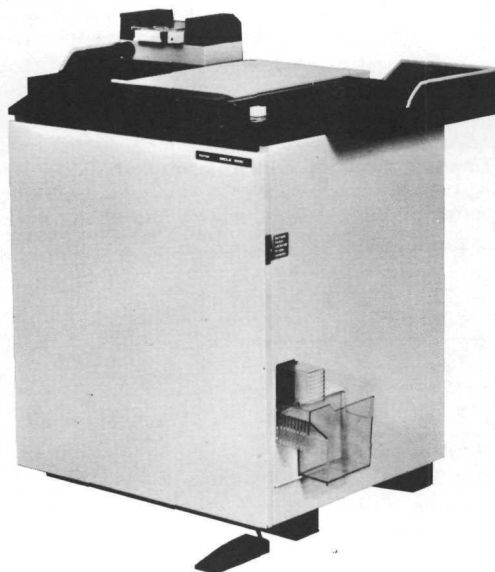
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

☐ \$30 Domestic (U.S., Canada, Mexico)

☐ \$35 Foreign (all other countries)

Send appropriate form with check attached to SAA, 330 S. Wells, Suite 810, Chicago, IL 60606. (312) 922-0140.

# The Fuji No-Paper Copier™



## The MICLE 1200 Records Management System

Paper. You've got an office full of it — in files, in boxes, even piled in the back room — not to mention that stack waiting in your "in" basket.

All that paper takes up space — and that costs money.

It means hours lost trying to find the documents you need — and that costs more money.

Fortunately, there's an alternative to paper, thanks to the **Fuji No-Paper Copier**.

The UL approved MICLE 1200 Records Management System from Fuji is about the size of an office copier, comparable in price, and just as easy to operate. The big difference is the output: archival quality microfilm in a handy jacket format.

### Discover what microfilm can do for your records management:

- *reduce storage space by 75%*
- *reduce storage costs (by a similar percentage)*
- *reduce production costs (a sixty frame jacket costs about 50¢ to produce, compared with \$6 to \$12 for the same number of paper copies)*
- *reduce distribution costs (and time, since you can afford to mail first class)*



Coated paper copiers, plain paper copiers and now, the No-Paper Copier. Maybe the MICLE 1200 Records Management System can't replace every piece of paper in your office, but it can replace enough of them to pay for itself in a remarkably short time. To find out just how short a time, and how much money you can expect to save annually after that, write:

### The Fuji No-Paper Copier



FUJI PHOTO FILM U.S.A. INC.  
350 Fifth Avenue  
New York, NY 10118

© 1981 FUJI PHOTO FILM U.S.A., INC.



# Are alkaline-buffered papers safe for photographic conservation?

## The jury is still out.

The art and science of preserving photographic prints may be said to be in its early infancy. By one estimate, there are only 15 to 20 active specialists working in this area in the United States today, and structured research is, in reality, only just beginning.

Nevertheless, there is intensive discussion now in progress over the question of whether conservation materials traditionally favored for other works of art on paper are appropriate—indeed, whether they are safe—for mounting photographs.

These materials, papers and boards made of acid-free 100% cotton fibers, buffered with alkaline carbonates to enhance permanence, have been conservators' standards for many years. We have been supplying them, in a range of weights, textures, colors and sizes, to leading institutions around the world—again, for many years.

The requirements for the preservation of photographs are in many ways quite similar to those established for general paper conservation, and in fact the same 100% cotton, pH neutral, buffered papers and boards have been used quite extensively for photograph mounting. Recently, however, it has been suggested that for some photographic processes—albumen prints, for example—the alkaline environment of a buffered

board may not be desirable. The same, it might be noted, is true in other areas of conservation, particularly when protein-based materials are being dealt with.

A number of conservators have come to the conclusion that 100% cotton fiber boards made in a neutral system without alkaline buffering offer the best protection for certain types of photographs. Acting on these suggestions, we have developed Archivart® Photographic Board, which is made from selected 100% cotton fibers to a pH specification of 6.5 to 7.5, without buffering or alkaline reserve. It is a solid-color off-white board, of sturdy 4-ply (50 pt.) construction, available in a range of sizes appropriate for photographic mounting, from 8" x 10" to 20" x 24".

The debate continues. Some specialists prefer these unbuffered papers for the mounting of color and dye-transfer prints as well as the albumen variety; others point out, with accuracy, that regardless of the precision of the pH specification at manufacture, a drop in pH value may be expected when un-

buffered papers are exposed to atmospheric pollution. It is certain that, buffered or otherwise, archival-standard conservation papers and boards, of 100% cotton fiber and acid-free manufacture, offer a far safer environment than those produced with the alum-rosin sizing system commonly used until quite recently, which have resulted in the frightful deterioration of precious, irreplaceable photographs.

---

*Responsive to the preferences of conservators of various persuasions, we offer both buffered and unbuffered boards, all manufactured to precise pH standards, of selected 100% cotton fibers, as well as our pH neutral, buffered Archivart® Conservation Board, made of highly refined wood pulp. All are solid in color, without distracting white centers.*

*We invite you to write us for samples of these boards, and for our extensive catalogue of archival-standard conservation products, and we welcome your comments on these discussions.*

# ARCHIVART

Acid-free conservation products from

**PROCESS MATERIALS CORPORATION**

A LINDENMEYR COMPANY

301 Veterans Boulevard, Rutherford NJ 07070 (201) 935-2900

\*Archivart is a trademark of Lindenmeyr Paper Corporation.

# "RHC-Spacemaster movable shelving doubles your archival storage space with no increase in floor space!"

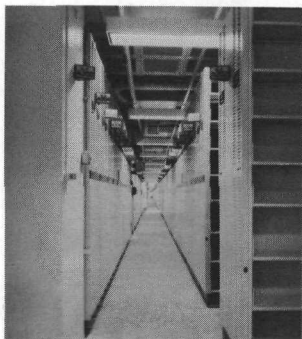


*Andrew W. Fenton*

Andrew W. Fenton, Manager  
RHC-Spacemaster

## Expert advice from the people who just completed the world's largest movable shelving installation.

"We've just finished the installation in Washington, D.C. of almost 100 miles of RHC-Spacemaster movable compact shelving, covering approximately two acres of floor space.



"We're proud of the fact that this state-of-the-art job will save taxpayers well over a million dollars as well as provide more efficient access to a vast range of books and manuscripts.

"But this mammoth project only underscores an important point. No

matter what the size of your records storage area, RHC-Spacemaster movable shelving can produce equally cost-effective results. We double your ability to store records in the same floor space or we can store the same amount of records in half the current floor space—whether your needs involve a few square feet or two full acres!"

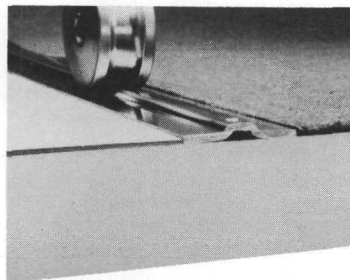
## The secret is utilizing records storage space effectively!

"In the face of rising costs for building, energy and maintenance of facilities, it's absolutely imperative to achieve maximum utilization of floor space in your records storage area.

"RHC-Spacemaster is unquestionably the cost-effective answer to storing the most records, boxes, legal and medical files in the least amount of floor space. By eliminating fixed aisles and substituting a 'floating' aisle which opens only when and where needed, we create a 'high-density' storage area which makes amazingly cost-effective use of available space."

## Exclusive "Low-Profile" track assures flush-floor installation.

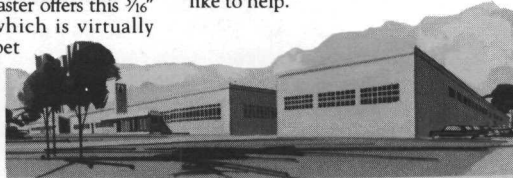
"Only RHC-Spacemaster offers this  $\frac{3}{16}$ " low-profile track which is virtually flush with tile or carpet for unhindered access by personnel or records transport carts. It creates an attractive gap-free, flush-floor look."



## Industry's largest facility. Single source reliability.

"In addition to operating the industry's largest manufacturing facility, RHC-Spacemaster is the producer of both the movable carriages and the shelving, assuring single-source availability, total system integrity and years of trouble-free performance.

"If you're running out of storage space, or planning a new installation, consider RHC-Spacemaster... manual, mechanically assisted or electrical movable shelving for more productive storage of records, books, files and heavy X-ray films. Please call or write today for details... and ask for me, Andrew Fenton. We'd like to help."



# RHC-Spacemaster

(312) 345-2500 1400 North 25th Avenue, Melrose Park, IL 60160

☐ Send information on movable shelving applications. ☐ Have representative call for appointment.

Name

Institution

Address

City

State

Zip Code

Phone

## Annual Index

### Volume 44 (1981)

The following are not indexed: "Professional Reading" and other lists of publications; authors and titles of articles in foreign journals abstracted in the "International Scene;" names of editors and reporters of the various departments; reference footnotes (explanatory footnotes are indexed); addresses or institutional affiliations of contributors, writers, and persons mentioned in the text; the annual list of historical documentary editing projects; specific items in accessions and openings; references in obituaries; annual list of Fellows of the Society of American Archivists. An offprint of the 1981 Index may be purchased for \$2.50 from SAA, 330 S. Wells, Suite 810, Chicago, IL 60606.

## A

- AACR. *See* Anglo-American Cataloging Rules  
 AAR2 (Anglo-American Cataloging Rules 2), 382  
 AAM. *See* American Association of Museums  
 AASLH. *See* American Association for State and Local History  
 Abbey Newsletter, 173  
 Academia Nacional de la Historia, Peru, 269  
 "Academic Archives: *Überlieferungsbildung*," by Maynard J. Brichford, 81  
 Access, 221; U.S. Senate records, 178  
 "Access to Government Information in Canada: Some Recent Developments," by Richard J. Bazillion, 151-53  
 Accessioning Policies Review Board, NARS, 321, 322  
 Acetate, yellow, in photocopying, 260-61  
 ACLS. *See* American Council of Learned Societies  
 Acquisition PAG, 80, 185  
 Acta Borussica, 305, 306  
 Adger, Robert, 364  
 Adger Library, 363  
 AEC. *See* Atomic Energy Commission  
 Aepinus, Franz, 360  
 Aerial photography, exhibit, Italy, 267  
 Aeschylus, 150  
 Afro-American History: Sources for Research, Robert L. Clarke, ed., revd., 363  
 "After Five Years: An Assessment of the Amended U.S. Freedom of Information Act," by Trudy Huskamp Peterson, 73  
 "Agenda for the Eighties," SAA annual meeting, 44th, Cincinnati, 1981, 80  
 Agnew, Spiro T., 334  
 Agricultural History Society, 251  
 Agriculture Department Archives, Division of, National Archives, 316  
 AHA. *See* American Historical Association  
 AHA-OAH Joint Committee on the Historian and Federal Government Relations, 205  
 Aiken, George, papers, 233  
 Airlie House, Warrenton, Va., 393  
 ALA. *See* American Library Association  
 ALA Filing Rules (1980), 252; noted, 251  
 Alabama state archives, 341  
 Alan Gordon Enterprises Inc., adv., 101  
 Alaska, University of, 252  
 Alaska Historical Commission, 252  
 Alberta, University of, 382  
 Alberta Societies Act, 382  
 Alberta Society of Archivists, 382  
 Alberta-British Columbia District of the Lutheran Church — Missouri Synod, 263  
 Albright, Patricia, 81  
 Aldini-Valerani Technical Institute, Italy, 60  
 Alkaline board and paper, sources of, 173  
 Alldredge, Everett O., 320, 324  
 Allegany County, Maryland, 328  
 Allen, Barbara, and W. Lynwood Montell, *From Memory to History: Using Oral Sources in Local Historical Research*, noted, 369  
 Allen, Garland, *Thomas Hunt Morgan*, 140  
 Allerton Institute, 59  
 Alonso, Vicenta Cortes, 269  
 Aloyse, Sister John, 250  
 The Ambrotype — Old and New, by Thomas Feldvebel, 173  
 "America's Library," film presentation, 275  
 "American Archival Theory: The State of the Art," by Harold T. Pinkett, 217-22  
 The Amercian Archivist, 78, 86, 87, 195, 276, 281, 282, 285, 310, 336, 381, 394; editorial policy, 96; "International Scene," 293; National Archives support of, 82; page limitation, 3; "Professional Reading," 293; relationship with NARS, investigation of by GSA, 394  
 American Association for State and Local History (AASLH), 58, 83, 110, 204, 205, 235, 310, 369  
 American Association of Museums (AAM), 83, 204, 205  
 American Council of Learned Societies (ACLS),

- 64, 306, 307, 309, 315  
 American Federation of Labor, 210  
 American Historical Association (AHA), 115, 125, 200, 201, 324, 336, 341  
*The American Historical Review*, 311  
*American History Illustrated*, 293  
 American Institute of Physics, 350; Center for the History of Physics, 387  
 American Jewish Historical Society, 274  
 American Library Association (ALA), 9, 83, 200, 251, 375, 378; adv., 62  
*American Literary Manuscripts*, second edition, 3  
 American National Standards Institute (ANSI), 281  
 American Negro Historical Society, 364  
 American Public Power Association, 233  
 American University, 297, 306, 307, 308, 310, 311, 319, 320, 339, 354  
 Americans, Native, tribal archives, 393  
 AMLIB/AMBIB Newsletter, South Africa, 385  
*Amoskeag: Life and Work in an American Factory-City*, by Tamara Harevan and Rudolph Langenbach, 115  
 Anderson, Clinton P., Papers, 233  
 Anderson, Eugene, 305, 306  
 Anderson, R. Joseph, 81  
 Andrew W. Mellon Foundation, 376  
 Andrews, Matthew Page, *History of Maryland: Province and State*, 339  
 Angel, Herbert E., 307, 317, 320  
 Anglo-American Cataloging Rules (AACR), 159  
*Anglo-American Cataloging Rules*, 176  
*Anglo-American Cataloging Rules, II*, 176, 185, 275  
*Annales d'Histoire Economiques et Sociale*, 114  
 Annales school, of historians, 114  
 Annapolis, Md., 328  
 Annapolis Evening Capital, 331  
 Anne Arundel county, Md., 329  
 ANSI. See American National Standards Institute  
 Anti-Nuclear Movement, National Archives and Oral History Project for the, 71, 234  
 Apollo Memorial Library, 231  
 Applebaum/Herbert Cultural Policy Review Committee, Canada, 382  
 Appraisal, 66, 99-100, 119, 131-32, 143-50, 217, 218, 293, 361; for evidential value, 218; of college and university faculty papers, 347; SAA manual on, 219  
*The Appraisal of Modern Public Records*, National Archives Bulletin No. 8, 41, 146  
*The Appraisal of Modern Records*, by Theodore R. Schellenberg, 324  
 l'Arche (Ark), 382  
*Archifacts*, New Zealand, 268  
*Archiva Ecclesiae*, Italy, 267  
 Archival Aids, Ademco Ltd., England, 65  
 "The Archival Contributions of Ernst Posner," 308  
 Archival education, 27-39, 44, 45; accreditation of, 204  
 Archival history, 207  
 Archival institutions, accreditation. See also Institutional Evaluation  
 "Archival Outreach: SAA's 1976 Survey," by Ann E. Pederson, 124  
 Archival planning, 213  
 Archival Priorities Conference, 1977, 214  
 Archival profession, surveys of, 196  
*Archival Repositories in Germany*, by Ernst Posner, 309  
 Archival service centers, 212  
 Archival Storage Cupboard, 257  
 "Archival Strategies for the Post-Custodial Era," by F. Gerald Ham, 207-16  
 Archival theory, 217-22  
 Archival training, 27-39, 44, 45  
 "Archival Training in Europe," by William J. Orr, 27-39  
*Archivaria*, 381  
 Association of Canadian Archivists (ACA), 382
- ## B
- Babcock and Wilcox Company, 231, 233  
 Baer, Norbert, 259  
 Bahmer, Robert H., 308, 317, 318, 320, 321, 322  
 Baker, Richard A., *Senate Committee Records: A Guide to Disposition and Public Access*, noted, 367  
 Bakken, Douglas A., 83  
 Balch Institute for Ethnic Studies, 175  
 Ball, Wendy, and Tony Martin, *Rare Afro-Americana: A Reconstruction of the Adger Library*, revd., 363  
 Bally Case & Cooler, Inc., Bally, Pa., 171  
 Baltimore City Courthouse, 330  
 Baltimore City Records, 334  
 Baltimore County, Md., 329  
 Baltimore Regional Institutional Studies Center (BRISC), 123  
*Baltimore Sun*, 330  
 Banco Continental, Peru, 269  
 Bangladesh, National Archives, 262  
 Baranov, Aleksandr, 360  
 Barnes, Thomas C., Thomas H. Naylor, and Charles W. Polzer, *Northern New Spain: A Research Guide*, revd., 247  
 Barr, Phyllis, rev., 53  
 Barrese, Edward F., rev., 161  
 Barrow, William J., 336  
 Bartkowski, Patricia, 183  
 Basbakanlik Arşiv, Turkey, 270  
 Bashkina, Nina N., et al., eds., *The United States and Russia: The Beginning of Relations, 1765-1815*, revd., 359  
 Basic Archival Conservation Program, SAA, 78, 280  
 Basic workshops, 83  
 Bassett, John Spencer, 55  
 Bauer, G. Philip, 143, 144, 218, 318  
 Baumann, Roland M., ed., *A Manual of Archival Techniques*, 174  
 Baumgarten's, Atlanta, Ga., adv., 75  
 Bavarian Television Network (West Germany), 267  
 Bazillion, Richard J., "Access to Government In-

- formation in Canada: Some Recent Developments," 151-53
- Beard, Charles Austin, 113
- Bearman, David, 6, 184; ltr., 5
- Bechtel, Inc., 233
- Beechnut Co., 177
- Belov, G. A., 35
- Bemis, Samuel Flagg, 305
- Bentley Historical Library, 232
- Berkeley, Edmund, Jr., 77, 79, 279, 280, 281, 282, 283, 284, 393, 394
- Berlin, University of, 304, 305
- Berliner Morgenpost*, 226
- Berner, Richard C., 121, 220, 221, 245; ltr., 100
- Betz, Elizabeth W., 176, 275
- Bhatt, Purnima Mehta, *Scholars' Guide to Washington, D.C.: African Studies*, 161
- Bialostocki, Jan, 226
- A Bibliography of Historical Organization Practices*, Frederick L. Rath, Jr. and Marilyn Rogers O'Connell, eds., noted, 58
- Bicentennial, U.S., 359
- Bigglestone, William E., ltr, 99
- Binkley, Robert C., 315
- The Biographical Directory of American Colonial and Revolutionary Governors, 1607-1789*, noted, 166
- The Biographical Directory of Governors of the United States, 1789-1978*, noted, 166
- Black Bostonians*, by James Oliver Horton and Lois E. Horton, revd., 366
- Black history, 363-64, 366-67
- Black writers, South Africa, 385
- Blanchard, Felix A., 329
- Blesse, Robert, 176
- Bloch, Marc, 114
- Blouin, Franci X., Jr., 77, 120; rev., 158; with Carolyn Geda and Eric Austin, eds., *Archivists and Machine Readable Records*, 84
- Boccaccio, Mary, Steven Lambird, and Carolyn Salus, *Greenbelt, Maryland: A Guide to Further Sources*, noted, 369
- Boles, Frank, "Sampling in Archives," 125-30
- Bolkhovitnov, Nikolai N., et al., eds., *The United States and Russia: The Beginning of Relations, 1765-1815*, revd., 359
- Bologna, Italy, commune of, *Macchine, Scuole, Industria*, noted, 60
- Bonfield, Lynn A., 77, 279, 281, 282, 393, 395
- Boolean logic, 123
- Borsa, Ivan, 270
- Boss, Richard W., *Grant Money and How to Get It: A Handbook for Librarians*, noted, 59; and Lorig Maranjian, *Fee-Based Information Services: A Study of a Growing Industry*, noted, 165
- Bostonian Society, 367
- Bowling, Mary B., 276
- Boyd, Julian P., 323
- Brackmann, Albert, 305
- Bragg, Terry A., 369
- Brauer, Carl M., 99
- Braznick, Barbara, 264
- Brichford, Maynard J., 77, 79, 84, 119, 183, 218, 279, 281, 347; "Academic Archives: *Überlieferungsbildung*," 81; *Archives and Manuscripts: Appraisal and Accessioning*, 219
- Bridgeport (Conn.) Public Library, 175
- Briggs, Asa, 361
- BRISC. See Baltimore Regional Institutional Studies Center
- British Columbia, University of, 381
- British Council, Italy, 268
- British Film Institute, *National Film Archive Catalogue, Volume 1: Non-Fiction Films*, revd., 361
- British Library, 65
- British Museum, 331
- Brockman, Rev. Norbert, ltr., 195
- Brooklyn Rediscovery, 368
- Brooks, Philip C., 217, 218, 219, 221, 222, 307, 308, 316
- Brown, John H., et al., eds., *The United States and Russia: The Beginning of Relations, 1765-1815*, revd., 359
- Brown, Rowland C. W., 376
- Brown, Thomas Elton, 7
- Brown, William E., Jr., 260
- Brozek, Josef, and Ludwig J. Pongratz, eds., *Historiography of Modern Psychology*, revd., 163
- Bruntjen, Scott, 376
- Buchanan, Sally, 172, 174
- Buck, Solon J., 40, 41, 306, 307, 308, 317, 318, 324
- Budget cuts, England, 65
- Buildings, new, 73; repair of, 258
- "Bulls & Bears: 50 Years of Progress at the New York Stock Exchange." exhibit, 177
- Bureau of Standards, U.S., 336
- Burke, Frank G., 3, 77, 184, 279, 280; ltr., 6; "The Future Course of Archival Theory in the United States," 40-46
- Business archives, 74, 163, 178, 276, 353-55
- Business Archives Association, Finland, 384
- Business Archives Bibliography*, Karen Benedict, comp., 281
- Business Archives Committee, ICA, 185, 283
- Business Archives in the United States and Canada*, 71
- Business Archives PAG, 71, 81, 184, 283
- Business Archives Workshop, SAA, 83
- Business history, 162
- Business History Conference, 71, 74
- Butler, Tyrone G., rev., 56
- C**
- Cactus (anti-nuclear group), 234
- Calendar #1, The Black Books* (Md.), 338
- Calendar of the Bank Stock Papers* (Md.) 338
- Calendaring, 338
- California Archivists, Society of, 72
- California Historical Records Educational and Consultant Service, 213
- California Historical Society Library, 175
- California State Archives, 175
- California State University and College archivists

- group (CSUC), 176  
 California, University of, at Berkeley, 80  
 California, University of, at San Diego, 71;  
   Special Collections Department, 234  
*Calvert Cliffs* court case, 230  
 Camberwell School of Art and Crafts, London,  
   England, 172  
 Campbell, Ann Morgan, 77, 80, 183, 202, 279,  
   280, 281, 282, 284, 299, 393, 394, 396  
 Camrex Ltd., England, 171  
 Canadian Archives, Consultative Group on, 63  
*Canadian Archives, Report to the Social Sciences  
   and Humanities Research Council of Canada,*  
   1980, 303; revd., 158  
 Canadian Historical Association, 382  
 Cape Town, University of, 385  
 Caplan, Daniel, 384  
 Card catalog, 22, 25, 26  
 Caribbean Archives Conference, First, 323  
 Carnegie Corporation, 307  
 Caroline Foster Fund, 389  
 Carr, Peter, 71  
 Carroll County (Md.) Historical Society, 330  
 Cartographic archives, 276  
*Cartographica*, noted, 370  
 Case Western Reserve University, 285  
 Casterline, Gail Farr, *Archives and Manuscripts:  
   Exhibits*, 84; revd., 56  
*A Catalogue of Archival Material* (Md.), 338  
*Catalogue of Manuscripts in the Lane County  
   Museum Library*, by Edward W. Nolan, noted,  
   254  
 Catfish (anti-nuclear group), 234  
 Catherine II, Czarina, Russia, 360  
 Catherine of Aragon, England, 270  
*Catholic Archives*, England, 266  
 Catholic Library Association, 250  
 "Census, 1666-1981," exhibit, Canada, 382  
 Central Archives of Mechanical Documentation,  
   Poland, 269  
 Central Business Archives, Finland, 384, 385  
 Centro de Informacion Documental, Spain, 272  
 Centro Salvadoreno de Ensenanza Archivistica  
   (CSEA), El Salvador, 265  
 "The Challenge of Nuclear Power Development  
   Records," by George T. Mazuzan, 229-35  
 Chancery Lane PRO, England, 265; public search  
   room, 64  
 Chandler, Raymond, 112  
 Chapin, Richard, 375  
 Charles Babbage Institute for the History of In-  
   formation Processing, 273, 350, 387  
 Chase Manhattan Bank, 355  
 Chatfield, Helen L., 307  
 Cheit, Earl F., 176  
 Cheney, Frances Neel, and Wiley J. Williams,  
   *Fundamental Reference Sources*, noted, 165  
 Chesapeake Bay, 329  
 Chicago Public Library Cultural Center, 273  
 Chief Officers of State Library Agencies  
   (COSLA), 283  
 China, People's Republic of, 64, 271  
 China Study Tour, SAA, 1981, 77  
 Church archives, 252-53  
 Church of Jesus Christ of Latter-day Saints, 337;  
   History Department, 18  
 Cincinnati Art Academy of, 388  
 Cincinnati Art Museum, 388  
 Cincinnati Gas and Electric Company, 231  
 Cincinnati Historical Society, 388  
 CIS. See Congressional Information Service, Inc.  
 CIS/INDEX Data Base, 171  
 "Citation Patterns and Documentation for the  
   History of Science: Some Methodological Con-  
   siderations," by Clark A. Elliott, 131-42  
*City of Portland Records Manual*, 101  
 Civil Service, U.S., 318  
 Civil Service Department, England, 383  
 Clark, Doris Hargrett, ed., *The Making of a Code:  
   The Issues Underlying AACR2*, revd., 159  
 Clamshell Alliance, 234  
 Claremont College, 354  
 Clark University, 369  
 Clarke, Robert L., *Afro-American History:  
   Sources for Research*, revd., 363  
 Clary, David A., "Trouble is My Business: A  
   Private View of 'Public' History," 105-12  
*Class and Community: The Industrial Revolution  
   in Lynn*, by Alan Dawley, 115  
 CLR. See Council on Library Resources  
 Cole, W. Sterling, papers, 233  
 Classified records, 64  
 Claus, Robert, 307  
 Clermont County (Ohio) Library, 231  
 The Cleveland Clinic Foundation Archives, 274  
 Clinchfield Railroad, 356, 357  
 Cliometricians, 114  
 Coakley, Robert W., rev., 56  
 Coca-Cola Co., 355  
 Code of Practice, England, 265  
 Codrington family papers, England, 265  
 Coker, C. F. W., 77  
 Collecting Personal Papers and Manuscripts, SAA  
   Committee on, 86, 185  
 Collecting policies, 118  
 "Collection Processing as a Team Effort," by  
   Richard M. Kesner, Susan Tannewitz Karnes,  
   Anne Sims, and Michael Shandor, 356-58  
 College and university archives, 210, 346-51; ap-  
   praisal, 347; manual, proposed, 80  
 College and University Archives PAG, 81  
*Collier's Encyclopedia*, 311  
 Colonial Dames of America Scholarship, 81  
*Colored Patriots of the American Revolution*, by  
   William Cooper Nell, 367  
 Columbia University, 318, 346, 354, 355  
 Columbia University Press, 323  
 Commager, Henry Steele, 217  
 Committee for Archival Development, ICA, 271,  
   272  
 Committee for the 70s, SAA, 199-206, 214  
 Committee on Production Guidelines for Book  
   Longevity (CLR), 376  
 Commonwealth Archives Office, Australia, 261  
*Comprehensive Guide to the Manuscript Collec-  
   tion and to the Personal Papers in the University  
   Archives*, Marilyn Priestley, comp., revd., 244  
 CompuServe Information Service, 258



Computer Output Microfilm (COM), 335  
 Computers, archival use of, 72, 208-16  
 "Concepts in the History of Cartography: A Review and Perspective," by M. J. Blackmore and J. B. Harley, Edward Dahl, ed., 370  
 Concordia College, Canada, 263  
 Concordia Lutheran Archives of Western Canada, 263  
 Conde, Jose Luis Coto, 264  
 Conference of Intermountain Archivists (CIA), 390  
 Conference on Maryland History, 327  
 Conference on Priorities for Historical Records, 1977, 117  
 Congress for Appalachian Development, 356, 357  
 Congressional Information Service, Inc. (CIS), 171  
 Conn, Stetson, *Historical Work in the United States Army, 1862-1954*, noted, 368  
 Conrad, Agnes C., 82  
*Conservation Administration News*, 72  
 Conservation, 65, 72, 74, 172, 259, 266; workshops, 83. *See also* Preservation  
 Conservation PAG, 81, 86, 185  
 Conservation Resources International, Inc., adv., 91, 236  
 Consolidated Protective Coatings Corporation, 258  
 Constitutional Revision, SAA Task Force on, 395  
 Consultant service, 213  
 Consultative Group Report (1980), Canada, 382  
 Consultive Group on Canadian Archives, 158-59  
 Contemporary Scientific Archives Centre, England, 19  
 Contemporary Theme PAG, 185  
 Cook, J. Frank, 86, 279, 395  
 Cook, Michael, 266, 300  
 Coolidge, Calvin, 235  
 Cooperation, archival, Finland and Canada, 264; inter-institutional, 211, 212  
 Copyright, 79; SAA Task Force on, 83  
 Corning Glass Works, 355  
 Cornwallis, Maj. Gen., Lord Charles, 341  
 Corrigan, John T., CFX, ed., *Archives: The Light of Faith*, revd., 250  
 COSLA. *See* Chief Officers of State Library Agencies  
 Cosmos Club, Washington, D.C., 251  
 Coulter Systems, Bedford, Mass., 259  
 Council of Archives and Research Libraries in Jewish Studies (CARLJS), 274  
 Council of National Library and Information Associations, 176  
 Council of State Governments, 79, 283  
 Council on Library Resources (CLR), 78, 84, 200, 280, 376, 377  
*County Courthouses and Records of Maryland*, by Morris Leon Radoff, 338  
 Court of Appeals, Md., 328  
 Court records, 360-61  
 Covington, W. T., 183  
 Craig, Adam Weir, 178  
 Crawford, Miriam I., 184  
 Crayford, G., and Sons, England, 257

Crepe-lining, 336  
 Critical Mass (environmental group), 234  
 Croix de Guerre, 397  
 Crownhart-Vaughan, E. A. P., rev., 360  
 Cumulative Name Index, 245  
 Cumulative Subject Index, 245  
 Cunha, Geoerge M., 172, 248, 249, 379  
 Curti, Merle, 305  
 Curtiss-Wright Co., 177  
*Custodial era*, 207

## D

Daib, Rev. Walter C., 184  
 Daly, John, ltr., 7  
 Daniels, Thomas E., ltr., 197  
 Darling, Pamela W., 172  
 Dashkov, Andrei, 360  
 Davidson, Harry E., 262  
 Davis, Glenn W., 329  
 Dawley, Alan, *Class and Community: The Industrial Revolution in Lynn*, 115  
 Declaration of Armed Neutrality, 1780, Russia, 360  
 Declaration of Independence, 44  
 Deering Lumber, Inc., 276  
 della Cava, Olha, 81  
 DeMayo, Father John, 250  
*Der Archivar*, 311  
 Description, 15-26, 220-21  
 Description PAG, 81, 185  
 Descriptive elements for archives and manuscript collections, 78  
 Deutrich, Mabel E., 196  
 DeWhitt, Ben, 3, 196; ltr., 197  
 DIALOG Information Retrieval Service, 171  
 Dickinson, Emily, 150  
 Dillon, Kenneth J., *Scholars' Guide to Washington, D.C.: Central and East European Studies*, revd., 161  
 Dillon, Laurie T., 262  
 Dinsmore Committee, 309  
 Diplomats, 28  
*Directory of Archives and Manuscript Repositories in the United States*, NHPRC, 5, 6, 15  
*Directory of Business Archives in the United States*, Business Archives PAG, comp., 84  
*Directory of College and University Archives in the United States and Canada*, College and University Archives PAG, comp., 84  
*Directory of Illinois Oral History Resources*, Kathryn Wrigley, comp. and ed., noted, 253  
*Directory of State Archives in the United States*, by Frank Levstik, 84  
 Disaster planning, 174, 383, 388  
 Disposal, 64  
*Disposition of Federal Records: How to Develop a Program for the Preservation and Disposal of Federal Records*, by T. R. Schellenberg, 317  
 Distinguished Service Award, SAA, 81  
 Documentary Relations of the Southwest, 247  
 Dolgikh, Filipp I., 359  
 Dollar, Charles M., 81, 82, 120, 218

Dolnick, Sandy, ed., *Friends of Libraries Sourcebook*, noted, 252  
*Donor's Guide to the Preservation of Personal and Family Papers*, 79, 86  
 Donovan, Leisure, Newton & Irvine, 355  
 Dorn, Walter, 305  
 Dougherty, Sister Dolorita M., CSJ, rev., 250  
 Douglas, Enid, 354  
 Douglass, Frederick, 366  
 Dowd, Mary Jane, 393  
 Dowling, James S., ltr., 197  
 Drake University, 248  
 Drucker, Peter, 208, 215  
 Duckett, Kenneth W., 86, 183, 356  
 Duke University, 65

## E

East, Dennis, 183  
 East, Sherrod, 307, 309, 335  
 East Carolina Manuscript Collection, 72  
 East Germany, archival education in, 28  
 East Tennessee State University (ETSU), 356, 357  
 Ecclesiastical Archives Association, Italy, 267  
 Ecole des Chartes, France, 397  
 Economic History Association, 75  
 Edgerly, Linda, 81, 185  
 Edison Electric Institute, 233  
 Editorial Board, SAA, 394  
 Education and Professional Development, SAA Committee on, 79, 80, 282-83, 295, 299, 301  
 Education and Training Committee, International Federation for Documentation (FID/ET), 67  
 "Education for American Archivists: A View from the Trenches," by Ruth W. Helmuth, 295-303  
*Education for Rare Book Librarianship: A Reexamination of Trends and Problems*, by Lawrence J. McCrank, revd., 57  
 Education, archival, 27-39, 83, 153-55, 238, 295-303, 323, 356, accreditation of, 201-2, facilities, 301-2, internships, 178, practicum, 298  
 Education, of genealogists, 344  
 Education, public, use of documents in, 365  
 Educational Testing Service (ETS), 355  
 "Efficient Finding Aids: Developing a System for Control of Archives and Manuscripts," by Lydia Lucas, 21-26  
 Ehrlich, Paul, 347  
 Eisenhower, Dwight D., 310  
*El Mundo de los Archivos*, 381  
 Elbert, Ella, 364  
 Elbert, Samuel, 364  
 Electrophotography (TEP), 259  
 Eleutherian Mills-Hagley Foundation, 19  
 Eleutherian Mills Historical Library, 176  
 Elliott, Clark A., "Citation Patterns and Documentation for the History of Science: Some Methodological Considerations," 131-42  
 Elzy, Martin I., rev., 54  
*Emergence of Agricultural Science*, by Margaret Rossiter, 140  
 Emerson, Katherine, 79, 84, 279, 285; ltr., 293  
*Encapsulation*, slide-tape presentation, 177

*Encyclopedia Americana*, 311  
 Energy, U.S. Department of, 230, 351, 387  
 Energy Research and Development Administration, 230  
 Engerman, Stanley, and Robert Fogel, *Time on the Cross: The Economics of American Negro Slavery*, 116  
 England, archival education in, 28  
*English Social History*, by G. M. Trevelyan, 114  
*Envelopes of Sound*, 245  
 Environmental Protection Agency (EPA), 232  
 Equal Rights Amendment (ERA), 204  
 ERA. See Equal Rights Amendment  
 "Ernst Posner: The Bridge Between the Old World and the New," by Rodney A. Ross, 304-12  
 Essex County, England, 365  
 Ethics, archival, 206, 265; England, 65  
 Ethics, SAA Code of, 85, 280  
 Euripides, 150  
*European Archival Practices in Arranging Records* (National Archives Staff Information Circular 5, July 1939), by Theodore R. Schellenberg, 316  
*Evaluating Forms Management*, NARS, noted, 251  
 Evans, Frank B., 38, 60, 187, 200, 302  
 Exhibits, 57, 66, 267, 269, 270, 273, 276, 389

## F

"Faculty Papers and Special-Subject Repositories," by Jane Wolff, 346-51  
 Falco, Nicholas J., 100; ltr., 101  
 Fang, Josephine Riss, and Alice H. Songe, comps., *International Guide to Library, Archival, and Information Science Associations*, noted, 252  
*Farmers, Bureaucrats, and Middlemen: Historical Perspectives on American Agriculture*, Trudy Huskamp Peterson, ed., noted, 251  
 Faulkner, William, 150  
 Favier, Jean, 66  
 Febvre, Lucien, 114  
 Federal Archives and Records Center, Kansas City, 248  
 Federal Emergency Relief Act of 1934, 316  
 Federal Hall Memorial Associates, 177  
 Federal Ministry of Social Development, Youth, Sports and Culture, Nigeria, 268  
 Federal records, definition of, 276  
 Federal Records Act, 1950, 146, 148  
 Federal Records Centres, Canada, 262  
*Federal Records of World War II*, National Archives, 147  
 Federal Regulations, Code of, index, 72  
 Federated Department Stores, 354  
*Fee-Based Information Services: A Study of a Growing Industry*, by Lorig Maranjian and Richard Boss, noted, 165  
 Feldvebel, Thomas, *The Ambrotype-Old and New*, 173  
 Filby, P. William, 333  
*The Files of the Massachusetts Superior Court, 1859-1959: An Analysis and a Plan for Action*, Michael Stephen Hindus, et al., revd., 360

- Film, documentary (West Germany), 267  
 Film archives, 164, 361-62; preservation of, 164  
 Finch, C. Herbert, 184  
 "Finding Aids: A Multi-Media Systems Perspective," by Nancy A. Sahli, 15-20  
 Finding-aids, 15-20, 21-26, 72; national bibliography of, 20; SAA Committee on, 16  
*The Fine Old House*, by John Francis Marion, revd., 162  
 Finnegan, Richard P., Certified Public Accountant, 89  
 Finnegan, Shonie, 77, 79, 80, 279, 280, 281, 282, 393, 394, 395  
 First Inter-American Archival Seminar, 1961, 325  
 Fischer, Erwin, 267  
 Fishbein, Meyer H., 69, 77, 79, 80, 279, 280, 282, 393  
 Fishbein, Toby, 183  
 Fleckner, John A., 74, 195; ltr., 7  
 Florez, Guillermo Durand, 271  
 Fogel, Robert, and Stanley Engerman, *Time on the Cross: The Economics of American Negro Slavery*, 116  
 Fogerty, James E., 73; "The Minnesota Basic Workshops Project," 237-40  
 FOIA. See Freedom of Information Act  
 "Folklore and Paper Restoration," by L. D. Geller, 378-79  
 Fonda, Douglass, Jr., 178  
 Force, Peter, Collection, 332, 337  
 Ford, Henry, 354  
 Ford Library, 176  
 Ford Motor Company, 354  
*Forms Analysis and Design*, National Archives and Records Service, revd., 246  
 Fox, Michael J., and Kathleen A. McDonough, *Wisconsin Municipal Records Manual*, revd., 243  
*Foxfire 6*, Eliot Wigginton, ed., revd., 245  
 France, 28  
 Frances, David, 361  
 Franklin, Benjamin, 360  
 Franklin D. Roosevelt Presidential Library. See Roosevelt Library  
 Frederick (Md.) *Daily News*, 330  
 Frederick County, Md., 330  
 Freedom Hall, King Library and Archives, 73  
 Freedom of Information, 221; Canada, 151-53  
 Freedom of Information Act (FOIA), 230, 231, 275  
 Freedom of Information and Individual Privacy, Ontario Commission on, 152  
 Freedom of Information Bill, England, 65, 266, 383  
 Freeman, Rowland G., III, GSA Administrator, 183, 394  
 Freudenberg, Herman, 71  
 Friedland, M. L., 152  
*Friends of Libraries Sourcebook*, Sandy Dolnick, ed., noted, 252  
 Frisch, Michael, 114, 116  
*From Memory to History: Using Oral Sources in Local Historical Research*, by W. Lynwood Montell and Barbara Allen, noted, 369  
 Fuji Photo Film U.S.A., 378  
 Fulbright, J. William, grant, 319, 321  
*Fundamental Reference Sources*, by Frances Neel Cheney and Wiley J. Williams, noted, 165  
 Furman University Archives, 390  
 "The Future Course of Archival Theory in the United States," by Frank G. Burke, 40-46
- ## G
- Gard, R. M., 266  
 Garrett County, Md., 328  
 Garrison, William Lloyd, 366  
 Geda, Carolyn, Eric Austin, and Francis X. Blouin, eds., *Archivists and Machine Readable Records*, 84  
 Geertz, Clifford, 116  
 Geller, L. D., "Folklore and Paper Restoration," 378-79  
 Genealogical Society of Utah, 271  
 Genealogists, archival accommodation for, 342-45  
 Genealogy, 362-63  
*Genealogy and Local History Collections in Northern Illinois*, noted, 253  
 General Accounting Office, 79  
 General Archives Division, Suitland, Md., 149  
 General Atomic Co., 233  
 General Electric Co., 233  
 General Services Administration (GSA), 9, 117, 146, 275, 276, 310, 317, 319, 336, 393; investigation of *American Archivist*, 281  
 Genghis Khan, 270  
 George Brown College, 383  
 George III, King, England, 360  
 George Meany Center for Labor Studies, Inc., 214  
 George Washington University, 366  
 Georgia Department of Archives and History, 388  
 Georgia General Assembly, 388  
 Gerald R. Ford Presidential Library. See Ford Library  
 German Democratic Republic (East Germany, D.D.R.), 223-28  
 Germany, Federal Republic of (West Germany), 223-28, 309  
 Germany, Nazi, 223  
 Gianatasio, Joyce, 77, 86  
 Gierack, Edward, 226  
 Gloucestershire RO, England, 265  
 Goddard, Robert H., 369  
 Goebbels, Joseph, diaries, 267  
 Gordon, Robert S., 81, 183, 281, 282, 393, 395  
 Gorman, Michael, 160  
 Government in the Sunshine Act., 230, 231  
 Government Records PAG, 79, 81, 283  
 Government records retention, nonfederal, 79  
*Gracy, David B., II*, 77, 85, 220, 279, 356, 393, 395  
*Graduate School of Library Science, University of Illinois at Urbana-Champaign*, 59  
*Graf, Thomas H., ltr.*, 293  
*Grant Money and How to Get It: A Handbook for Librarians*, by Richard W. Boss, noted, 59  
 Grants, 84  
*Greenbelt, Maryland: A Guide to Further Sources*, by Mary Boccaccio, Steven Lambird, and

- Carolyn Salus, noted, 369  
 Greenfield, Jane, *Yale University Library Preservation Pamphlets*, revd., 249  
 Greenville, S.C., Public Library, 390  
 Grele, Ron, 245  
 Grenoble, University of, 327  
 Grigg Report, 1954, England, 383  
 Grove Farm Homestead, Hawaii, 165  
 Grover, Wayne C., 308, 310, 317, 320, 321, 322  
 Grussau, Poland, 223  
 GSA. See General Services Administration  
*A Guide to Brooklyn Manuscripts in the Long Island Historical Society*, Robert Sink, comp., noted, 368  
*A Guide to Military History Resources in the East Carolina Manuscript Collection*, 72  
*Guide to Oklahoma State Archives*, Thomas W. Kremm, ed., noted, 59  
 "A Guide to Practical Calendaring," by Morris L. Radoff, 338  
*Guide to Special Collections of the Oklahoma State Archives*, Thomas W. Kremm, ed., noted, 59  
*Guide to the Catalogued Collections in the Manuscript Department of the William F. Perkins Library, Duke University*, Richard G. David and Linda Angle Miller, eds., revd., 54  
*Guide to the Hoover Institution Archives*, by Charles G. Palm and Dale Reed, revd., 53  
*Guide to the Record Groups in the Pennsylvania State Archives*, Frank M. Suran, comp. and ed., noted, 60  
 "Guidelines for Library Functions at the State Level (draft #4)," (COSLA), 283  
 Guite, Paul V., comp., "Professional Reading," 169-70, 372-74  
 Gunner, Jean, 174  
 Gutman, Herbert, 114, 116
- H**
- Haas, Warren, 376  
 Hackman, Larry J., 81, 213, 283, 395  
 Haley, Alex, 364  
 Haller, Stephen E., 101  
 Ham, F. Gerald, 117, 200, 219, 302; "Archival Strategies for the Post-Custodial Era," 207-16; rev., 361  
 Hamer, Philip M., 307, 316; *Guide to Archives and Manuscripts in the United States*, 210  
 Hamer, Philip M., Award, 81  
 Hammett, Theodore M., et al., *The Files of the Massachusetts Superior Court, 1859-1959: An Analysis and a Plan for Action*, revd., 360  
 Hampson, Jill, 266  
*Handbook for AACR2: Explaining and Illustrating Anglo-American Cataloging Rules, Second Edition*, by Margaret F. Maxwell, 159  
 Harevan, Tamara, and Rudolph Langenbach, *Amoskeag: Life and Work in an American Factory-City*, 115  
 Haring, Jacqueline, 248, 249  
 Harmonization of Archival Training Programmes, Meeting of Experts on the, UNESCO, 1979, 300  
 Harms, Richard, 389  
 Harriford, Willie, 200  
 Harstad, Peter, 248  
 Hartgrove, J. Dane, et al., eds., *The United States and Russia: The Beginning of Relations, 1765-1815*, revd., 359  
 Harvard University, 306, 347  
 Harvard University Press, 148, 200, 311  
 Harvey County, Kans., 314  
 Hawley, Margaret Grant, 163  
 Haworth, Kent M., 382  
 Health and Human Resources, U.S. Department of (HHR), 232  
 Hearn, Barbara, rev., 247  
 Hedlin, Edie, 83  
 Hefner, Loretta L., comp., *The WPA Historical Records Survey: A Guide to the Unpublished Inventories, Indexes and Transcripts*, revd., 161  
 Helmuth, Ruth W., 77, 81, 82, 279, 280, 282, 283, 393, 394; "Education for American Archivists: A View from the Trenches," 295-303; illus., 12; "The President's Page," 187-88, 285-86; "Three Pious Hopes," 13-14  
 Hemphill, John, 329, 339  
 Henretta, James, 117, 124  
 Henrich, Dieter, 227  
 Henry, Linda J., 84, 117, 385, rev., 364  
 Henry VIII, King, England, 270  
 Hensen, Steven, 275  
 Heraldry, 28  
 Herbert Hoover Presidential Library. See Hoover Library  
 Hertz, Deborah, "The Varnhagen Collection Is in Krakow," 223-28  
 Hiegel, Nancy, 164  
 Hildenbrand, William F., 367  
 Hill, Elizabeth, 249  
 Hillsboro, Kansas, 314, 315  
 Himmelfarb, Gertrude, 115  
 Hinding, Andrea, 77, 86, 187, 199; ed., *Women's History Sources: A Guide to Archives and Manuscript Collections in the United States*, revd., 51-52, 123  
 Hindus, Michael Stephen, et al., *The Files of the Massachusetts Superior Court, 1859-1959: An Analysis and a Plan for Action*, revd., 360  
 Hintze, Otto, 305  
 Historians, employment of, 107-12  
 Historians, use of archival facilities, 342  
 Historical editing, projects, 179-82  
 Historical Records Survey (HRS), 161, 328  
 Historical Society of Pennsylvania, 163, 178  
*Historical Work in the United States Army, 1862-1954*, by Stetson Conn, noted, 368  
 Historiography, 140  
*Historiography of Modern Psychology*, Josef Brozek and Ludwig J. Pongratz, eds. revd., 163  
 History Day, 275  
 Hitler, Adolph, 305  
 Hobson, Barbara M., et al., *The Files of the Massachusetts Superior Court, 1859-1959: An Analysis and a Plan for Action*, revd., 360  
 Holbert, Sue E., 81, 177, 183

The Hollinger Corporation, 257; adv., 101  
 Holmes, Oliver W., 40, 41, 220, 307, 324  
 Holt, W. Stull, 329  
 Homer, 150  
 Honecker, Erich, 226  
 Hoover Institution on War, Revolution and Peace, Stanford University, 53  
 Hoover Library, 233  
 Hope Diamond, 44  
 Horn, David E., 85  
 Horton, James Oliver, and Lois E. Horton, *Black Bostonians*, revd., 366  
 Horton, Lois E., and James Oliver Horton, *Black Bostonians*, revd., 366  
 Howard Paper Mills, Inc., 257; adv., 48, 49, 190, 191, 287  
 Howard University, 366  
 HSS. *See* History of Science Society  
 Hubbard, William J., *Stack Management: A Practical Guide to Shelving and Maintaining Collections*, noted, 368  
*The Humanities in American Life: Report of the Commission on the Humanities*, noted, 59  
 Hunter, Gregory S., 84

## I

ICA. *See* International Council on Archives  
 Idaho State Library, 72  
 Idaho's Documentary Heritage, Steering Committee to Preserve, 72  
 Illinois, University of, at Chicago Circle, 202, 274  
 Illinois, University of, at Urbana-Champaign, 59  
*Illinois Libraries*, 311  
 Illinois Regional Archives Depository System, 274, 389  
 Illinois State Archives, 72  
 Imperial Chemical Industries (ICI), England, 65  
 Index, repository, 26  
*Index and Abstracts of Colonial Documents in the Eugene P. Watson Memorial Library*, Carolyn M. Well, comp., noted, 254  
 Indexing, 344  
 India Office, England, 65  
*Indian Archives*, 311  
 Indian Historical Records Commission, 310  
 Indiana State Library, 248  
 Information Handling Services, Inc., 72  
 Information retrieval, 122  
 Information technology, 209-10  
 Ink, 379  
 Inmac (International Minicomputer Accessories Corporation), 377  
 Institute for Archival Science and Advanced Historical Studies, Germany, 305  
 Institute of Certified Records Managers (ICRM), 281  
 Institutional Evaluation, 84; SAA Task Force on, 78  
 Insulating materials, 172  
 Inter-American Technical Council on Archives, 320, 325  
 International *Herald Tribune*, 266

International Archival Affairs, SAA Committee on, 77  
 International Committees for Social Science Information and Documentation, 271  
 International Congress on Archives, 88; First, Paris, 1950, 319; Ninth, London, 1980, 65, 78, 86, 272  
 International Council on Archives (ICA), 67, 271, 310, 319; Extraordinary Congress, Washington, 1966, 310  
 International Federation for Documentation (FID), 67, 271  
 International Federation of Library Associations (IFLA), 67, 271  
*International Guide to Library, Archival, and Information Science Associations*, Josephine Riss Fang and Alice H. Songe, comps., noted, 252  
 International Harvester Corporation, 210  
 International Institute of Municipal Clerks, 9  
*International Journal of Oral History*, noted, 166  
 International Marine Archives, 178  
 Inventory, archival, 24, 25, 220-21  
 Iowa Historical Materials Preservation Society, 72, 248  
 Iowa Local Historical and Museum Association, 248  
 Iron Cross, German, 305  
 Iron gall inks, 379  
*Isis*, 134  
 Israeli Archives, 340  
 Italian Ministry for Cultural Property, 267  
 Italy, archival education in, 28

## J

J. C. Penney Co, 177  
 Jackson, Andrew, *See The Papers of Andrew Jackson*.  
 Jacob, Mary Ellen, 376  
 Jacobsen, Phebe R., 330; "The World Turned Upside Down: Reference Priorities and the State Archives," 341-45  
 Jagiellonian Library (Poland), 226-28  
 James, Janet Wilson, ltr., 10  
 Jastrzebowski, Wojciech, *The Leisure Moments of the Polish Soldier: Thoughts of Alliance Among Civilized Nations*, 270  
 JCAST. *See* Joint Committee on Archives of Science and Technology  
 Jefferson, Thomas, 87  
 Jenkinson, Sir Hilary, 28, 120, 147, 296  
 Jewish archives, 274  
 Johns Hopkins Library, 332  
 Johns Hopkins University, 327, 328, 333, 339  
 Johnson Library, 72  
 Joint AAM/AASLH/SAA Committee on Minorities, 281  
 Joint AHA/OAH/SAA Committee on Historians and Archivists, 205  
 Joint Committee of SAA and the American Association of Library Schools, 77  
 Joint Committee on Archives of Science and Technology (JCAST), 279  
 Joint Committee on Atomic Energy, U.S., 232

Jones, Clifton, 81  
 Jones, H. G., 39, 297, 323, 324  
 Jones, Howard Mumford, 327  
 Jones, Norvell, 174  
*Journal of American History*, 115  
*Journal of Negro History*, 364  
*Journal of the Early Republic*, 166  
 Joyce, William L., 84, 280  
 Juliani, Richard, 250  
 Justice, Department of, U.S., 275, 376

## K

Kabakoff, Marvin H., rev., 57  
 Kahn, Herman, 40, 41, 143, 144, 187, 199, 200, 322  
 Kaiser Aluminum Co., 355  
 Kane, Lucile M., 356  
 Kansas, University of, 315  
 Karim, K. M., 262  
 Karnes, Susan Tannewitz, et al., "Collection Processing as a Team Effort," 356-58  
 Keats-Shelley Memorial Association, 267  
 Kegan, Elizabeth Hamer, 307, 332  
 Kelleher, Carol M., 274  
 Kemeny Commission, 231  
 Kennedy, John F., 308  
 Kenney, Anne R., rev., 52  
 Kent, George O., ltr., 102  
 Kentucky, University of, 60  
*The Kentucky Review*, noted, 60  
 Kesner, Richard M., *Automation, Machine-Readable Records, and Administration: A Select Bibliography*, 84; et al., "Collection Processing as a Team Effort," 356-58  
 Kessler-Harris, Alice, 245  
 Kevles, Daniel, *The Physicists*, 140  
 King Library and Archives, Freedom Hall, 73  
 Kissinger, Henry, telephone conservation transcripts, 275  
 Klassen, Isaac P., 382  
 Koivukangas, Olavi, 264  
 Kovacs, Katherine Maras, rev., 163  
 Kremm, Thomas W., comp. and ed., *Guide to Oklahoma State Archives*, noted, 59  
 Krummel, D. W., ed., *Organizing the Library's Support: Donors, Volunteers, Friends*, noted, 59  
 Kudriavtsev, Ivan I., et al., eds., *The United States and Russia: The Beginning of Relations, 1765-1815*, revd., 359  
 Kunznetsova, Natalia B., et al., eds., *The United States and Russia: The Beginning of Relations, 1765-1815*, revd., 359  
 Lambird, Steven, Mary Boccaccio, and Carolyn Salus, *Greenbelt, Maryland: A Guide to Further Sources*, noted, 369  
 Lancaster, F. Wilfrid, 172  
 Land, Aubrey C., 339, 340  
 Landa, Ronald D., et al., eds., *The United States and Russia: The Beginning of Relations, 1765-1815*, revd., 359  
 Lane, Sister M. Claude, Award, 81  
 Lane, William Preston, Jr., 334  
 Langenbach, Rudolph, and Tamara Harevan, *Amoskeag: Life and Work in an American Factory-City*, 115  
 Larson, David, 200  
 Larson, Harold, 81  
 Laser recording, Canada, 263  
 Latham, Sir John, *See Sir John Latham: Guide...*  
 Latin-American archives, 320  
 Latin-American archivists, directory of, 67  
 Latin-American History, Conference on, 274  
*Law and Order in Essex, in Document, Maps, Pictures and Photographs*, N. Rowley, comp., rev., 364  
 League of Nations, 397  
 Leahy, Emmett J., 307  
 Leary, Helen F. M., and Maurice R. Stirewalt, eds., *North Carolina Research: Genealogy and Local History*, revd., 362  
 Leather Conservation Centre, England, 266  
 Ledyard, John, 360  
 Lee, Charles E., 200, 311  
 LeFurgy, William G., "The Practicum: A Repository View," 153-55  
 Legislation, archival, 388, 389, 390; Finland, 384  
 Leisinger, Albert H., Jr., 397  
*The Leisure Moments of the Polish Soldier: Thoughts of Alliance Among Civilized Nations*, by Wojciech Jastrzebowski, 270  
 Leite, Maria Amelia Gomes, ltr., 293  
 Leland, Waldo Gifford, Prize, 81, 299, 306, 307, 310, 319  
 Leland Certificate of Commendation, 81  
 Leo Baeck Institute, 273  
 Leopold, Richard W., 81  
 Lerner, Max, 217  
 Leverhulme Trust Fund, England, 266  
 Levstik, Frank, *Directory of State Archives in the United States*, 84  
 Lewinson, Paul, 125  
 Lewis, George, 336  
 Lewis, Nigel, 226, 227  
 Lewis, Peter A., 160  
*Liber A of the Records of Prince Georges County Court* (Md.), 338  
 Liberal Party, Canada, 151  
*Library & Archives News*, 273  
*Library and Archival Security*, periodical revd., 56  
*Library Lit: The Best of 1980*, 73  
 Library of Congress, 20, 176, 233, 251, 275, 307, 320, 329, 331, 332, 337, 396, 397; Hispanic Division, 274  
 Library of Congress Network Advisory Committee (NAC), 375

## L

La Crosse Public Library, Wis., 388  
 Labor grievance records, 176  
 Lacing, 379  
 Ladies Hermitage Association, 55  
 Ladurie, Le Roy, *Montaillou: The Promised Land of Error*, 116



Library schools, archival training in, 323, 325  
*Library Technology Reports*, 378  
 Light Impressions Corporation, adv., 47, 102, 198, 292  
 Lincoln, Abraham, 396  
 Link, Arthur S., 178  
 Lisianskii, Iurii, 360  
 Littlefield, Texas, 315  
 Local government archives, 204  
*Local Government Records Management Manual*, by Tom Lovett, noted, 164  
 Local history, 388, 390  
 Local history records, 277  
 Local history societies, 237  
 Local public records programs, 210  
 Loewenheim, Francis, 200, 201  
 Loewenheim case, 200, 204  
 Lomonosov, Mikhail, 360  
 London, University of, School of Librarianship and Archives, 34  
 Los Angeles, Archdiocese of, 388  
 Los Angeles *Times*, 172  
 Louisiana, Northwestern State University of, 254  
 Louisiana State Archives and Records Service, 71, 275  
 Lovett, Tom, *Local Government Records Management Manual*, noted, 164  
 Lowell, Howard P., 81, 83, 185  
 Lubetzky, Seymour, 160  
 Lucas, Lydia, 77; "Efficient Finding Aids: Developing a System for Control of Archives and Manuscripts, 21-26  
 Lundy, Kathryn Renfro, *Women View Librarianship: Nine Perspectives*, noted, 165  
 Lycurgus, 150  
 Lyndon Baines Johnson Presidential Library. *See* Johnson Library.  
 Lynn, Massachusetts, 115  
 Lytle, Richard H., 77, 78, 81, 84, 121, 221, 279, 280, 285, 393, 395; *Subject Retrieval in Archives: A Comparison of the Provenance and Content Indexing Methods*, 81; ed., *Management of Archives and Manuscript Collections for Librarians, Drexel Library Quarterly*, 84; ltr., 196

## M

*Macchine, Scuole, Industria*, Bologna, Italy, commune of, noted, 60  
 MacClaren, Robert H., 248, 249  
 Machine-readable Archives Division, *National Archives Computer Data Bulletin*, 389  
 Maclean, Ian, retirement of, 261  
 MACtac Industrial Products Division, 377  
 Magale Foundation, 254  
 "The Magic Word," exhibit, Canada, 382  
 Magnet Hosiery Mills, 356, 357  
 Magnetic tape storage, PAC, 64  
 Magruder, Louise, 331  
 Magyar Orszagos Leveltar (National Archives of Hungary), 270, 271  
 Maine, University of, 276  
 Major Ediciones, Argentina, 381

*The Making of a Code: The Issues Underlying AACR2*, Doris Hargrett Clack, ed., revd., 159  
*Making of the English Working Class*, by E. P. Thompson, 114  
 Malaysia, National Archives of, 66  
 Malinconico, S. Michael, 160  
*The Management of Archives*, by Theodore R. Schellenberg, 323, 325  
*Management of Archives and Manuscript Collections for Librarians, Drexel Library Quarterly*, Richard H. Lytle, ed., 84  
*A Manual of Archival Techniques*, Roland M. Baumann, ed., 174  
*Manual of Archive Administration*, by Sir Hilary Jenkinson, 319  
 Manuscript Repositories PAG, 81, 185  
 Manuscripts, and taxation, England, 384  
 Manuscripts, withdrawn for sale, England, 265  
 Maps. *See* Cartographic archives  
 Maranjian, Lorig, and Richard Boss, *Fee-Based Information Services: A Study of a Growing Industry*, noted, 165  
 Marcus, Richard W., 183  
 Marcus, Stanley, cover (Summer 1981)  
 Marion, John Francis, *The Fine Old House*, revd., 162  
 Martin, Michael G., Jr., rev., 55  
 Martin, Tony, 364; and Wendy Ball, *Rare Afro-Americana: A Reconstruction of the Adger Library*, revd., 363  
 Martin Luther King, Jr., Center for Social Change, 73  
 Marxist tradition, 113-15  
 Maryland, University of, 339  
 Maryland Department of General Services, 335, 336  
 Maryland Hall of Records, 307, 320, 327-40, 335, 337, 339, 341, 342, 344; cover (Fall 1981)  
 Maryland Hall of Records Commission, 328, 330, 332, 333, 340  
 Maryland Hall of Records Reading Room, illus., 346  
 Maryland Historical Society, 328, 329, 331, 332, 333, 338  
 Maryland Land Office, 328, 329, 330, 331, 332, 337  
*Maryland Manual*, 338  
 Maryland Public Archives Commission, 332  
*Maryland: A Guide to the Old Line State*, Writers Program, Works Projects Administration, 1976, 338  
 Mason, Philip P., 280, 302; "Archives in the Seventies: Promises and Fulfillment," 199-206  
 Massachusetts Historical Society, 367  
 Massachusetts Judicial Records Committee, 360  
 Masurian Lakes, Battle of, 305  
 Matthews, Linda M., 79, 83  
 Maxwell, Margaret F., *Handbook for AACR2: Explaining and Illustrating Anglo-American Cataloging Rules, Second Edition*, 159  
 Mazuzan, George T., "The Challenge of Nuclear Power Development Records," 229-35  
 McAnally, Arthur, 133  
 McCarthy, Paul H., Jr., 77, 79, 80, 279, 280, 282, 283, 393

- McColgin, Michael, 175  
 McCoy, Donald R., 81  
 McCrank, Lawrence J., *Education for Rare Book Librarianship: A Reexamination of Trends and Problems*, revd., 57  
 McCree, Mary Lynn, 77, 81, 89, 183, 200, 279, 280, 281, 282, 283, 284, 393, 394, 395  
 McDonough, John J., comp., *Members of Congress: A Checklist of Their Papers in the Manuscript Division, Library of Congress*, noted, 251  
 McDonough, Kathleen A., and Michael J. Fox, *Wisconsin Municipal Records Manual*, revd., 243  
 McGinnis, Patrick J., ltr., 293  
 McGraw-Hill Book Company, 354  
 McKay, Eleanor, 81, 185  
 McKeldin, Theodore R., 331, 334  
 McKellar, Kenneth, 308-9  
 McReynolds, R. Michael, 77  
 Mearns, David C., 329, 332; obit., 396-97  
 Médaille de la Résistance, 397  
 Melville, Annette, comp., *Special Collections in the Library of Congress*, noted, 367  
*Members of Congress: A Checklist of Their Papers in the Manuscript Division, Library of Congress*, John J. McDonough, comp., noted, 251  
 Mennonite Archives Committee, Canada, 263  
 Mennonite Brethren Church, 314, 315  
 Mennonite Brethren Publishing House, 314  
 Mennonite Genealogy, Inc., Canada, 263  
 Mennonite Heritage Centre, 382  
 Mennonite Library and Archives, 388  
 Metro History Fairs, 275  
 Metroon, 150  
 Mevers, Frank C., 82  
 Michener, James, 82  
 Michigan, University of, 176  
 Michigan Archival Association, 388, 389; *A Program for Disaster Response in Michigan*, 388  
 Michigan Historical Collections, 128, 259  
 Michigan State Library, 389  
 Microfilm, 172, 175, 178, 344; NARS review of, 258-59  
 Microfilming Corporation of America, 172  
 Midwest Archives Conference, 73  
 Midwest State Archives Guide Project, 21, 23, 212  
 Military Archives, USSR, 267  
 Miller, Fredric M., "Social History and Archival Practice," 113-24  
 Miller, James Edward, 60  
 Milwaukee area archivists, 213  
 Mims, Julian L., rev., 244  
 Ministry of Culture and Art, Poland, 226  
 Minnesota Association of Collecting Agencies, 212  
 "The Minnesota Basic Workshops Project," by James E. Fogerty, 237-40  
 Minnesota Historical Society, 22, 73, 81, 176, 213, 237, 238, 239  
 Minnesota Regional Research Centers, 176, 237  
 Minnesota State Archives, 176  
 Minnesota, University of, 123, 213, 273  
 Mississippi, Department of Archives and History, 389  
 Mississippi State Legislature, 389  
 Mitchell, Thornton W., ed., *Norton on Archives: The Writings of Margaret Cross Norton on Archival and Records Management*, 311  
 Modern Archives Institute, 297  
*Modern Archives: Principles and Techniques*, by Theodore R. Schellenberg, 40, 41, 101, 319, 325  
*Montaillou: The Promised Land of Error*, by Le Roy Ladurie, 116  
 Montell, W. Lynwood, and Barbara Allen, *From Memory to History: Using Oral Sources in Local Historical Research*, noted, 369  
 Mooney, Philip F., 183  
 Morris, Robert, 328  
 "Morris Leon Radoff: The Man and the Monument," by Marcia D. Talley, 327-40  
 Moseley, Eva, 183  
 Moss, William W., 119  
 MRRC. See Minnesota Regional Research Centers  
*MRRC NEWS*, 176  
 Mumford, Quincy, 332  
 Munich Institute for Contemporary History (West Germany), 266  
 Municipal archives, 71, 204  
 Munoz, Cesar Gutierrez, 67  
 Murphy, Murray G., 43  
 Murphy, William T., rev., 362  
 Murray, Daniel, 364  
 Museum Archives, SAA Task Force on, 395  
 Myers, William, 72  
 Myres, Sandra L., rev., 248
- ## N
- Nader, Ralph, 234  
 Najjar, Pamela M., 185  
 NARS. See National Archives and Records Service.  
 NASARA. See National Association of State Archivists and Records Administrators  
 National Academy of Sciences, 232  
 National Aeronautics and Space Administration (NASA), 231  
 National and Local Government Officers Association, England, 266  
 National Archival Advisory Committee, Canada, 159  
 National Archival Records Commission, Canada, 382  
 National Archives, Brazil, 271  
 National Archives, New Zealand, 268  
 National Archives, Nigeria, 269  
 National Archives of the Turkish Republic, 270  
 National Archives Oral History Project, 308  
 National Archives, U.S., 297, 306, 307, 308, 309, 310, 311, 316, 317, 318, 319, 320, 321, 323, 324, 331, 335, 336, 339, 356, 363, 389, 394; Division of Photographic Reproduction and Research, 315; Joint Committee on the Status of, 310  
*The National Archives: America's Ministry of Documents, 1934-1968*, by Donald R. McCoy, 321  
 National Archives Advisory Council, 393  
 National Archives and Records Service (NARS), 9, 41, 78, 121, 144, 145, 146, 147, 148, 149, 178,

- 231, 232, 251, 274, 73, 79, 82, 110, 117, 177, 200, 210, 215, 217, 218, 219, 258, 275, 276, 307, 317, 320, 321, 322, 323, 324, 395; Finding Mediums Committee, 324; independence of 78, 82, 183, 281, 310; National Archives Division, 317, 321; Office of Civil Archives, 322; Office of Military Archives, 322; Office of Records Appraisal, 322; Office of Records Management, 322; Records Management Division, 317
- National Archives Conference on Federal Archives as Sources for Research on Afro-Americans, 1973, 363
- The National Archives Handbook of Procedures*, by Theodore R. Schellenberg, 318
- National Arts Foundation, England, 225
- National Association of Counties, 79
- National Association of State Archivists and Records Administrators (NASARA), 84, 205
- National Center for State Courts, 283
- National Conservation Advisory Council (NCAC), 258
- National Council on Libraries, Archives, and Documentation Centers, Barbados, 63
- National Council on Public History, 110
- National Data Base, NHPRC proposal, 395
- National Endowment for the Humanities (NEH), 73, 74, 78, 84, 87, 88, 123, 176, 213, 244, 253, 274, 275, 280, 282, 388, 389, 390, 395; Research Resources Program, 215
- National Environmental Policy Act, 230
- National Film Archive (NFA), London, 361
- National Film Archive Catalogue, Volume 1: Non-Fiction Films*, British Film Institute, revd., 361
- National Film Archives, Australia, 262
- National Fire Protection Association, 258
- National Guide Project, NHPRC, 212
- National Historical Publications and Records Commission (NHPRC), 6, 8-10, 16, 17, 18, 55, 57, 87, 88, 176, 177, 178, 210, 212, 215, 238, 241, 243, 253, 279, 293, 360, 369, 388, 393, 394, 395; appropriation for, 1980, 9; data base, 5, 20, 21; records program, 215; *Directory of Archives and Manuscripts Repositories*, 210
- National Information System, Barbados, 63
- National Information Systems for Archives and Manuscripts, SAA Task Force on, 5, 16, 18, 78, 185, 395
- National Library, New Zealand, 268
- National Library of Australia, 262
- National Park Service, U.S., 110, 177, 316
- National Photography Collection, Canada, 382
- National Study Commission on the Records and Documents of Federal Officials, 178, 202
- National Union Catalog of Manuscript Collections (NUCMC), 3, 15, 16, 18, 212, 274
- National Youth Administration (NYA), 337
- Natural Resources Defense Council, 234
- Naylor, Thomas H., Thomas C. Barnes, and Charles W. Polzer, *Northern New Spain: A Research Guide*, revd., 247
- Nazi Party, Germany, 305
- NCAC. See National Conservation Advisory Council
- Nebraska State Historical Society, 177
- NEDCC. See Northeast Document Conservation Center
- Neelameghan, A., *Guidelines for Formulating Policy on Education, Training and Development of Library and Information Personnel*, 302
- NEH. See National Endowment for the Humanities
- Nieman-Marcus Archives, 276
- Neiman-Marcus retail firm, cover (Summer)
- Nell, William Cooper, *Colored Patriots of the American Revolution*, 367
- Nelson, Clark W., 3
- Netherland Hilton Hotel, Cincinnati, Ohio, 279
- Netherlands, archival education in, 28
- Networks, archival, 73
- Nevada Historical Society, 73
- New England Archivists, 80, 280
- New England Document Conservation Center, 172, 211, 248
- New England Library Board, 172
- New Hampshire Historical Society, 276
- New Harmony Conference, 205
- New Jersey County and Municipal Government Study Commission, 177
- New Jersey Department of Education, 73
- New Jersey State Library, Bureau of Archives, 389
- New South Wales University Archives, 262
- New York Institute of Fine Arts, 259
- New York State Library, 369
- New York Stock Exchange Archives, 177
- New York Times, 115, 200
- New York University, 389
- New Zealand Historical Association, 268
- Newman, John, 248, 249
- Newsome, Albert R., 221
- Newspapers, disposition of after microfilming, New Zealand, 268
- NHPRC. See National Historical Publications and Records Commission
- "No Grandfather Clause: Reappraising Accessioned Records," by Leonard Rapport, 143-50
- Nolan, Edward W., *Catalogue of Manuscripts in the Land County Museum Library*, noted, 254
- Nolan, Patrick B., 183, 184
- North American Forest History: A Guide to Archives and Manuscripts in the United States and Canada*, by Richard C. Davis, 15
- North Carolina Genealogical Society, Inc., 362
- North Carolina Research: Genealogy and Local History*, Helen F. M. Leary and Maurice R. Stirewalt, eds., revd., 362
- North Carolina, University of, 327
- Northeast Archives of Folklore and Oral History, 276
- Northeast Document Conservation Center (NEDCC), 172, 177
- Northern Illinois University, 389
- Northern New Spain: A Research Guide*, by Thomas C. Barnes, Thomas H. Naylor, and Charles W. Polzer, revd., 247
- Norton, Margaret Cross, 40, 41, 311
- Note d'Information*, France, 69
- Nova Scotia, Public Archives of, 382

NRC. See Nuclear Regulatory Commission

Nuclear power, records of, 229-35

Nuclear Regulatory Commission (NRC), 230, 231, 232

NUCMC. See National Union Catalog of Manuscript Collections

Numismatics, 28

## O

OAH. See Organization of American Historians

O'Connell, Marilyn Rogers, and Frederick L. Rath, Jr., eds., *Bibliography of Historical Organization Practices*, noted, 58

O'Connor, Herbert R., 334

O'Neill, James E., 209, 304

O'Toole, James, 283

Oberg, Lawrence, 73

Oberlander Trust, 306

Oblinger, Carl, rev., 246

OCLC, 212, 376

OCLC Users Council, 375-76

Oder-Neisse Line, 224

Office of Management and Budget (OMB), U.S., 9, 79

Office of Management and Organization, Bureau of the Budget, U.S., 310

Office of Price Administration (OPA), 316

Office of the National Archives, 317

Official Secrets Act, Canada, 152, 153

Oklahoma Librarian, 172

Oklahoma State Archives, 59

Old Dartmouth Historical Society, 178

Onassis, Jacqueline Kennedy, 308

Oral history, 66, 119, 166, 175, 253, 254, 366; Colorado Center for, 17; sources, Illinois, 253; workshop, 73

Oral History Associates, San Francisco, 355

Oral History Association, 58, 205

Oral History Collection, United Negro College Fund, 74

*Oral History Evaluation Guidelines*, noted, 58

"Oral History in American Business Archives," by Gary D. Saretzky, 353-55

Oral History Research Office, Columbia University, 74

Order of Merit, Federal Republic of Germany, 310

Organization of American Historians (OAH), 110, 200, 201, 280, 324

Organization of American States, 272, 274

*Organizing the Library's Support: Donors, Volunteers, Friends*, D. W. Krummel, ed., noted, 59

Original order, 122; and data bases, 209

Orr, William J., "Archival Training in Europe," 27-39

Orthodox Church in America, Alaska Diocese, 252

Ostroff, Harriett, 5

Outreach, 212, 213, 238

Ownership marking, archival, 171

Owsley, Harriet Chappell, and Sam B. Smith, eds., *The Papers of Andrew Jackson, Volume I, 1770-1803*, revd., 55

## P

PAC. See Public Archives of Canada

Paddlewheel (anti-nuclear group), 234

PAG. See Professional Affinity Group

PAG meetings, SAA, 394

Pahlen, Count Fedor, 360

The Paige Company, adv., 92, 192, 284, 386

Painter, Patricia Scollard, 185; rev., 249

PAK. See Problems in Archives Kit

Paleography, 28

Palm, Charles G., rev., 245; and Dale Reed, *Guide to the Hoover Institution Archives*, 53

Palmerheim, Theresa McHugh, 354

Palmquist, David W., 175

Papenfuse, Edward J., 184, 335, 338, 340

Paper, book, 376-77

Paper permanence, research, 215

Paper restoration, 379

*The Papers of Andrew Jackson, Volume I, 1770-1803*, Sam B. Smith and Harriet Chappell Owsley, eds., revd., 55

Pardo, Thomas C., 86

Parker, Nancy Boothe, rev., 161

Parker, Theodore, 367

Parochial Registers and Records Measure of 1978, England, 257

Parr, Stanley, ltr., 102

*The Past Before Us: Contemporary Historical Writing in the United States*, 115

Patricia M. Vanorny, rev., 363

Pederson, Ann E., "Archival Outreach: SAA's 1976 Survey," 124

Pennsylvania State Archives, 60

*The People of Three Mile Island*, by Robert Del Tredici, revd., 265

Perotin, Yves, obit., 397

Perry, Alan F., 248

Personnel Management, Office of, U.S., 280, 393

Peterson, Trudy Huskamp, 81, 86; "After Five Years: An Assessment of the Amended U.S. Freedom of Information Act," 73; ed., *Farmers, Bureaucrats, and Middlemen: Historical Perspectives on American Agriculture*, noted, 251

*Petitions to the Legislature*, exhibit, 175

Philadelphia Social History Project, 120

"pHizz," deacidification agent, 65

Photo Identification Policy, Canada, 263

Photocopying technique, 260-61

Photofile, Inc., adv., 76, 189, 278, 352

Photographic collections, 72, 177, 178

*The Physicists*, by Daniel Kevles, 140

Pike, Linda J., 81

Pike, Martha V., and Janice Gray Armstrong, comps., *A Time to Mourn: Expressions of Grief in Nineteenth-Century America*, exhibit, noted, 60

Pinkett, Harold T., "American Archival Theory: The State of the Art," 217-22

Plato, 150

Pleck, Elizabeth, 116

Plunkett, Michael F., 3

Pohlig Bros., Inc., 257; adv., 168

- Poland, 28; State Archives of, 66  
 Polish Revolution, 1830, 270  
 Polzer, Charles W., Thomas H. Naylor, and Thomas C. Barnes, *Northern New Spain: A Research Guide*, revd., 247  
 Pongratz, Ludwig J., and Josef Brozek, *Historiography of Modern Psychology*, revd., 163  
 Ponomarev, Valerii N., et al., eds., *The United States and Russia: The Beginning of Relations, 1765-1815*, revd., 359  
 Pope, Nolan F., 390  
 Pope Clement VII, 270  
 Pope Innocent IV, 270  
 Pope John Paul II, 270  
 Pope Leo XIII, 270  
 Popplestone, John A., rev., 164  
 Porter, Barry, 72  
 Posner, Carl, 304  
 Posner, Ernst, 40, 41, 42, 150, 219, 222, 251, 299, 303, 304-12, 316, 319, 320, 324, 325, 326, 336, 339; *American State Archives*, 311, 341; *Archives in the Ancient World*, 311  
 Posner, Kathe, 306  
 Posner, Max, 304  
*Post-custodial era*, 207  
 Potomac Alliance (anti-nuclear group), 234  
 Powers, Sister M. Felicitas, 81, 262  
 "The Practicum: A Repository View," by William G. LeFurgy, 153-55  
 Prentiss, Timothy, 260  
*The Preparation of Records for Publication on Microfilm*, by Theodore R. Schellenberg, 318  
*Preservation of Library Materials: Proceedings of a Seminar*, Joyce R. Russell, ed., noted, 252  
 Preservation, 174, 249, 379; of photographs, 248; standards, 215; techniques, crepe-lining, 330, 336; *See also* Conservation  
*Preserving Your Historical Records: Proceedings of a Symposium Held at Drake University, October 20-21, 1978*, Toby Fishbein and Alan F. Perry, eds., revd., 248  
 "The President's Page," by Ruth W. Helmuth, 187-88, 285-86  
 Presidential Materials Review Board, 77  
 Preussische Staatsbibliothek, 223  
 PRIAM (Prearchivage Informatique des Archives des Ministeres), France, 69  
 Price, Marcus, 307  
 Prince Edward Island, Public Archives of, 382  
*Principles of Arrangement*, by Theodore R. Schellenberg, 318  
 Prison records, 176  
 Privacy, 221; laws, 209  
 PRO. *See* Public Record Office  
*Problems in Archives Kit (PAK)*, 84  
*Proceedings: Conference on the Cold Storage of Motion Picture Film*, American Film Institute, noted, 164  
 Process Materials Corporation, 257; adv., 11, 156, 256, 294  
 Professional Affinity Groups (PAGs), 85-86. *See also* Specific PAGs by name  
 Professional Affinity Groups, Society of Archivists, England, 266  
 Professional Archival Associations, ICA, 86  
 "Professional Reading," Paul V. Guite, comp., 169-70, 372-74  
 Professionalism, archival, in Latin America, 271  
*Prologue: The Journal of the National Archives*, 364  
 Protestant Episcopal Church, 330  
 Provenance, 121-22, 136; and data bases, 209; principle of, 219, 220  
 Prussian Academy of Sciences, 305  
 Prussian Privy State Archives, 304, 305  
 Public Archives of Canada (PAC), 63, 64, 159, 215, 262, 263, 264, 381, 382  
 Public Document Room, NRC, 231  
 Public Documents Commission. *See* National Study Commission on the Records and Documents of Federal Officials  
 Public Health Service, U.S., 232  
 Public history, 105-12, 297  
 Public Record Office, England, 319, 331, 383  
 Public Records Act, 1958, England, 383  
 Public Records Board, Wis. 211  
 Purdy, Virginia C., 77, 81, 86, 183, 279, 281, 282, 393, 394; ltr., 3, 195  
 Putnam, Herbert, 396
- ## O
- Quinn, Patrick, 280
- ## R
- R. R. Bowker Company, 252  
 Radical Women and Women Labor Leaders Oral History Project, 175  
 Radio Corporaion of America (RCA), 375  
 Radiological Health, Division of, Department of Health and Human Services, 232  
 Radoff, Goldie Rabinovich, 327  
 Radoff, Harry, 327  
 Radoff, May Conkling, 328  
 Radoff, Morris Leon, 327-40  
 "Rainbow Series" (Md.), 338, 344  
 Rapport, Leonard, 285, 333; "No Grandfather Clause; Reappraising Accessioned Records," 143-50, 293  
*Rare Afro-Americana: A Reconstruction of the Adger Library*, by Wendy Ball and Tony Martin, revd., 363  
 Rath, Frederick L., Jr., and Merrilyn Rogers O'Connell, eds., *Bibliography of Historical Organization Practices*, noted, 58  
 Rayburn, Sam, 345  
 Reagan, Ronald, papers, 53  
 Reappraisal, 143-50, 285  
 Record group concept, 219, 308  
 Records, World Conference on, 2d, 1980, 67, 197  
 Records Management, 222, 246, 276, 318, 335, 360; municipal, 389-90  
 Records Management, Institute of, American University, 308

- Records Management Division, NARS, 321  
 Records Management Group, England, 266  
 Records Program, NHPRC, 240-42  
 "Redox," blemishes, 259  
 Reed, Dale, and Charles G. Palm, *Guide to the Hoover Institution Archives*, revd., 53  
 Reed, Daniel J., 397  
 Reed, James R., ltr., 101  
 Reeves, John, 382  
 Reference, 165, 221; evaluation of, 99  
 Reference, Access, and Outreach PAG, 81  
 Regional Archival Networks, National Conference of, 73  
 Regional archival organizations, 9, 73, 80, 356  
 Regional History Center, Northern Illinois University, 274  
 Reingold, Nathan, *Science in America Since 1820*, 134  
 Religious archives, 250, 262, 263, 267, 274, 388; in Latin America, 68  
*Religious Archives: An Introduction*, by August R. Suelflow, 84; revd., 52  
 Religious Archives PAG, 81  
 Renze, Dolores, 302  
 Replevin, 333, 340  
 Research and development, archival, 214, 215  
 Researchers, scholarly, 339  
 Retention and disposition schedules, 101, 209, 334  
 Reynolds, Jon, 248  
 Rhoads, James B., 308, 313, 359  
 Rieger, Morris, 66  
 Ring, Carol, 389  
 Risteen, Deborah, 86  
 Ritzenthaler, Mary Lynn, 83, 86, 280  
 RLIN, 212  
 Robbins, J. Albert, ltr., 5  
 Roberts Commission, 309  
 Robertson, James, 328, 329  
 Robinson, Hilda M., 263  
 Robinson, James Harvey, 113  
 Robinson, Lawrence S., 172  
*Rockdale: The Growth of an American Village in the Early Industrial Revolution*, by Anthony Wallace, 115, 117  
 Rockefeller Foundation, 306, 310  
 Rodman, William Blount, Papers, 72  
 Rogovin, Mitchell, 231  
*The Role of Records in German Administration*, by Ernst Posner, 309  
 Rome, Municipality of, 268  
 Roosevelt, Franklin D., 345  
 Roosevelt Library, 200  
 Ross, Rodney A., "Ernst Posner: The Bridge Between the Old World and the New," 304-12  
 Rossiter, Margaret, *Emergence of Agricultural Science*, 140  
 Round Table of the International Council on Archives, 397  
 Rowan, Bonnie, *Scholars' Guide to Washington, D.C.: Film and Video Collections*, revd., 162  
 Rowley, N., comp., *Law and Order in Essex, in Documents, Maps, Pictures and Photographs*, revd., 364  
 Royal Canadian Mounted Police, 152  
 Royal Historical Manuscripts Commission (HMC), England, 383, 384  
 Rubin, Mark, 183  
 Russell, Ann, 185  
 Russell, Joyce R., ed., *Preservation of Library Materials: Proceedings of a Seminar*, noted, 252  
 Russell, Mattie U., 54; rev., 58  
 Russian Mennonite studies, 382  
*Russian Orthodoxy in Alaska: A History Inventory and Analysis of the Church Archives in Alaska, With an Annotated Bibliography*, by Barbara S. Smith, noted, 252  
 Rutgers University, 276
- ## S
- SAA. See Society of American Archivists  
*SAA Newsletter*, 78, 79, 85, 86, 395  
 Sachsenhausen, Germany, 306  
 Sahli, Nancy A., 5, 77; "Finding Aids: A Multi-Media Systems Perspective," 15-20; ltr., 6  
 Salus, Carolyn, Mary Boccaccio, and Steven Lam-bird, *Greenbelt, Maryland: A Guide to Further Sources*, noted, 369  
 Sampling, archival, 366  
 "Sampling in Archives," by Frank Boles, 125-130  
 Sampling theory, 360  
 Sampson, Charles S., et al., eds., *The United States and Russia: The Beginning of Relations, 1765-1815*, revd., 359  
 San Diego, Cal., 276, 389  
 San Francisco Examiner & Chronicle, 176  
 Sands, Viki, rev., 365  
 Santiago Library System Southern California Consortium Heritage Project, 390  
 Sappho, 150  
 SARBICA. See Southeast Asia Regional Branch of ICA  
 Saretzky, Gary D., "Oral History in American Business Archives," 353-55  
 Scharf J. Thomas, 332, 333  
 Scharf Collection, 332  
 Schellenberg, Abraham, 314  
 Schellenberg, Abraham Lincoln, 314, 315  
 Schellenberg, Henry George, 314  
 Schellenberg, Sarah Schroeder, 314  
 Schellenberg, Theodore R., 38, 40, 41, 43, 146, 147, 207, 217, 218, 219, 222, 313-26, 356; *Modern Archives: Principles and Techniques*, 101  
 Schiller, Irving, 117  
 Schlesinger, Arthur M., Jr., 200  
 Schlesinger, Arthur M., Sr., 113  
 Schmidt, Werner, 225  
*Scholars' Guide to Washington, D.C.: African Studies*, by Purnima Mehta Bhatt, revd., 161  
*Scholars' Guide to Washington, D.C.: Central and East European Studies*, by Kenneth J. Dillon, revd., 161  
*Scholar's Guide to Washington, D.C.: Film and Video Collections*, by Bonnie Rowan, revd., 162  
 Schultz, Charles R., 80, 185  
 Science, history of, 131-42



- Science in America Since 1820*, by Nathan Reingold, 134
- Scientific America*, 209
- Scott-Cora, Ivadnia E., 164
- Sears, Roebuck and Company Archives, 355
- Security, archival, 56, 73, 239
- Security Pacific National Bank, Los Angeles, 178
- Seidel, Diana, 355
- Senate Committee Records: A Guide to Disposition and Public Access*, by Richard A. Baker, noted, 367
- Senatorial Papers Project Advisory Committee, 77
- Senators, U.S., records of, 280
- Seniavin, Ivan, 360
- "A Sesquicentennial Exhibition: New York University 1831-1981," exhibit, 389
- Settani, Joseph Andrew, 8
- Sewanee Economics Symposium, 74
- Shandor, Michael, et al., "Collection Processing as a Team Effort," 356-58
- SHEAR. See Society of Historians of the Early American Republic
- Shelving, movable, 378
- Shipman, Fred, 307
- Shomburg, Arthur, 364
- Shpotov, Boris M., et al., eds., *The United States and Russia: The Beginning of Relations, 1765-1815*, revd., 359
- SHT. See Society for the History of Technology
- Shubert, Joseph, 172
- Sierra Club, 234
- Sigillography, 28
- Sillito, John, 184
- Simonetti, Martha L., 60
- Simpson, Mildred, 72
- Sims, Anne, et al., "Collection Processing as a Team Effort," 356-58
- Sink, Robert, comp., *A Guide to Brooklyn Manuscripts in the Long Island Historical Society*, noted, 368
- Sir John Latham: A Guide to His Papers in the National Library of Australia*, National Library of Australia, noted, 165
- Sisters of Mercy of Australia, 262
- Sisters of Mercy of the Union, 262
- Sitterson, J. Carlyle, 178
- Sizer, Samuel, 77
- Skordas, Gust, 329, 330, 336, 337, 339
- Slotkin, Helen W., 81
- Slovenska Archivistika*, 68, 69
- Smith, Carleton, 225, 226
- Smith, Dick, 249
- Smith, Jane F., "Theodore R. Schellenberg: Americanizer and Popularizer," 313-26
- Smith, Kline & French Foundation, 163
- Smith, Sam B., and Harriet Chappell Owsley, eds., *The Papers of Andrew Jackson, Volume I, 1770-1803*, revd., 55
- Smith, William E., Jr., 260
- Smith Report, Canada-New Zealand, 268
- Smith Kline Corporation, 162, 163
- Smithsonian Institution, 44
- "Smithsonian Institution Archives Self-Study," 368
- "Social History and Archival Practice," by Fredric M. Miller, 113-24
- Social Science Information & Documentation Committee, 271
- Social Science Research Council, U.S., 64, 315
- Social Sciences and Humanities Research Council, Canada, 158, 382
- Social Welfare History Archives Center, University of Minnesota, 237, 238
- Society for History in the Federal Government, 235
- Society for the History of Technology (SHT), 235
- Society of American Archivists (SAA), 9, 13, 79, 217, 235, 297, 307, 310, 324, 336, 356, 379, 390, 397; adv., 70, 93, 94, 95, 167, 174, 260, 286, 288, 380, 392, 399, cover (Winter and Spring issues, 1981); and social issues, 200-1, 203-4; committee system, 201-2; dues, 78, 184; election procedures, 202; finances, 78, 279; grant funds, 88, membership, 1960-70, 199; membership directory, 79; placement service, 86; staff, 13, 85; study tours, 86, 396
- annual meetings, 3d, 1939, 328; 22nd, Salt Lake City, 1958, 207, 326; 30th, Atlanta, 1966, 323; 38th, Toronto, 1974, 187, 44th, Cincinnati, 1981, 80; 45th, Berkeley, Ca., 1981, 7, 14, 80, 195; 48th, Washington, 1984, 394
- Basic Conservation Program, 86
- business meeting, annual 1980, 183-84
- Committee for the 70s, 200, 203, 204, 299, 300, 301, 302
- Committee on Committees, 85
- Constitutional Revision Task Force, 77, 279
- Council, 13, 85, 86, 221; minutes, 77-80, 279-84, 393
- Council Policy Committee, 280
- Council Program Committee, 79, 280
- Council Publications Committee, 79, 281, 283, 394
- Executive Committee, 200, 279, 280, 283
- Executive Director, 202; annual report, 1980, 81-87; reports to Council, 78, 280
- Forms Manual Task Force, 280
- Local Arrangements Committee, 1982, 283
- Nominating Committee, 1980, 183
- President's Report, 77, 282
- Professional Affinity Groups (PAGs), 80-81, 184-85, 203, 396. See also specific PAGs by name
- Program Committee, 1981, 394; 1982, 395
- publications, 84, 204, 281; basic manuals published and proposed, 52, 280
- Replevin Task Force, 280
- Treasurer's annual report, 1980, 87-89; to Council, 279, 282
- Society of Archivists, England, 65, 265, 266, 383
- Society of Historians of the Early American Republic (SHEAR), 166
- Socrates, 150
- Solomon Islands, archives, 271
- Songe, Alice H., and Josephine Riss Fang, comps., *International Guide to Library, Archival, and Information Science Associations*, noted, 252

- Sophocles, 150  
 Sorbonne, 327  
 South, Aloha, rev., 162  
 South, University of the, 74  
 South African Conference of Bibliophiles, 385  
 South Carolina, University of, Library School, 390  
 South Carolina Department of Archives and History, 390  
 South Caroliniana Library, 390  
 Southeast Asian Regional Branch of ICA (SAR-BICA), 66  
 Southern Historical Collection, University of North Carolina at Chapel Hill, 178, 253  
 Southwest Archivists, Society of, 81  
 Southwest Collection, Texas Tech University, 178  
 Soviet Union, See USSR  
 Spain, archival education in, 28  
 Spawn, Willman, 174  
*Special Collections in the Library of Congress*, Annette Melville, comp., noted, 367  
 Special Libraries Association (SLA), 390; Picture Division, 263  
 Special-subject archives, 346-51  
 Specialist Repositories Group, England, 266  
 Sphragistics, 28  
 SPINDEX, 5, 22, 23, 24, 123, 274, 389  
 Spirit of St. Louis, 44  
 SSRC. See Social Science Research Council  
 St. John's College, Annapolis, Md., 327, 328  
*Stack Management: A Practical Guide to Shelving and Maintaining Collections*, by William J. Hubbard, noted, 368  
 Standard Reporting Practices, SAA Task Force on, 79, 84, 279  
 Stanford University, 347  
 Stasko, Joseph, 69  
 State archives, 341, 342; directory, 84  
*The State House at Annapolis*, by Morris Leon Radoff, 338  
 State Office Building, Md., 330  
 State, U.S. Department of, 275; International Educational Exchange Program, 320  
 Statistical Package for the Social Sciences, 241  
 Stearns Salt and Lumber Company, Ludington, Michigan, 128-30  
 Stickley, Douglas Penn, Jr., 281  
 Stickley, Julia Ward, 304  
 Stiles, Ezra, 360  
 Stillito, John, 390  
 Stillwater (Minn.) State Prison, 176  
 Stirewalt, Maurice R., and Helen F. M. Leary, eds., *North Carolina Research: Genealogy and Local History*, revd., 362  
 Stone and Webster, Inc., 233  
 Storm, Robert W., 67, 293  
 Strassberg, Richard, 185  
 Strauss, Lewis, papers, 233  
 Structuralism, 114, 116  
 Stuewer, Roger H., 388  
 Subject access, 122  
*Subject Retrieval in Archives: A Comparison of the Provenance and Content Indexing Methods*, by Richard H. Lytle, 81  
 Suelflow, August R., *Religious Archives: An Introduction*, 84; revd., 52  
 Summer Institute in the Administration and Preservation of Archives, 320  
*Sunday Times* (London), 226  
 Supreme Court, U.S., 275  
 Suran, Frank M., comp. and ed., *Guide to the Record Groups in the Pennsylvania State Archives*, noted, 60  
*Surface Cleaning*, slide-tape presentation, 177  
 Surtolaisuusinstituutti (Institute for Migration), Finland, 264  
 Survey of Federal Archives, 316  
 "Survey of the Archival Profession," by Mabel E. Deutrich and Ben DeWhitt, 296  
 Swanson, Herbert R., ltr., 8  
 Swarthmore College Peace Collection, 310  
 Swedish Pioneer Historical Society, 74  
 Swedish Royal Archives, 306  
 Symons Report (1975), Canada, 382  
 Syrett, Harold C., 81
- ## T
- Talbot, George, 248  
 Talley, Marcia D., "Morris Leon Radoff: The Man and the Monument," 327-40  
 Tannenberg, Battle of, 305  
 Task Force on Delegate Algorithm (OCLC), 376  
 Task Force on System Priorities and Needs (OCLC), 376  
 Tate, Vernon D., 315, 316, 339  
 Tawes, Millard J., 331, 333  
 Taylor, Hugh A., 119, 200  
 Taylor, Sandra, 77  
 Team processing, 356-58  
 Tennessee Archivists, 280  
 Tennessee Historical Commission, 55  
 Terminology, archival, 209-10  
 Texas, University of, 327; Archives, 354  
 Texas County Records Inventory Project, 277  
 Texas State Library, 277  
 Theme Collections PAG, 81  
 "Theodore R. Schellenberg: Americanizer and Popularizer," by Jane F. Smith, 313-26  
 Theory, archival, 40-46, 217-222  
 Thomas, Sherry, *We Didn't Have Much, But We Sure Had Plenty: Stories of Rural Women*, noted, 254  
 Thomas, Sister Evangeline, 81  
*Thomas Hunt Morgan*, by Garland Allen, 140  
 Thomas Wilds Associates, Inc., adv., 50, 186  
 Thompson, E. P., *Making of the English Working Class*, 114  
 Three Mile Island, 231, 234, 365  
 "Three Pious Hopes," by Ruth W. Helmuth, 13-14  
*Time on the Cross: The Economics of American Negro Slavery*, by Robert Fogel and Stanley Engerman, 116  
*A Time to Mourn: Expressions of Grief in Nineteenth-Century America*, exhibit, Martha V. Pike and Janice Gray Armstrong, comps., noted, 60

*Times Literary Supplement* (London), 227  
 Tinker Foundation, 66, 88  
 Toronto Area Archivists Group (TAAG), 383  
 Tredici, Robert Del, *The People of Three Mile Island*, revd., 365  
 Trescott, Martha M., 75  
 Trevelyan, G. M., *English Social History*, 114  
 Trever, Karl, 298, 307  
 Trinkaus-Randall, Gregor, rev., 250  
 "Trouble is My Business: A Private View of 'Public' History," by David A. Clary, 105-12  
 Truman, Harry S., 307  
 Tselos, George, 176  
 Turner, Frederick Jackson, 113

## U

U.A.W., 176  
 U.S., House Government Operations Committee, 9  
 U.S., Senate Governmental Affairs Subcommittee on Civil Service and General Services, 9  
 U.S. Army Center of Military History, 368  
 U.S. Military Government in Germany (OMGUS), 309  
 U.S. Railroad Administration, 144, 146, 147, 149, 150  
 U.S. Senate, 178  
 U.S. Shipping Board, 144, 149, 150  
 UNESCO, 67, 226, 270, 271, 302, 397; General Information Programme, 269; RAMP (Records and Archives Management Program) Pilot Project, 269  
 Union of Concerned Scientists, 234  
 Union of International Associations (UIA), 67  
 United Nations, 319  
 United Nations Development Programme (UNDP), 264  
 United Nations Institute for Training and Research (UNITAR), 67  
 Untied Negro College Fund, 74  
*The United States and Russia: The Beginning of Relations, 1765-1815*, Nina N. Bashkina, et al., eds, revd., 259  
*United States Government Manual*, 147  
 University of Chicago Press, 311  
 University Products, Inc., adv., covers (Winter, Spring, Summer, Fall)  
 Use-studies and statistics, 132, 285-86  
 Users Council Task Force of Effectiveness (OCLC), 376  
 Ushakova, Natalia V., et al., eds., *The United States and Russia: The Beginning of Relations, 1765-1815*, revd., 359  
 USSR, 28, 223, 224, 226, 227  
 USSR Council of Ministers, Main Archival Administration of the, 359  
 Utah, Genealogical Society of, 67  
 Utah, State Archivist of, 390

## V

Valtionarkisto (National Archives), Finland, 384  
 Van Camp, Anne, 185, 276

Vanier, Jean, 382  
 Vanorny, Patricia M., rev., 363  
 Varnhagen, Rahel Levin, 224, 225, 227  
 "The Varnhagen Collection Is in Krakow", by Deborah Hertz, 223-28  
 Vatican Secret Archives, 270  
 Vestal, Alice, 86  
 Victoria, Queen, England, 383  
 Videodisc Project, Canada, 263  
 Viola, Herman, 393  
 Vogt-O'Connor, Diane, 80  
 von Ense, Karl Varnhagen, 224  
 Vorwaerts, newspaper, 314

## W

Wage Adjustment Board, 148, 150  
 Walch, Timothy, 84; rev., 159  
 Walch, Victoria Irons, 82, 395  
 Walichnowski, Tadeusz, 66  
 Walker, J. Samuel, rev., 366  
 Wallace, Anthony, *Rockdale: The Growth of an American Village in the Early Industrial Revolution*, 115  
 Wallace, Carolyn, 77  
 Walt Disney Productions, 355  
 Walter P. Reuther Library, Wayne State University, 176, 232  
 WARBICA. See West African Regional Branch, ICA  
 Warner, Robert M., 78, 82, 154, 183, 204, 369  
 Warnow, Joan, 387  
 Washington, University of, 244  
 Washington County, Maryland, 328  
 Washington Post, 258  
 Wayne State University, 176, 215, 232  
*We Did't Have Much, But We Sure Had Plenty: Stories of Rural Women*, by Sherry Thomas, noted 254  
 Weaver, Barbara, 172  
 Weldon, Edward, 82, 183, 281, 282, 283, 393, 394, 395  
 Wellesley College, 364  
 Wells, Carolyn M., comp., *Index and Abstracts of Colonial Documents in the Eugene P. Watson Memorial Library*, noted, 254  
 West African Regional Branch of ICA (WARBICA), 269  
 West Germany, archival education in, 28  
 Western Conservation Congress, 74, 211  
 Western Interstate Commission on Higher Education, 252  
 Western Reserve University, 315  
 Western States Materials Conservation Project, 74, 177  
 Westinghouse Co., 233  
 Weyerhaeuser Timber Co., 354-55  
 White House Conference on Library and Information Services, 82  
 Whitehead, Peter, 226, 227  
 Wilhelm, Henry, 248  
 Williams, G. Mennen, 232

- Williams, James W., ltr., 8  
 Williams, Wiley J., and Frances Neel Cheney, *Fundamental Reference Sources*, noted, 165  
 Wilson, Sir Duncan, 383  
 Wilson, Woodrow, 315  
 Wilsted, Thomas, 84  
 Winn, Karyl, 81  
 Winthrop College Archives and Special Collections, 390  
 Wisconsin, State Historical Society of, 24, 73, 243, 248  
 Wisconsin, University of, System Archives Council, 73, 211, 213  
 Wisconsin Department of Development, 243  
 Wisconsin *Municipal Records Manual*, Michael J. Fox and Kathleen A. McDonough, revd., 243  
 Wolff, Jane, "Faculty Papers and Special-Subject Repositories," 346-51  
 Women in Business and Economic History, 74  
 Women in the Archival Profession, SAA Committee on the Status of, 77, 79, 195-96, 281, 283, 393  
*Women View Librarianship: Nine Perspectives*, by Kathryn Renfro Lundy, noted, 165  
 Women's History Research Center Collection, University of Wyoming, 51  
*Women's History Sources: A Guide to Archives and Manuscript Collections in the United States*, Andrea Hinding, ed., 123; revd., 51-52  
 Women's History Sources Survey, 86  
 Woodrow Wilson International Center for Scholars, 162  
 Woodward, C. Vann, 178  
 Work Projects Administration (WPA), 161, 337  
 Workshops, archival, 301. *See also* Education, archival  
 World Health Organization, 397  
 World Symposium on Documentation, 2d, Brussels, 67  
 "The World Turned Upside Down: Reference Priorities and the State Archives," by Phebe R. Jacobsen, 341-45  
 Woroby, Maria, 388  
*The WPA Historical Records Survey: A Guide to the Unpublished Inventories, Indexes, and Transcripts*, Loretta L. Hefner, comp., revd., 161  
 Wrigley, Kathryn, comp. and ed., *Directory of Illinois Oral History Resources*, noted 253  
 Wurl, Joel F., ltr., 195
- ## XYZ
- Xerox Canada, Inc., archives, 264  
 Yale University, 306  
*Yal e University Library Preservation Pamphlets*, by Jane Greenfield, revd., 249  
 Yankelovich, Daniel, 206  
 Yorktown, Battle of, 341  
 Z. Smith Reynolds Foundation, 72  
 Zarras, George, 264  
 Ziemer, Linda, 86  
 Zimmer Nuclear Power Station, 231

## Annual Index

### Volume 45 (1982)

The following are not indexed: "Professional Reading" and other lists of publications; authors and titles of articles in foreign journals abstracted in the "International Scene;" names of editors and reporters of the various departments; reference footnotes (explanatory footnotes are indexed); addresses or institutional affiliations of contributors, writers, and persons mentioned in the text; the annual list of historical documentary editing projects; specific items in accessions and openings; references in obituaries; annual list of Fellows of the Society of American Archivists.

## A

- AACR. *See* Anglo-American Cataloging Rules.
- AASLH. *See* American Association for State and Local History.
- AASLH/AAM/SAA Joint Committee on Opportunities for Minorities, 87, 236, 239, 241
- Abbey Newsletter*, 211, 213
- Abolitionism, 138
- Abraham, Terry, 98, 99, 237, 238, 243, 507
- Academic American Video Encyclopedia*, 212
- Academy of Sciences (USSR), 430, 435
- Access, automated, 191-92, 194-95, 460-61; in Great Britain, 347; in New Zealand, 79-80; related to arrangement, 27, 30-31; related to description, 33-44, 169; SAA policy on, 246-47, 296; to business archives, 265-66, 271, 272, 276; to Chinese archives, 390, 399-400; to State Department records, 149, 151-53; to university records, 178-82, 422
- Accessioning, 75
- "Access Policies for Corporate Archives," by Anne Van Camp, 296-98
- Acid-free paper, 213-14, 491; ads, 9, 118, 322
- Acquisition, 426
- Acquisitions, 1980-1981* (PAC), by Mark Hopkins, noted, 337
- ACT Caucus, 240
- Adams, John, 137
- Adams, Virginia, 341
- "Adaptive Reuse of Old Buildings for Archives," by Jay Haymond, 11-18
- Admissions to college, discrimination in, 175-87
- Advertising Age*, 85
- Advisory Committee on the Management, Preservation, and Use of Local Government Records, 235, 244
- AFL-CIO, 64, 67
- AIC Newsletter*, 211
- Ainsworth, Fred C., 132
- ALA. *See* American Library Association
- ALA Filing Rules*, 68
- Alabama, 21n
- Alaska, 379
- Albert, Peter J., and Harold L. Miller, eds., *The American Federation of Labor Records: The Samuel Gompers Era*, revd., 64
- Alberta, Lutheran records of, 217
- Alcoa, 278
- Aldrich, Virginia, 455
- Alexander Turnbull Library, 224
- Alkaline paper products, 213-14; ad, 322
- Allen, Gracie, 216
- Ambacher, Bruce, 337
- American Antiquarian Society, 205, 446
- American Archivist*, 53, 115, 312, 313, 334; and SAA Editorial Board, 88, 243, 508-10; back issues, 247; editorial policy, 112, 206, 251, 363; relationship to NARS, 3, 98, 236, 242; staff, 3-4, 91, 243, 510; subscribers and revenues, 89, 99, 241, 510
- American Association for State and Local History (AASLH), 96; ad, 340, 468; committee on minorities, 87, 236, 241, 244
- American Baptist Historical Society, 229
- "The American Brass Company: A Case Study of the Disposition of Business Records," by Lynn A. Bonfield and Karen R. Lewis, 323-26
- American Chemical Society, 504
- American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas, 338
- American Council on Education, 178, 503
- The American Daguerreotype*, by Floyd Reinhart and Marion Reinhart, revd., 333-334
- The American Federation of Labor Records: The Samuel Gompers Era*, Peter J. Albert and Harold L. Miller, eds., revd., 64
- American Historical Association, 21-22, 171, 172, 193, 417
- American Institute for Conservation, 491-92
- American Institute of Architects, 503
- American Institute of Physics, 505
- American Irish Historical Society, 503-4
- The American Jewish Woman*, by Jacob Rader Marcus, noted, 68
- American Legion, 193
- American Library Association (ALA), 68, 171, 172, 416-17, 493; ad, 188
- American Philosophical Society, 456
- American Physical Society, 456
- American Revolution, 137, 138
- American Society of Information Science, 195
- American Telephone and Telegraph, 290

- AMLIB/AMBIB Newsletter, 350  
 Amministrazione Centrale Archivistica, 222  
 Anaconda Copper Mining Co., 324  
 "An Analysis of Processing Procedures: The Adaptable Approach," by Helen W. Slotkin and Karen T. Lynch, 155-63  
 Anderson, Harold P., 3; "Business Archives: A Corporate Asset," 264-66  
 Anderson, Paul G., 206  
 Andreoli, Anthony, and D. Robert Shuman, *The Guide to Unclaimed Property and Escheat Laws*, noted, 204  
 Andrews/ Nelson/ Whitehead, 213-214, 491  
 Angell, James R., 182, 184, 186  
 Anglo-American Cataloging Rules, 68, 166  
 Anheuser-Busch, 276, 278, 282, 313  
 An Qingzhu, 398  
 Ansonia Brass and Copper Co., 324  
 Antinuclear groups, 116-17  
 Appalachian Regional Commission, 230  
 Apple computers, 301, 302, 305, 307  
 Appraisal, aided by sociology, 119-30; British guidelines, 479; collecting policies, 470-71; in archival theory, 23; in college archives, 426; in religious archives, 482; in USSR, 431; of FBI records, 475-77; of machine-readable records, 480; of printed material in archival collections, 380-81; publications on, 75, 505; related to intellectual control, 169-71  
*Appraisal of the Records of the Federal Bureau of Investigation*, revd., 475-77  
 Apulia, 500  
 Archeographic Commission (USSR), 430  
 Architectural records, 92, 97, 219-20, 230, 488  
*Architectural Records in Chicago: A Guide to Architectural Resources in Cook County and Vicinity*, by Kathleen Roy Cummings, noted, 68  
 Archival buildings, 11-18  
 Archival education, 24-25, 87, 93, 96, 97, 119, 171-73, 238, 244, 261, 348-49, 392, 404, 417-18, 435-36, 506, 511  
 Archival legislation, 356, 499  
*Archival Preservation of Machine-Readable Records: The Final Report of the Wisconsin Survey of Machine-Readable Public Records*, by Martin David et al., revd., 480-82  
 Archival principles, 331. *See also* Original order, Provenance, etc.  
 Archival profession, 90-91, 164, 242, 292-93; in China, 389  
 Archival Records of American Music History, 199  
 Archival theory, 6, 19-32, 35-36, 119-20, 164-65, 259, 260; in USSR, 429-43  
 Archives, workshop on starting, 90, 92, 97, 98  
*Archives and History*, 230  
*Archives and Manuscript Repositories in the USSR: Estonia, Latvia, Lithuania, and Belorussia*, by Patricia Kennedy Grimsted, revd., 327-28  
*Archives and Manuscript Repositories in the USSR: Moscow and Leningrad* (Grimsted), 327, 329  
*Archives & Manuscripts: Arrangement & Description* (Gracy), 26-27, 372  
*Archives & Manuscripts: Exhibits* (Casterline), 97  
*Archives & Manuscripts: An Introduction to Automated Access*, by H. Thomas Hickerson, revd., 194-95  
 Archives and Records Association of New Zealand, 79, 223, 224, 349-50  
 Archives associations, regional, 416  
 Archives de l'armée de terre, 220  
 Archives de la ville de Québec, 498  
 "Archives in the People's Republic of China," by William W. Moss, 385-409  
 Archives Nationales du Québec, 218  
*Les Archives Nationales: État général des fonds*, Jean Favier, dir., revd., 201-2  
 Archives of Appalachia, 300  
 Archives of the Billy Graham Center, 139, 140  
 Archives of Folklore and Oral History, 206  
*Archives Work*, 226  
 Archivio Centrale Dello Stato, 222  
 Archivio di Stato di Arezzo, 222  
 Archivio di Stato di Bari, 500  
 Archivio di Stato di Campobasso, 222  
 Archivio di Stato di Imperia, 222  
 Archivio di Stato di Pesaro, 222  
 Archivio di Stato di Roma, 222  
 Archivio di Stato di Venezia, 221, 222  
 Archivio Segreto Vaticano, 502  
*Arkhiivnoe delo*, 437  
 Archivo General de Centro América (Guatemala) 348  
 Archivo General de la Nación (Argentina), 497  
 Archivo General de la Nación (Dominican Republic), 345  
 Archivo General de la Nación (Mexico), 223  
 Archivo General de la Nación (Peru), 80-81  
 Archivo Nacional (Costa Rica), 219  
 Archivo Nacional de Colombia, 76  
*Archivos Hoy*, 223  
*Archivum*, 499  
 Arezzo, 222  
 Argentina, 345  
 Arizona Territory, 379  
 Arkib Negara Malaysia, 78  
*ARMA Quarterly* 312, 313, 314  
 Armstrong, Robert D., "The Beast in the Bath-tub," 375-84  
 Armstrong Cork Co., 275, 278  
 Army Service Schools, 485  
 Army War College, 485  
 Arrangement, and access, 34, 36, 38, 169; and archival principles, 26-32, 165, 259, 372-74; in Chinese archives, 389, 390, 392, 393, 408; in college archives, 426; in 19th century, 448; in processing, 155, 157, 229-30; of ARCO photographs, 316  
 Ash, Lee, 337  
 Asia Foundation, 348  
 Asociación Ecuatoriana de Administradores de Documentos y Archivos, 499  
 Asociación Latino-americano de Archivos, 76, 81, 345, 497  
 Asociación Peruana de Archiveros, 226, 500  
 Asociación Venezolana de Archiveros, 351  
 Association for Archivists and Manuscript Librarians, 358



*Association Management*, 313  
 Association of Canadian Archivists, 269  
 Association of Canadian Map Libraries, 498  
 Association of County Archivists (Great Britain), 346  
 Association of Records Managers and Administrators (ARMA), 344, 347, 417  
 Atanasoff, John Vincent, 133  
 Atari computers, 301-2  
 Atlanta University Center, 506  
 Atlantic Richfield Co., 276, 278, 282, 323-26, 315-19  
 Audio Engineering Society, 213  
 Audiovisual archives, 83; in China, 392  
 Aurora Steel Products, 341  
 Australia, Victoria records published, 337  
 Australian Joint Copying Project, 76  
 Australian Society of Archivists, 75-76  
 Authority lists, 459, 462  
 Automated access, 166, 173-74, 236, 284; controlling vocabulary for, 43, 44, 53, 54, 150, 167-68, 191, 242, 304, 310, 317-18, 457, 459, 461, 462; in Chinese archives, 390, 392; microcomputer applications, 299-311; publications on, 194-97, 221, 341-42  
 Automated Data and Telecommunications Service (GSA), 505-6  
*Automating the Archives: Issues and Problems in Computer Applications*, Lawrence J. McCrank, ed., revd., 195-97  
 Axelrod, Nathan, 77

## B

Backlogs, 84, 420, 426, 505  
 Bahmer, Robert, 313  
 Bailey, Mildred, 216  
 Bailey/Howe Library, 206  
 Baillairgé, Charles, 498  
 Bain, Alan, 88  
 Baker, Ray Stannard, 183  
 Baker Library (Harvard), 291, 312  
 Bakken, Douglas A., 93, 265, 268, 292, 313; "Corporate Archives Today," 279-86  
 Bakunin, Mikhail, 434  
 Balkan history, 222  
 Baltic states, 431, 438  
 Baltimore, Md., guides to records of, reviewed, 61-62, 231-32, 356  
 BAMBAM, 92, 97  
 Bank of America, 275, 278  
 Baptist church records, 487  
 Barrese, Edward F., 516  
 Barrow, Clyde, 283  
 Barry, Leonora, 59  
 Bartlett, Beatrice, 394  
 Battle, Thomas, 244  
 Baumann, Roland M., 239  
 Bearman, David, 88, 89, 99, 103, 238, 241-42, 511; "Toward National Information Systems for Archives and Manuscript Repositories," 53-56  
 "The Beast in the Bathtub," by Robert D. Armstrong, 375-84  
 Bechtel Power Corp., 92  
*Beginnings of Permanent Government*, noted, 337  
 Belknap, George W., 375-76, 382  
 Bellamy, V. Nelle, 235; rev., 483-84  
 Bell Laboratories, 290  
 Belmont Abbey College, 229  
 Belorussia, 327-28  
 Belov, Gennadi Arkadevich, 429  
 Belser Verlag, 350  
 Bemis, Samuel F., 171  
 Benedict, Aaron, 325  
 Benedict, Karen M., "Business Archives Literature," 312-14; ed., *A Select Bibliography on Business Archives and Records Management*, 265, 269, 285, 312; noted, 69; revd., 197-98  
 Benedictine archives, 229  
 Berkeley, Edmund, Jr., 87, 90, 91, 92, 99, 235, 237, 240, 243, 507  
 Berkhofer, Robert, 23  
 Berkshire Museum, 212  
 Berlin, Ira, 190  
 Berlin, Isaiah, 23  
 Berner, Richard C., 37-38, 43, 115, 314; "Toward National Archival Priorities: A Suggested Basis for Discussion," 164-74  
 Berthier, Marshal, 220  
 Bibles, at LC, 505  
 Bibliographers, and archives, 374-84  
*Bibliographies and Lists of New York State Newspapers: An Annotated Guide*, by Paul Mercer, noted, 205  
 Bigglestone, William E., 240  
 Bill of Rights, 48  
 Biochemistry, 338  
 Bishop, Beverly D., rev., 329-30  
 Black, Persis Sibley Andrews, 58  
 Blackford, Bland, 244  
 Black Hawk War, 451, 452  
 Bland, Larry I., and Sharon R. Ritenour, eds., *The Papers of George Catlett Marshall*, vol. 1, revd., 485-486  
 Blet, Pierre, 501  
 Blouin, Francis X., 238  
 Bloxom, Margaret D., comp., *Pickaxe and Pencil: References for the Study of the WPA*, noted, 487-88  
 Boeing Co., 282-83, 313  
 Boles, Frank, ltr., 7-8, 259-60; "Disrespecting Original Order," 26-32, 372-74  
 Bolsheviks, 429, 432, 433, 434, 437  
 Bombard, Owen, 282  
 Bonch-Bruevich, V.D., 436  
 Bonfield, Lynn A., 87, 88, 90, 91, 92, 235, 236, 237, 241, 244, 247, 266, 507, 511, 512; and Karen R. Lewis, "The American Brass Company: A Case Study of the Disposition of Business Records," 323-26  
 Book and Paper Specialty Group, 72  
 Bookbinding, 48-49  
*Bookbinding and Conservation by Hand: A Working Guide*, by Laura S. Young, noted, 204-5  
 Bookline Alert: Missing Books and Manuscripts, 92, 97  
 Books, deacidification of, 211, 492; development of, 132; in archival collections, 375, 376  
 Boolean logic, 195, 317  
 Bordin, Ruth B., 27, 31, 42, 259  
 Borsa, Ivan, 227

- Boruch, Robert F., et al., eds., *Reanalyzing Program Evaluations*, noted, 336-37
- Boston, Mass., religious archives guides, 482-83
- Botticelli, 350
- Boyd, Julian, 260
- Brady, Mathew, 203
- Bragg, Braxton, 203
- Brahm, Walter, 45
- Brandhorst, F. Theodore, 55
- Brass industry, 324-325
- Brattleboro, Ver., 203
- Breton, Arthur J., rev., 484-85
- Brewer's Digest*, 313
- Brichford, Maynard, 56, 172n, 195, 196, 313, 225; rev., 477-79
- Bridgeport, Conn., 353-54
- BRISC project, 166, 174
- British Columbia, Lutheran records of, 217
- British Film Institute, 197-98
- British Records Association, 22n
- Brooks, Philip, 37
- Brown, Margaret R., 488
- Browne, Valerie G., 239-240
- Buck, Solon J., 24
- Buckendorf, Madeline, 231
- Buckley/Pell amendment, 181-82
- Bulgaria, 433
- Bundesarchiv (Koblenz), 77
- Burckel, Nicholas C., 506; and J. Frank Cook, "A Profile of College and University Archives in the United States," 410-28
- Bureaucracy, 119-30
- Bureau of Indian Affairs, inventory of records, 483
- Bureau of Reclamation, 484
- Bureau of Records Management (Philippines), 501
- Burke, Frank G., 6, 19, 20-21, 22-25, 36, 40-41, 119, 128, 195; ltr., 260-61
- Burns, George, 216
- Burton, Noah, 189-190
- Business archives, 231; access in, 296-98; bibliography, 69, 90, 98, 197-98, 312-14; corporate value of, 287-90, 292, 294-95; guidelines for, 267-72, 295; history of in American corporations, 265-66, 273-86, 291; in China, 391; in USSR, 432; photos in, 315-21; workshops, 269, 285. *See also* SAA Business Archives PAG.
- "Business Archives: A Corporate Asset," by Harold P. Anderson, 264-66
- "Business Archives Guidelines," by Linda Edgerly, 267-72
- Business Archives: An Introduction* (Hedlin), 197, 265, 313
- "Business Archives Literature," by Karen Benedict, 312-14
- Business Horizons*, 313
- Business in the New South*, 86
- Business Week*, 314
- Butler, Tyrone G., 231; rev., 480
- California Historical Society, 93
- California Librarian*, 313
- California State Archives, 94, 230, 354, 504
- California State Historical Records Advisory Board, 230
- California State University and College System Archives, 354
- Campbell, Ann Morgan, 87, 88, 89, 90, 91, 92, 235, 236, 237, 241, 242, 243, 244, 245, 398, 405, 408, 507, 510-11, 512
- Campbell, Helen Stuart, 59
- Campbell, William B., 447
- Canada, archival repositories in, 414; city maps, 63
- Canadian Archives: Report to the Social Sciences and Humanities Research Council of Canada*, 93
- Canadian Department of Supply and Services, 344
- Canadian Labour Congress, 217
- Canadian Mennonite Bible College, 344
- Capek, Karel, 138
- Capital Planning Information, 227
- Cappon, Lester J., obit., 105-8; "What, Then, Is There To Theorize About?" 19-25, 260-61
- Card catalog, in archives 35, 40, 43
- Card system of records, 132-33, 134
- Carmen, Gerald, 512
- Carnegie Institution of Washington, 193, 336
- Carnegie-Mellon University, 67
- Carothers, Diane Foxhill, *The Self-Instruction Manual for Filing Catalog Cards*, noted, 68
- Carr, Peter, 116
- Carrillo Castro, Alejandro, 348-49
- Carson City, Nev., 378
- Carter, Jimmy, 152n; administration budget for archives, 95; Presidential Materials Project, 85
- Case files, 505
- Castellan, G., 329
- Casterline, Gail Farr, *Archives & Manuscripts: Exhibits*, 97
- Cataloging, 33, 34-35, 42, 68, 165-66, 169, 173, 425, 453-54
- Catch-22*, 120
- Caterpillar Tractor Co., 282n
- Catherine II, 439
- Catherine Beecher* (Sklar) 57
- Catholic Archives*, 347
- Catholic Archives Society, 347
- Catholic Historical Society of St. Paul, 85
- Cattell, James McKean, 336
- CBS, 282n
- Center for History of Chemistry, 504
- Center for Research on Vermont, 206
- Central Archives of the People's Republic of China, 386-88
- Central Intelligence Agency, 152, 154
- Centro de Estudios Bibliotecarios y Documentarios de Madrid, 343
- Centro Interamericano de Desarrollo de Archivos, 215, 343
- Centro Taller Regional de Restauracion y Microfilmacion de Documentos para el Caribe y Centroamerica, 345
- Chaffee, Mary Abigail, 59
- Chambersburg, Pa., 203
- Chandler, Andrew, 203

## C

- California Historical Quarterly*, 313
- California Historical Records Educational and Consultant Service, 230

- Chapdelaine, Susan, 94  
 Charbonneau, Hubert, and André LaRose, eds.,  
*Du Manuscrit à l'Ordinateur*, noted, 203-4  
 Charles II, 60  
 Charles River Dam, 162  
 Charles Thompson Prize, 37  
 Chase Manhattan Bank, 278, 297, 321  
 Chemicals, in Edison's lab, 71-72  
 Chemistry, history of, 504  
 Chestnut, Paul I., 235, 240  
 Chiang Kai-shek, 225  
 Chicago, Ill., architectural records in, 67; Max  
 Weber on, 122; prohibition in, 135-36  
 Chicago Area Archivists, 504  
 Chicago Board of Trade, 278  
 Child, Margaret, 93; "Federal Funds for Archives:  
 A View from NEH," 469-71  
 Child Development Group of Mississippi, 85  
 Childress, Marilyn, rev., 332  
 Chile, 220  
 China, 93; archives in, 385-409  
 China Inland Mission, 136  
 China National Publishing Industry Trading  
 Corp., 500  
 Chinese Archives Association, 389, 396, 397,  
 398, 404  
 Chinese Communist Party, 225, 226, 386, 389,  
 390, 400, 404, 406-7  
*Christchurch Star*, 79  
 Chrysler Corp., 282n  
 Cibbarelli and Associates, 316  
 Cineteca Nacional de México, 500  
 Ciolli, Antoinette, ltr., 6-7  
 Citicorp, 289  
 City of Toronto Archives, 93  
 City University of New York, 231  
 Civilian Conservation Corps, 485  
 Civil War, 487; diaries, 452; photographs, 202-3  
 Clark, Burton, 128-29  
 Clark, Jewell T., and Elizabeth Terry Long,  
 comps., *Church Records in the Archives Branch  
 of the Virginia State Library*, noted, 487  
 Clary, David, 4  
 Classification, in libraries, 33-34, 35, 42, 165  
 Clemens, Orion, 378  
 Clemens, Sam, 378n  
 Client files, 239  
 Coalition for Open Government, 79-80  
 Coalition to Preserve Our Documentary Heritage,  
 90, 96, 236, 511  
 Coca-Cola Co., 275, 278, 282, 289, 313, 321,  
 355, 357  
 Cockhill, Brian, 357  
 Cockrell Commission, 132-33  
*Codex Benedictus*, 350  
 Codicology, 216  
 Cohasco, Inc., 213  
 Coker, C.F.W., 243  
 Cole, Arthur H., 275  
 Colgate-Palmolive, 357  
 Collecting, 165, 169-71, 420  
*Collections* (Wisconsin Historical Society), 450-  
 51, 452  
*College and Research Libraries*, 313  
 College and university archives, 410-28. *See also*  
 SAA College and University Archives PAG.  
*College and University Archives: Selected Read-  
 ings*, 412  
 College of William and Mary, 233  
 Collins, Henry Bascom, 488  
 Colombres, Luz Maria, 349  
 Colonial Dames, 90, 94, 97, 98, 241  
 Colonial Oral History Project, 78  
 Colonial Williamsburg, Inc., 233  
 Columbia University, 52; admissions policy,  
 176; Library, 492  
 Columbus and Franklin County (Ohio) Public  
 Library, 212  
 Commission on Federal Paperwork, 477, 478  
 Commission on Higher Education, 178  
 Committee for the Preservation of Sound Re-  
 cordings, 213  
 Committee on Fair Employment Practice, 41  
 Committee prints, 83-84  
 Comptroller General, on records management,  
 477-79  
 "A Computer Database System to Store and Dis-  
 play Archival Data on Correspondence of  
 Historical Significance," by Bruce R. Wheaton,  
 455-67  
 Computer output microfilm (COM), 143, 192,  
 200, 299, 480  
 Computers, and archives, 142-54, 190-92, 193-97,  
 199-200, 203-4, 266, 284, 299-311, 315-19, 346,  
 484, 500. *See also* Automated access.  
 Computers, development of, 133  
 Conant, James Bryant, 180  
*The Concise AACR2*, by Michael Gordon, noted,  
 68  
 Concordia Historical Institute, 230  
 Confederate photographs, 203  
 Conflict model of bureaucracy, 126-28  
 Confucian Archives, 385, 398-99  
 Congressional Information Service, 83-84  
 Congress of Racial Equality, 85  
 Connecticut State Inter-Racial Commission, 178  
 Conner, Fox, 486  
 Contemporary Scientific Archives Centre, 456  
 Content indexing, 41-42, 168-69, 174  
 Conscientious objectors, 220  
 Conservation, 45-52, 72-73, 86, 99, 204-5, 212,  
 224, 271, 341, 350, 357, 424, 488, 504; in China,  
 390; workshops, 50, 89, 92, 97, 101. *See also*  
 Preservation.  
 Conservation Resources, ad, 514  
 Conservators, 50, 52, 491-92  
 Consortium of Native American Archives, 88,  
 241, 244, 512  
*U.S.S. Constitution*, 48  
 Consultative Group on Canadian Archives, 93  
 Cook, D. Louise, 85  
 Cook, J. Frank, 94, 98, 235, 237, 238, 239, 240,  
 241, 244, 245, 246, 507, 510, 511, 512, 513; and  
 Nicholas C. Burckel, "A Profile of College and  
 University Archives in the United States,"  
 410-28  
 Cook, Nancy, 486  
 Copying machines, 212-13

- Copyright, and off-air recording, 354-55  
 Cordray, David S., 336  
 Cornell University, 166  
 Corning Glass Co., 276, 278  
 "Corporate Archives Today," by Douglas A. Bakken, 279-86  
*Cosmography* (Ptolemy), 350  
 Cotton States International Exposition, 63  
 Council of Churches, 37-38  
 Council of People's Commissars, 436  
 Council on Library Resources, 45, 90, 101, 238  
 "Counting and Accounting: A Speculation on Change in Recordkeeping Practices," by Trudy Huskamp Peterson, 131-34  
*County Court Houses of the United States*, 231  
 County records, 504, 506  
 Cox, Richard J., 232, 356; *Tracing the History of the Baltimore Structure*, revd., 61-62; and Larry E. Sullivan, eds., *A Guide to the Research Collections of the Maryland Historical Society*, noted, 66; William LeFurgy, and Susan David, *Governing Baltimore*, revd., 61-62  
 Craig, Malin, 486  
 Crawford, Miriam I., 244  
*Creative Computing*, 301, 306  
 Crisalli, Karen L., 213  
 Crooks, Susan H., 493  
 Crosby, Bing, 216  
 Crown, Alan, 216  
 Cultural Revolution (China), 389, 393, 399, 402  
 Cumming, Kathleen Roy, *Architectural Records in Chicago*, noted, 67  
 Cunha, George, 45, 52  
 Cunliffe, William H., rev., 486  
 Cushman, Helen M. Baker, 312, 313  
 Czechoslovakia, 433
- D**
- Daguerre, Louis, 333  
 Daguerreotypes, 333-34  
 Dakota Territory, 379  
 "The Dallas Mayors Oral History and Records Project: A Program of Institutional Cooperation," by Alan S. Mason and Gerald D. Saxon, 472-74  
 Dallas Public Library, 472-74  
 Daly, John, 56, 93  
 Danks Committee, 80  
 Dante, 350  
 Dartmouth College, admissions policy, 176  
 Database systems, 455-67  
 Data General Corp., 458  
*DataPro Reports*, 306  
 Daughters of the American Revolution, 193  
 David, Martin, et al., *Archival Preservation of Machine-Readable Records*, revd., 480-82  
 David, Susan, William LeFurgy, and Richard Cox, *Governing Baltimore*, revd., 61-62  
 Davidson, Helen L., 312  
 Davis, William C., ed., *The Image of War, 1861-1865*, vol. 1, *Shadows of the Storm*, revd., 202-3  
 Day, Edmund E., 166  
 Decadification, 72, 211, 214, 341, 492-93, 494-96  
 Declassification, of State Department records, 151-53  
 Deere & Co., 276, 278, 282, 284  
 Delaware, 189-90  
 del Carmen Crespo, Ma., 348  
 Della Cava, Olha, 93  
 Delta Ministry, 85  
 del Valle Pérez, Hernán, 348  
 Denver Public Library, 230  
 Department of Health, Education, and Welfare, 484  
 Desandrouins, Jean Nicholas, 336  
 Description, for subject access, 33-34, 53-56, 98, 155, 158, 162, 169, 218-19, 242, 304, 330, 426, 482, 484-85; in China, 387, 392, 408  
*Deseret News*, 357  
 Deuter, Paul, 455  
 DEZ (diethyl zinc), 211, 492  
 Dickens, Charles, 120  
 Dickerson, Marion, 486  
 Dickinson, Emily, 48  
 Diethyl zinc, in deacidification, 211, 492  
 Digital Research, 306, 309  
 Ding Ling, 403  
*Directory of Business Archives in the United States and Canada*, 197, 265, 268, 269, 275-76, 281, 293, 355  
*Directory of College and University Archives in the United States and Canada*, 412  
 Disasters, archival, 46, 50, 232, 261-62, 350, 500, 504  
 Disciples of Christ (Christian Church), 487  
 "Disrespecting Original Order," by Frank Boles, 26-32  
*Divine Comedy* (Dante), 350  
 "Documenting the Spirit," by Robert Shuster, 135-41  
 Document restoration, in China, 390, 393, 404  
 Dodds, Harold Willis, 183  
 Dojka, John, 86  
 Dolgikh, Filip Ivanovich, 430  
 Dollar, Charles M., 56, 337, 475  
 Domesday Book, 20  
 Dorsey, Tommy, 216  
 Dowler, Lawrence, 56  
 Draper, Lyman C., 444-54  
*Dr. Pepper—King of Beverages*, noted, 68  
 Duchien, Michel, 348  
 Duckett, Kenneth, 27, 42, 239  
 Duffy, Joseph, 470  
 Duffy, Mark J., *Guide to the Parochial Archives of the Episcopal Church in Boston*, revd., 482-83  
*Du Manuscrit à l'Ordinateur*, Hubert Charbonneau and André LaRose, eds., noted, 203-4  
 Dunlap Society, 231  
 Dunn, Mary Maples, and Richard S. Dunn, *The Papers of William Penn*, vol. 1, 1644-1679, revd., 60-61  
*Dun's Review*, 279, 280, 292, 314  
 DuPont Co., 282n  
 Durand Florez, Guillermo, 81  
 Durrie, Daniel, 451, 453

"Dusting Off the Cobwebs: Turning the Business Archives into a Managerial Tool," by George David Smith, 287-90  
Dutch Royal Library, 349

## E

Eakin, J.R., 448  
*Early American Newspapers, 1704-1802*, noted, 205  
Earthquake, and archival buildings, 16, 17  
East, Sherrod, 169  
*Eastern Europe and Russia/Soviet Union: A Handbook of West European Archival and Library Resources*, Richard C. Lewanski, ed., revd., 328-29  
Eastern Ontario Archivists Association, 217-18  
East Germany, 433  
Eastman Kodak, 275, 278, 282  
East Texas State University, 472-74  
Eckert, Timothy E., et al., eds., *Historical Records of Washington State*, revd., 199-201  
Eddy, Nelson, 216  
Edgerly, Linda, 68, 69, 93, 265; rev., 195-97; "Business Archives Guidelines," 267-69  
Edison, Thomas, 71-72  
Edison Institute, 282  
Edmunds, Henry E., 313  
Educational Testing Service, 278  
Edwards, J.D., 203  
Einstein, Albert, 336  
Electric Wastebasket Corp., 73  
Eleutherian Mills Historical Library, 84, 291  
Eli Lilly Co., 275, 284-85, 312  
Eliot, Charles William, 180, 184  
Ellington, Duke, 216  
Ellis, Richard N., rev., 484-85  
Elmore, Nigel, 488  
Elsen, Marie K., "SPINDEX in a University Archives," 190-92  
Emerson, Katherine, 96, 238, 512  
Emiliani, Jorge R., 215  
*Empress of China*, 226  
*Encyclopedia of Religious Knowledge*, 136  
Engels, Friedrich, 435  
Environmental controls, in archival buildings, 14-15, 17, 272, 350, 389, 402, 406, 407, 408, 424, 505, 506  
Episcopal Church, 482-83, 487  
Episcopal Society for Cultural and Racial Equality, 85  
Epp, Frank H., 498  
Espinosa, Robert, 72  
Estonia, 327-28  
*État Sommaire par Series . . .*, 202  
Evangelism, 138, 139-41  
Evans, Ann Y., 358  
Evans, Frank, 198, 501  
Evans, Luther Harris, 334; obit., 515-16  
Evans, Max J., 56, 239, 480  
*Everybody's Business: An Almanac* (Moskowitz, Katz, and Levering), 264-65  
"The Evidential Value of Nontextual Records," by Meyer H. Fishbein, 189-90

Executive Order 12065, 152  
Exhibits, 65, 77, 97, 217-18, 220-21, 222, 228, 231, 335, 346, 395, 396, 407, 500, 502, 503, 505  
Eyzaguirre, Juan, 499

## F

Faber, Doris, 486  
Falca, Joseph, 94  
Family Education and Privacy Act, 181-82  
Fat file theory, 476  
Favier, Jean, dir., *Les Archives Nationales: État général des fonds*, revd., 201-2  
Fawcett, Millicent Garrett, 59  
Faxon Co., 299  
Federal Bureau of Investigation, 220; report on records appraisal revd., 475-77  
"Federal Funds for Archives: A View from NEH," by Margaret S. Child, 469-71  
Federal Records Act of 1950, 273  
Federal Records Centers, 505-6  
*Federal Records Management: A History of Neglect*, by Elmer Staats, revd., 477-79  
*Federal Records of World War II*, 338  
Fees, 347  
Felt-tip pens, 73  
Feng Baiju, 407-8  
Fernández Bonilla, León, 219  
Filby, P. William, *Passenger and Immigration Lists Bibliography*, noted, 204; ed., *Philadelphia Naturalization Records, 1789-1880*, noted, 488  
Filing systems, 29-31, 38, 68, 173  
Film archives, 77-78, 216, 223, 225, 392, 432, 500  
Finch, C. Herbert, 90-91, 238, 244, 512  
Finding aids, 42, 54, 158; access, 35-36, 37, 39-40, 41-42, 173-74, 382-84, 470; computerized, 54, 194-95, 199-200, 456-67; for business archives, 271; for college archives, 425-26; for Italian state archives, 222; for Quebec archives, 218-19; for religious archives, 482-83; for SAA archives, 244; in China, 391, 401, 404, 406; in Draper era, 453-54; on microfiche, 216-17; preparation of, 158, 162, 484-85; types, 165  
Finnegan, Richard P., 102, 240  
Finnegan, Shonnie, 87, 88, 89, 90, 91, 235, 236, 237, 238, 239, 241, 243, 245, 507, 511, 512, 513  
*Fire Insurance Maps in the Library of Congress: Plans of North American Cities and Towns Produced by the Sanborn Map Company*, revd., 62-63  
Fire protection, 15-16, 17, 261-62, 424, 448, 452-53, 500, 504  
Firestone, Harvey S., 274, 277, 284  
Firestone, Harvey S., Jr., 274  
Firestone Library (Princeton), 182  
Firestone Tire and Rubber Co., 274, 275, 278, 282, 284  
First Auditor, 377, 378  
First Comptroller, 377-78  
First Continental Congress, 84  
First Historical Archives, Beijing, 225, 385, 392-95, 396

- Fishbein, Meyer H., 87, 88, 91, 92, 97, 235, 236, 237, 241, 243, 244, 507, 510, 511; "The Evidential Value of Nontextual Records," 189-90
- Fisher, William Ellsworth, 230
- Fleckner, John A., 94, 99
- Fletcher, Marjorie, 93
- Flexner, Abraham, 336
- Fogerty, James E., 238
- A Folklore and Oral History Catalogue*, noted, 206
- Folsom, Robert S., 474
- Foot, Mary Hallock, 58
- Ford, Henry, 282, 283
- Ford Foundation, 278
- Ford Motor Co., 275, 278, 282, 283, 284, 312, 313
- Foreign Affairs Information System, 142-54
- Foreign Relations of the United States*, 149n, 151
- Fortson-Jones, Judith, 356
- France, Archives Nationales, 201-2
- Frankfurter, Felix, 182
- Fraser, Joanne E., rev., 62-63
- Freedman, Estelle, 58
- Freedom of Information Act, 487
- Freeman, John Ripley, 159-62
- Freeman, Rowland, 98
- French Revolution, and archives administration, 438-39
- Freudenberger, Herman, 86
- Friends of the Archives of Louisiana, 355
- Frontier, Draper on, 446
- Fry-Jefferson map, 336
- Fudan University, 392
- Fur trade, 451
- G**
- Gahond de Falter, Nelly, 497
- Galbraith, V.H., 19
- Gale Research Co., 204, 338, 488
- Gallagher, Connell B., 206
- Gamel, Faye, 313
- Gang of Four, 406
- Garcia Belsunce, César A., 497
- Garcia Cantu, Gaston, 349
- Gardner, Deborah, 265; commentary, 294-95; rev., 57-60
- Gelpi, Barbara Charlesworth, 58
- Genealogical research, 231
- Genealogical Society of Utah, 221
- General Accounting Office, 378n; report on federal records management, 477-79
- General Electric Co., 211-12, 282n, 492
- General Mills, 282n
- General Services Administration, and *American Archivist*, 3, 98, 236, 242; and NARS, 96, 245-46, 478, 479, 505-6; and records management, 478, 479, 505-6; report on St. Louis fire, 261
- George III, 84
- Georgia Archive*, 313
- Georgia Department of Archives and History, 21n, 230, 504, 506
- Georgia Pacific Co., 278
- Georgia Records Act of 1981, 230
- Gerber Products, 276, 278
- Geriatrics, 338
- German Reformed Church, 487
- Gianatasio, Joyce E., 94, 97, 245, 507
- Gibbon, Edward, 138
- Gibbs, Sharon, 335-36
- Gilbert, William S., 120
- Glaser, Mary Todd, 73
- Glassine, 491
- Goddard Space Flight Center, 492
- Golden Book of the Maggior Consiglio, 221
- Gompers, Samuel, 64
- Gondos, Victor, Jr., *J. Franklin Jameson and the Birth of the National Archives, 1906-1926*, revd., 193-94
- Gonzalez Echenique, Javier, 499
- Goodman, Benny, 216
- Good Show! A Practical Guide for Temporary Exhibitions*, by Lothar P. Witteborg, revd., 65
- Goodyear Tire and Rubber Co., 282, 284
- Gordo, Susana Cristina, 497-98
- Gordon, Michael, *The Concise AACR2*, noted, 68
- Gordon, Robert S., 87, 235, 237, 241, 507, 510
- Gouever family papers, 59
- Governing Baltimore: A Guide to the Records of the Mayor and City Council at the Baltimore City Archives*, by William LeFurgy, Susan David, and Richard Cox, revd., 61-62
- Governmental archives, 27, 232
- Graham, Billy, 139, 140
- Graham, Robert A., 501
- Gracy, David B., II, 42, 239, 372, 374; *Archives & Manuscripts: Arrangement & Description*, 26-27, 172n; *An Introduction to Manuscripts and Archives*, revd., 330-32
- Graffagnino, J. Kevin, 207
- Grand Rapids, Mich., 135
- Great Awakening, 138
- Great Britain, Wilson committee report, 477-79
- Green, Lord, 24
- Greenaway, Kate, 67
- Greene, Harold H., 475
- Greenfield Village, 282
- Griffiths, José-Marie, 500
- Grigg Committee, 479
- Grignon, Augustin, 452
- Grimsted, Patricia Kennedy, rev., 329; *Archives and Manuscript Repositories in the USSR: Estonia, Latvia, Lithuania, and Belorussia*, revd., 327; "Lenin's Archival Decree: The Bolshevik Legacy for Soviet Archival Theory and Practice," 429-43
- Gross, Lori, rev., 334
- Grover, Raymond F., 223
- Guangdong Provincial Archives, 385, 405-408
- Guertler, John, and Adele Newburger, eds., *The Records of Baltimore's Private Organizations*, revd., 61-62
- Guia de los Archivos Históricos de Santiago*, 499
- Guidelines for Administering Machine-Readable Archives*, 221
- Guides, as descriptive medium, 35, 38
- Guide to the Archives of the Archdiocese of Boston*, by James M. O'Toole, revd., 482-83



- Guide to the Botanical Records and Papers in the Archives of the Hunt Institute*, Michael T. Stieber and Anita L. Karg, comps., noted, 336
- Guide to the Care and Administration of Manuscripts* (Kane), 27
- A Guide to Church Records in the Archives Branch of the Virginia State Library*, Jewell T. Clark and Elizabeth Terry Long, comps., noted, 487
- Guide to Early Documents (c. 1680–c. 1900)* (New Hampshire State Archives), noted, 205
- A Guide to Historical and Genealogical Records in Latah County, Idaho*, noted, 488–89
- Guide to Jewish Archives*, Aryeh Segall, ed., noted, 337
- Guide to Materials on Latin America in the National Archives*, 35
- Guide to Manuscript Collections in the National Museum of History and Technology*, 206
- Guide to the Parochial Archives of the Episcopal Church in Boston*, by Mark J. Duffy, revd., 482–83
- Guide to Primary Sources in Ohio Labor History*, Roger A. Meade and Marjorie J. Myers, comps., noted, 66–67
- Guide to Records in the National Archives of the United States Relating to American Indians*, Edward E. Hill, comp., revd., 483–84
- A Guide to the Research Collections of the Maryland Historical Society: Historical and Genealogical Records and Oral History Interviews*, Richard J. Cox and Larry E. Sullivan, eds., noted, 66
- The Guide to Unclaimed Property and Escheat Laws*, by Anthony Andreoli and D. Robert Shuman, noted, 204
- Gulf Oil Co., 278
- Gutenberg Bible, 505
- H**
- Haas, Pamela, rev., 334
- Hackman, Larry J., 88
- Hadley, Arthur Twining, 182–83, 184
- Hale, George Ellery, 336
- Halévy, Élie, 138
- “The Half-Opened Door: Researching Admissions Discrimination at Harvard, Yale, and Princeton,”* by Marcia G. Synnott, 175–87
- Ham, F. Gerald, 136–37, 138, 260, 480; rev., 475–77
- Hammett, Dashiell, 92
- Hampshire County Record Office, 345
- Handbook for Record Managers*, 221
- Harcourt Brace Jovanovich, 350
- Hardwick, Bonnie, 230
- Harrington, Samuel M., 190
- Hart, Johnny, 121
- Hartford, Conn., 354
- Hartgrove, J. Dane, rev., 328
- Harvard Business Review*, 265, 314
- Harvard University, admissions policy, 175–87; Archives, 179–86; Graduate School of Business Administration, 185; Libraries, 182, 312
- Harwood, James, 37
- Hashomer Hatzair, archives, 355
- Hastings, David, and Timothy Eckert, eds., *Historical Records of Washington State*, revd., 199–201
- Hauser, Robert, 341
- Hawaii, 379
- Haworth Press, 337
- Hawthorne, James, 213
- Hawthorne effect, 125–26
- Haymond, Jay M., 235; “Adaptive Reuse of Old Buildings for Archives,” 11–18, 261–62
- Hedlin, Edie, 86, 172n, 277, 313; rev., 197–98
- Hedstrom, Margaret L., 480
- Heller, Joseph, 120
- Hellerstein, Erna Olafson, et al., eds., *Victorian Women*, revd., 57–60
- Helmuth, Ruth W., 6, 87, 88, 89, 91, 93, 99, 103, 235, 236, 239, 411
- Helsley, Alexia J., 93
- Henry, Linda, 238
- Henry Ford Museum, 93, 282
- Hensen, Steven L., 56
- Hereford and Worcester County Record Office, 346
- Herschler, David H., 115; and William Z. Slany, “The ‘Paperless Office’: A Case Study of the State Department’s Foreign Affairs Information System,” 142–54
- Hershberg, Theodore, 195, 196
- Hess, Robert L., 6
- Hesseltine, William, 445
- Heyman, Ira Michael, 93
- Hibben, John Grier, 183
- Hickerson, H. Thomas, 56; *Archives & Manuscripts: An Introduction to Automated Access*, revd., 194–95
- Hickok, Lorena, 486, 487
- Hidy, Ralph, 277–78, 291, 313
- Hill, Edward E., *The Preparation of Inventories*, rev., 484–85; comp., *Guide to Records in the National Archives of the United States Relating to American Indians*, revd., 483–84
- Hinding, Andrea, 57, 67
- Hindus, Michael S., 475–76, 477
- Historians, and archivists, 21–25, 40, 42, 170, 171; and business archives, 288, 289, 290, 291–92, 313–14; in USSR, 436
- Historical editing, 60–61; projects list, 358–61
- Historical Journals: A Handbook for Writers and Reviewers*, by Dale R. Steiner, noted, 206
- “An Historical Look at Business Archives,” by David R. Smith, 273–78
- Historical News–Views*, 232–33
- Historical Records of Victoria (Australia), 337
- Historical Records of Washington State*, David Hastings, Timothy E. Eckert, and Lawrence R. Stark, eds., revd., 199–201
- Historical Records Survey, 334–35
- Historical Society of Pennsylvania, 60
- Historic Archives*, 226
- Historic Archives of Contemporary Art, 221
- Historic New Orleans Collection, 488
- Hohnsbein, Reinhold, 217

*Hoja Archivera*, 226  
 Holbert, Sue E., 94, 237, 238, 239, 240, 241, 243, 244, 245, 247, 507, 510, 511, 513  
 Holland, Samuel, 336  
 Hollerith, Herman, 133  
 Hollinger Corp., 355  
 Holmes, Oliver Wendell, 109, 225, 260; obit., 248-50  
 Homer, Winslow, 48  
 Hommel, Claudia, rev., 198-99  
 Honhart, Frederick L., 232; ltr., 261-62  
 Hooper, Frances, 67  
 Hoos, Mary, 213  
 Hoover Commission, 478  
 Hope, Bob, 216  
 Hopkins, Mark, *Acquisitions, 1980-1981*, noted, 337  
 House of Lords Record Office, 219  
 Huang Xiaoceng, 393  
 Hull, Byrne, 213  
 Hull, Felix, 500  
 Hummel, Arthur W., 395  
 Hungary, 433  
 Hunter, George, 136  
*Huntia*, 336  
 Hunt Institute for Botanical Documentation, 67, 336  
 Hurst, Don, 300  
 Hu Yepin, 403  
 Hydraulics, 159

## I

IBM, 278, 282, 302, 355  
 ICA. *See* International Council on Archives.  
 Idaho, records survey, 489  
 Idaho Oral History Center, 230-31  
 Idaho Territory, 379  
*Ideas of the Woman Suffrage Movement* (Kraditor), 57  
 Illinois Cooperative Conservation Program, 212  
 Illinois Library and Information Network, 212  
 Illinois National Guard, 485  
 Illinois State Archives, 93, 504  
 "The Illusion of Omniscience: Subject Access and the Reference Archivist," by Mary Jo Pugh, 33-44  
*The Image of War, 1861-1865: A Photographic History of the American Civil War*, vol. 1, *Shadows of the Storm*, William C. Davis, ed., revd., 202-3  
 Immigration lists, 204  
 Imperial Palace (Beijing), 392-93, 395  
 Imperial Records Repository, 385, 392, 395-96  
 Imperial War Museum, London, 220  
 Imprints, in archival collections, 375-84  
 INA, 275, 278  
 Indexing, 41-44, 166, 167-68, 301, 304, 307, 373; by Draper, 448; in ancient archives, 132; of State Department records, 143-46, 150  
*Indian Archives*, 197  
 Indian Claims Commission, 484  
 Indian Historical Records Commission, 77  
 Indians, 471; NARS guide to records of, 483-84.  
*See also* Native Americans.

Indonesia, 501  
*Industry Week*, 231, 292, 355  
 InfoManagement, 233  
 Information Policy Forum, 88  
 Information retrieval, 33-44, 132, 146, 301, 307, 373, 465  
 Information Technology Year, 346  
 INFOS, 458-59, 464-65  
 Institute for Advanced Study (Princeton), 336  
 Institute for Research in History, 84  
 Institute of Certified Records Managers, 244  
 Institute of Contemporary History, 78  
 Institutional School (sociology), 128-29  
 InterDocumentation Company, 327  
 Interlibrary loan, 493  
 Intermuseum Conservation Association, 46  
 Internal Revenue Service, 190, 242  
 International Center of Information on the Sources of Balkan and Mediterranean History, 222  
 International Council on Archives (ICA), 101, 220, 221, 227, 347, 348, 499; East and Central African Regional Branch, 228; Pacific Area Branch, 348  
 International Federation of Documentation, 349  
 International Federation of Library Associations, 349  
 International Harvester, 276, 278, 282, 284  
 International Institute for Conservation—Canada Group, 73  
*International Journal of Archives*, 221  
 International Project in the History of Solid State Physics, 505  
 International Records Management Federation, 347  
*An Introduction to Archival Automation*, 221  
*An Introduction to Manuscripts and Archives*, by David B. Gracy II, rev., 330-32  
 Inventories, 484-85  
 Inventory of Sources for History of Twentieth-Century Physics, 456-67  
 Iowa, 21n, 334  
 Iowa Historical Society, 446  
 Ireland, John, 85  
 Irish-Americans, 176-77, 471, 504  
*Iskra*, 135  
*Israel Documents, May-September 1948*, 348  
 Israeli State Archives, 348  
*Istoricheskii arkhiv*, 439  
 Iwanami Shoten, 350

## J

Jacob, Kathryn Allamong, rev., 61-62  
 Jacob, Mary Ellen, 413  
 James I, 20  
 James G. Lee Library (East Texas State University), 472  
*James Madison and the Search for Nationhood*, by Robert A. Rutland, noted, 335  
 Jameson, J. Franklin, 193-94  
 Japanese-American relocation, 37-38  
 Jefferson-Fry map, 336  
 Jenkinson, Sir Hilary, 22, 23, 260  
 Jensen, Leslie D., 203

Jews, archives, 337, 487; in Italy, 500; students, 175-87; women, 68  
*J. Franklin Jameson and the Birth of the National Archives, 1906-1926*, by Victor Gondos, Jr., revd., 193-94  
 Jiajing, 396  
 Jiaqing, 396  
 Johns Hopkins University, 505; Press, 485  
 Johnson, G. Wesley, 5  
 Johnson, Mina Marie, and Norman F. Kallaus, *Records Management*, revd., 479-80  
 Jones, Clifton H., 93  
 Jones, Frederick S., 176, 182  
 Jones, H.G., 93, 235  
 Jones, Leonie Twentyman, 350  
 Jordan, Anne E., 71-72  
 Joseph E. Seagram and Sons, 231  
*Journal of Economic History*, 275  
*Journal of Forest History*, 314  
 Joyce, William L., 90, 93, 94, 96, 99, 235, 237, 238, 239, 241, 243, 244, 245, 246, 247, 507, 510, 511, 512, 513  
 Judd, Clark S., 325  
 Jumonville, Florence M., *The Vieux Carré Survey*, noted 488  
 J. Walter Thompson, 278

## K

Kallaus, Norman F., and Mina Marie Johnson, *Records Management*, revd., 479-80  
 Kamba, Angeline, 227-28  
 Kane, Lucile M., 27  
 Kantor, J.R.K., 3; editor's letter, 371-72  
 Karg, Anita L., and Michael T. Stiber, comps., *Guide to the Botanical Records and Papers in the Archives of the Hunt Institute*, noted, 336  
 Kastenmeier, Robert, 354  
*Kate Greenaway: Catalogue of an Exhibition*, Robert Kiger, ed., noted, 67  
 Katz, Michael, 264  
 Katz, W.A., 375  
 Kearns, Thomas, 11, 12, 13, 17  
 Kecskemeti, Charles, 227  
 Kelley, Robert, ltr., 4-5  
 Kelly, George B., 211, 494, 495  
 Kennedy, John F., 48  
 Kenney, Anne R., ltr., 116-17  
 Kentucky Historical Society, 446  
 Kesner, Richard M., 266; "Microcomputer Archives and Records Management Systems: Guidelines for Future Development," 299-311  
 Kiger, Robert, ed., *Kate Greenaway: Catalogue of an Exhibition*, noted, 67  
 Killen, Jim, 76  
 King, Coretta Scott, 85  
 King, Martin Luther, Jr., 85  
 Knights of Labor, 59  
 Kong Family Archives, 385, 398-99  
 Kong Fanyin, 398-99  
 Kochen, Manfred, 42  
 Kodak equipment, in China, 407  
 Kohl, Michael, ltr., 7  
 Kraditor, Aileen S., *Ideas of the Woman Suffrage Movement*, 57

Krummel, D.W., et al., *Resources of American Music History*, revd., 198-99  
 Krutz, Wilbur G., 313  
 Kuhlman, August F., 172  
 Kuomintang, 391, 400, 401, 402, 406  
 Kuzela, Lad, 355

## L

Labor Education and Research Service, 67  
 Labor history, 64, 66-67; records in China, 391; records in USSR, 432  
 Labour Party (New Zealand), 224  
 Lachatanere, Diana, 244  
 LaFogg, Mary, 239  
 Lafontaine, Raymond H., 73  
 La Malfa, Ugo, 222  
 Lamb, W. Kaye, 371  
 Langmuir, Irving, 336  
 Lapham, Increase, 452  
 Lappa-Starzhenetskaia, Ek., 439  
 Lappo-Danilevskii, A.S., 435  
 Larabee, Charles, 450  
 LaRose, André, *Les Registres Paroissiaux au Québec avant 1800*, noted, 203-4; and Hubert Charbonneau, eds., *Du Manuscrit à l'Ordinateur*, noted, 203-4  
 Lash, Joseph P., *Love, Eleanor: Eleanor Roosevelt and Her Friends*, rev., 486-87  
 Lassahn Funeral Home, 62  
 Latah County (Idaho) Historical Society, 488-89  
 Latvia, 327-28  
 Laval University, 218  
 Lawe, John, 451  
 League of Nations, 64  
 Ledgers, in recordkeeping, 132  
 Lee, Charles E., 235  
 LeFurgy, William, Susan David, and Richard Cox, *Governing Baltimore*, revd., 61-62  
*Legacy*, 356  
 Legitimacy, need to record, 131n  
 Leland, Waldo G., 21-22, 165, 193, 260  
 Lenin, V.I., 135  
 "Lenin's Archival Decree: The Bolshevik Legacy for Soviet Archival Theory and Practice," by Patricia Kennedy Grimsted, 429-43  
 Leo XIII, Pope, 502  
 Leo Baeck Institute, 78  
 Lerner, Gerda, 57  
 Lesser, Charles H., 93  
 Lever Brothers, 278  
 Levering, Robert, 264-65  
 Levy, Robert, 279, 314  
 Lewanski, Richard C., ed., *Eastern Europe and Russia/Soviet Union: A Handbook of West European Archival and Library Resources*, revd., 328-29  
 Lewis, C.S., 141  
 Lewis, Karen R., 266; and Lynn A. Bonfield, "The American Brass Company: A Case Study of the Disposition of Business Records," 323-26  
 Libraries, information retrieval in, 33-35, 41, 164-74; and college archives, 411, 416-17, 424-25  
 Library Company of Philadelphia, 84

- Library of Congress (LC), 67, 183, 260, 493, 505; conservation research, 341; deacidification trials, 211, 492-93, 494-95; exhibits, 231, 335; fire insurance maps, 62-63; information systems, 54, 242
- LC Copyright Office, 354
- LC Geography and Map Division, 62-63
- LC Manuscripts Division, 54
- LC Order Division, 355
- LC Preservation Research and Testing Office, 15, 211, 488, 493, 494, 495
- LC Restoration Office, 488
- Library of Congress Acquisitions*, noted, 207
- Library of Congress Selected Publications 1981*, noted, 207
- Libreria Editrice Vaticana, 501, 502
- Li Fenglou, 396, 397
- Lin Biao, 406
- Lincoln, Abraham, 203
- Lineback, Richard, 55
- Lippmann, Walter, 186
- Lishi Dangan*, 395
- Lithuania, 327-28
- Lithuanian Hall Association, 62
- Liu Qi, Madame, 399-400
- Local records, 93, 206, 472, 504; in China, 388
- Lockheed Corp., 282n
- Lodge, Henry Cabot, 194
- Loeb, Jacques, 336
- Loewenheim case, 39n
- Long, Elizabeth Terry, and Jewell T. Clark, comps., *A Guide to Church Records in the Archives Branch of the Virginia State Library*, noted, 487
- Longfellow, Henry Wadsworth, 48
- Lord, Clifford L., 444, 445
- Los Angeles Times Co., 276, 278
- Lossing, Benjamin, 452
- Louisiana Committee for the Humanities, 231
- Louisiana Historical Records Survey, 334-35
- Louisiana State Archives and Records Service, 231, 356
- Louisiana State University, Department of Archives, 335
- Love, Eleanor: Eleanor Roosevelt and Her Friends*, by Joseph P. Lash, revd., 486-87
- Love, Erika, 494
- Lowell, A. Lawrence, 179-80, 183-84, 185, 186
- Lowell, Harold P., 93
- Lo Wen, 402-5
- Luden's Inc., 84-85
- Luther, Martin, 351
- Lutheran Church, 217, 487
- Lutzker, Michael A., 115; "Max Weber and the Analysis of Modern Bureaucratic Organizations: Notes Toward a Theory of Appraisal," 119-30
- Lu Xun, 403
- "Lyman Copeland Draper: An Archivist's Re-appraisal," by Carolyn J. Mattern, 444-54
- Lynch, Karen T., 115, 116; and Helen W. Slotkin, "An Analysis of Processing Procedures: The Adaptable Approach," 155-63; *Processing Manual*, revd., 329-30
- Lytle, Richard H., 36, 41, 53, 56, 87, 88, 89, 91, 93, 96, 168, 173n, 174, 235, 236, 237, 240, 242, 244, 245, 246, 247, 314, 507

## M

- Mabbs, Alfred W., 345
- McCarthy, Joseph, 178
- McCarthy, Paul H., Jr., 87, 88, 90, 91, 92, 94, 104, 235, 237, 239, 240, 241, 245, 507, 511, 512
- McCoy, Frank R., 486
- McCrank, Lawrence J., ed., *Automating the Archives*, revd., 195-97
- McCree, Mary Lynn, 87, 88, 91, 92, 99-104, 169, 235, 236, 237
- McDonald, William F., 334
- Machine-readable records, 170, 236, 331; as evidence, 189-90; at NARS, 337; in China, 391, 392; Wisconsin survey of, 480-82; State Department system, 142-54
- Mackaman, Frank H., 3-4
- McKay, Eleanor, 103, 240
- McLellan, Peter M., 313
- Macpherson, Sharon, 93
- Madison, James, 335
- Main Archival Administration (USSR), 429, 436, 437, 440
- Major Ediciones, 215
- Makarov, A.N., 439
- Maksakov, V.V., 437
- The Management and Preservation of Records in California*, 230
- Manual for the Arrangement and Description of Archives* (Muller, Feith, and Fruin), 21n, 26
- A Manual of Archive Administration* (Jenkins), 22
- Manuscript Collections of the Maryland Historical Society* (Pedley), 66
- Manuscript Society, 367
- Maotai, 398n
- Maps, at LC, 62-63, 336; conservation of, 46, 47, 48; in Canada, 498
- Maps and Charts of North America and the West Indies, 1750-1789: A Guide to the Collections in the Library of Congress*, noted, 336
- MARC format, 54
- Marcus, Jacob Rader, *The American Jewish Woman*, noted, 68
- Marcus, Richard, 235
- Marine Corps Museum, 68
- Marine Corps Personal Papers Collection Catalog*, Charles Anthony Wood, comp., noted, 68
- Marriage, 59
- MARS project, 300-11
- Marshall, George C., 485-86
- Marshall, Robert, 504
- Marshall Library, 485
- Martin, Charles H., 486
- Martin, Congressman, 448
- Martin, Geoffrey, 345
- Martini, Angelo, 501
- Martin Luther King, Jr., Library and Archives, 85
- Marx, Karl, 122, 435
- Marx-Engels Institute, 437

- Marxism-Leninism, 430, 433, 444  
 Maryland Historical Society, 62, 66, 446  
 Mason, Alan S., and Gerald D. Saxon, "The Dallas Mayors Oral History and Records Project: A Program of Institutional Cooperation," 472-74  
 Mason, Philip P., 87, 94, 103, 411  
 Massachusetts, archival legislation, 356  
 Massachusetts Institute of Technology, 155, 157, 158, 163, 329-30  
 Massachusetts State Ethics Commission, 505  
 Massachusetts Superior Court, 475, 477  
 Massachusetts Volunteer Militia, 485  
 Masterson, James, 260  
 Mattern, Carolyn J., "Lyman Copeland Draper: An Archivist's Reappraisal," 444-54  
 Matte Varas, José Joaquín, 499  
 Matthews, Linda, 85, 313  
*Matting and Hinging of Works of Art on Paper*, Merrily A. Smith, comp., noted, 488  
 Maulana Mohammad Ali, 220  
 "Max Weber and the Analysis of Modern Bureaucratic Organization: Notes Toward a Theory of Appraisal," by Michael A. Lutzker, 119-130  
 Maxwell, William, 446  
 Mazuzan, George, 116  
 Meade, Roger A., and Marjorie J. Myers, comps., *Guide to Primary Sources in Ohio Labor History*, noted, 66-67  
 Mearns, David, 260  
 Medgar Evers College, 231  
 Medvedev, Roy, 328  
 Mellon Foundation, 485  
 Mennonite Heritage Center, 344  
 Mennonite Historical Society of Ontario, 498  
 Mercer, Paul, *Bibliographies and Lists of New York State Newspapers*, noted, 205  
 Merton, Thomas, 139  
 Methodist Church, 487  
 Methoxy magnesium methyl carbonate, 494-95  
 Metropolitan Baltimore Historical Records Council, 231-32, 356  
 Mexico, city maps, 63; intervention museum, 349  
 Michaelangelo, 351, 505  
 Michigan, 21n  
 Michigan Archival Association, 232  
 Michigan Historical Collections, 38, 40  
 Mickey Mouse, 276  
 "Microcomputer Archives and Records Management Systems: Guidelines for Future Development," by Richard M. Kesner, 299-311  
 Microfilm, deterioration of, 232; in China, 391, 401, 404, 407; projects, 49-50, 78, 79, 85  
 Mid-Atlantic Regional Archives Conference, 89, 505  
 Midwest Archives Conference, 232  
*Midwestern Archivist*, 232; ad, 250  
 Midwest State Archives Project, 167  
 Migrated archives, 227  
 Military Records Center (St. Louis), 261  
 Miller, Earl, 486  
 Miller, Francis T., 202  
 Miller, Harold L., and Peter J. Albert, eds., *The American Federation of Labor Records: The Samuel Gompers Era*, revd., 64  
 Miller, Page Putnam, 511  
 Millikan, Robert, 336  
 Mills, David, 213  
 Mills, Harriet, 60  
 Mills, John Stuart, 60  
 Mills, Thomas E., 505; rev., 334-35  
 Milwaukee, Wis., sound records of, 83  
 Minerva directory, 329  
 Ming dynasty, 225, 390, 392-93, 396, 399, 400  
 Mink, James V., 411n  
 Minnesota, privacy bill, 246-47  
 Minnesota Historical Society, 85, 446  
 Minorities, and college admissions, 175-87; in archival profession, 87, 236, 239, 241, 244  
 Minter, Bill, 72  
 Miranda, Francisco de, 351  
 Mississippi, 21n  
 Mississippi Freedom Democratic Party, 85  
 Missouri Historical Society, 446  
 Modern Archives Institute, 94  
 Modern Records Centre, University of Warwick Library, 76-77  
*Modern Manuscripts* (Duckett), 27  
*Modern Manuscripts Library* (Bordin and Warner), 27, 31, 42  
*Modern Public Records: Selection and Access*, Wilson Committee, revd., 477-79  
 Monroe, Henry, 135  
 Monsanto Co., 505  
 Montana Territory, 379  
 Montresor, John, 336  
 Mooney, Philip F., 86, 265; commentary, 291-93  
 Moreira Franco, Celina do Amaral Peixoto, 81  
 Moreno de Angel, Pilar, 76  
 Moreno de los Arcos, Roberto, 349  
 Moreno Toscano, Alejandro, 349  
 Morgenthau, Elinor, 486  
 Morris Library (Southern Illinois University at Carbondale), 212  
 Morrissey, Charles, 206  
 Morrow, Carolyn Clark, 212  
 Morse, Sameul F.B., 333  
 Moscow Archive of the Ministry of Justice, 437, 440  
 Mosek, M., 77  
 Moseley, Eva S., 3, 371; editorial, 115-16  
 Moskowitz, Milton, 264  
 Moss, William W., 224, 405; "Archives in the People's Republic of China," 385-409  
 Motion pictures, *see* Film archives  
 Muller, S., 21, 26, 28, 29, 259, 373  
 Munden, Ken, 169  
*El Mundo de los Archivos*, 215  
 Munoff, Gerald A., 93  
 Munro, Susan Nash, 73  
 Murphey, Murray G., 23  
 Muscovy, 438, 439-40  
 Music, archival records of, 198-99  
 Music Library Association, 198  
 Musick, Michael P., 203  
 Myers, Marjorie J., and Roger A. Meade, comps., *Guide to Primary Sources in Ohio Labor History*, noted, 66-67

## N

- NAACP, 260  
 Nabisco, 86, 282n, 357  
 Nanjing Archives, 225, 385, 386, 391, 400-1  
 Napoleon, 220  
 Nash, Michael, rev., 64  
 Nathan Marsh Pusey Library (Harvard), 182  
 National Academy of Sciences, 336  
 National Aeronautics and Space Administration, 211, 492  
 National Anthropological Archives, 488  
 National Archives Act, 433  
 National Archives Advisory Council, 90  
 National Archives and Records Service (NARS), and records management, 165, 171n, 260, 273, 505-6; and SAA, 3, 96, 98, 235, 242, 245-46, 512; and teachers, 332; budget, 90; deacidification, 492; declassification, 505; discontinues interlibrary loan, 505; FBI records, 475-77; finding aids, 38, 55, 165, 190, 242, 483-84, 484-85; history of, 22, 27, 193-94; Indian records, 483-84; machine-readable records, 337; Nevada imprints at, 375, 378, 379; oversight committee hearings, 477; reference service at, 389; sponsors workshops, 172; sources for women's history, 59-60; State Department records, 142, 149, 150, 152; tests microfilm, 232; World War II records, 338  
 National Archives Building, 193, 273  
 National Archives Library, 98  
 National Archives of Fiji, 349  
 National Archives of India, 77, 220  
 National Archives of New Zealand, 223, 224  
 National Archives of Quebec, 203  
 National Archives of Zimbabwe, 227-28  
 National Association of State Archivists and Records Administrators, 86  
 National Bureau of Standards, 232  
 National Conference on Regional Archival Networks, 232  
 National Coordinating Committee for the Promotion of History, 511  
 National Conservation Advisory Council, 86, 96  
 National Endowment for the Humanities (NEH), and Indians, 232; and SAA, 53, 88, 89, 90, 94, 96, 97, 98, 101, 104, 236, 241, 320; budget, 236, 469-71; Division of Research Tools, 455; grants, 53, 61, 66-67, 78, 86, 88, 89, 97, 98, 101, 104, 155, 201, 230, 232, 241, 300, 301n, 302, 303, 320, 329  
 National Film Archives (Australia), 216  
 National Fire Protection Association, 262  
 National Historical Publications and Records Commission (NHPRC), and SAA, 90, 96, 101, 104, 236; budget, 95; data base project, 54-55, 200-1, 242, 309; *Directory*, 155, 200, 471; grants, 49, 61, 62, 64, 83, 84, 85, 86, 201, 205, 206, 232, 306, 354, 356, 485, 504  
 National Historical Society, 202  
 National History Day, 236  
 National Lawyers Guild, 85  
 National Library of Australia, 215-16  
 National Library of Medicine, 493  
 National Library of New Zealand, 79, 223, 350  
 National Map Collection (Canada), 498  
 National Museums of Interventions (Mexico), 349  
 National Park Service, 13, 71, 484  
 National Party (New Zealand), 224, 350  
 National Preservation Program Office (LC), 493  
 National Register of Archives and Manuscripts (New Zealand), 224  
*National Register of Lost or Stolen Archival Materials*, 92, 97  
 National Science Foundation, 455  
 National Students' Association, Southern Project, 85  
 National Trust for Historic Preservation, 341  
*National Union Catalog of Manuscript Collections* (NUCMC), 35, 40, 54, 155, 167, 456  
 Nationwide Insurance Co., 90, 98, 197, 278  
 Native Americans, 96; archives consortium, 88, 241, 244, 512; guidelines for study of, 232; records at NARS, 483-84  
 Navarre-Bethlehem Historical Society, 199  
 Nebraska, 96  
 Nebraska State Historical Society, 356  
 NEDCC. *See* Northeast Document Conservation Center  
 NEH. *See* National Endowment for the Humanities  
 Nehru, Jawaharlal, 220  
 Network Advisory Committee, 493-94  
 Neubeck, Deborah K., 85  
 Nevada imprints, 376, 378-82  
 Nevada Historical Society, 378, 379  
 Nevada State Archives, 378, 379-80  
 Nevada State Conservation Action Team, 356-57  
 New Bedford Whaling Museum, 341  
 Newberry Library, 506  
 Newburger, Adele, and John Guertler, eds., *The Records of Baltimore's Private Organizations*, revd., 61-62  
 Newcastle family archives, 219  
 New England Document Conservation Center, 45, 492  
 New England Library Board, 45, 46, 51  
*New Guide to Diplomatic Archives of Western Europe* (Thomas and Case), 329  
 Newhall, Beaumont, 333  
 New Hampshire, 48  
 New Hampshire Division of Records Management and Archives, *Guide to Early Documents*, noted, 205  
 New Jersey Department of Environmental Protection, 71  
 New Mexico Territory, 379  
 New Orleans, La., architectural records, 488  
*New Photography*, 318-19  
 Newspapers, 205; in New Zealand, 223-24, 349-50  
*Newspapers of New York State: A Statewide Plan for Bibliographic Control and Preservation*, noted, 205  
 New York, local history, 232, 332  
 New-York Historical Society, 446  
 New York Life Insurance Co., 275, 278  
 New York Public Library, 93, 492



- New York State Commission on the Need for a State University, 178  
 New York State Archives, 295, 232  
 New York State Historical Records Advisory Board, 232  
 New York State Library, 205  
 New York Stock Exchange, 278, 320  
*New York Tribune*, 59  
 New York University, admissions policy, 176  
 New Zealand Film Archives, 223  
*New Zealand Libraries*, 197  
 NHPRC. *See* National Historical Publications and Records Commission  
 Nichols, Mel, 216  
 Nieman-Marcus, 285n  
 Nikolaev, A.S., 436  
 NISTF. *See* SAA National Information Systems Task Force.  
 Nixon, Ricahrd M., 239, 240, 405  
 Noggle, Burl, *Working With History: The Historical Records Survey in Louisiana and the Nation, 1936-1942*, revd., 334-335  
 North Borneo, 78  
 North Carolina, 21n  
 "Northeast Document Conservation Center: A Case Study in Cooperative Conservation," by Ann Russell, 45-52  
 Northeastern University, ad, 109  
 Northwest Archivists, Inc., 357  
 Northwest Area Foundation, 85  
 Northwest Regional Archival Needs Study, 357  
 Norton, Margaret C., 22n  
*Noticiero Archivístico*, 343, 497  
 Nottingham University Library, 219  
 Nuclear power, 116  
 NUCMC, 35, 40, 54, 155, 167, 456  
 OCLC, 166, 167, 212, 493  
 Oetting, Edward, rev., 330-32  
 Offen, Karen M., et al., eds., *Victorian Women*, revd., 57-60  
 Office of Alien Property Custodian, 338  
 Office of Indian Trade, 483  
 Office of Management and Budget, 90, 469, 478, 479  
*Official History of Australia in the War of 1914-1918*, 76  
 Ohio AFL-CIO, 67  
 Ohio College Library Center, *see* OCLC  
 Ohio Historical Society, 66, 67, 206, 277, 466  
 Ohio Labor History Project, 66-67  
*Ohio Municipal Records Manual*, noted, 206  
 Ohio Network of American History Research Centers, 67  
 Ohio State Archaeological and Historical Society, 274  
 Ohio State University, 67  
 O.K. Corral, 63  
 Oliver Wendell Holmes Award, 80, 93, 102, 224, 250  
 O'Neill, James E., 235, 475  
 On-line Computer Library Center (OCLC), 166, 167, 212, 493  
 Ontario Association of Archivists, 218  
 Ontario Historical Society, 218  
 Ontario Library Association, 218  
 Oral history, 78, 220, 420, 447, 452, 472-74  
 Oral History Association, 417  
*Oral History Review*, 206  
 Oregon, 375-76  
 Oregon State Archives, 376  
 Orgain, Marian M., 313  
 Organization of American Historians, 171, 172, 417  
 Organization of American States, 343, 345  
 Organizations, analyses of, 119-30  
 Original order, principle of, 26-32, 33, 34, 38, 271, 372-74  
 O'Toole, James M., *Guide to the Archives of the Archdiocese of Boston*, revd., 482-83  
 Ottawa, Ont., Archives Day, 217-18  
 Ou Mengjue, 407  
 Overman, William D., 274, 275, 291  
 Owen, Thomas M., Sr., 444-45
- P**
- Pacific Garden Mission, 135  
 Pacific Museum of Flight, 283-84  
 Paige Co., ads, 70, 209, 263, 490  
 Painter, Patricia Scollard, 66  
 Palace Museum Archives (China), 225, 392-93  
 Palace of Westminster, 219-20  
 Palacios Preciado, Jorge, 76, 81  
 Palm, Charles G., 56  
 Palmer, John McAuley, 486  
*Pan Am Clipper*, 357  
 Pan-American Institute of Geography and History, 345, 499  
 Paoletta, Leonard S., 353  
 Papenfuse, Edward, 90  
 paper, acid-free, 73, 213-14, 491; ads, 9, 118; conservation of, 46-47, 491-92; for Xerox copiers, 72  
 "The 'Paperless Office': A Case Study of the State Department's Foreign Affairs Information System", by David W. Herschler and William Z. Slany, 142-54  
*Papers of Andrew Jackson*, 93  
*Papers of George Catlett Marshall*, vol. 1, *The Soldier Spirit, December 1880-June 1939*, Larry Bland and Sharon R. Ritenour, eds., revd., 485-86  
*Papers of James Madison*, 335  
*The Papers of William Penn: Volume One, 1644-1679*, Mary Maples Dunn and Richard S. Dunn, eds., revd., 60-61  
 Paperwork Reduction Act, 477  
 Pardo, Thomas, 99  
 Park, Margaret, 55  
 Parker, Brant, 121  
 Park-Hume, Leslie, et al., eds., *Victorian Women*, revd., 57-60  
 Parkman, Francis, 451-52  
 Parsons, Richard, 232, 356  
*Passenger and Immigration Lists Bibliography, 1538-1900: Being a Guide to Published Lists of Arrivals in the United States and Canada*, P. William Filby, ed., noted, 204

- Patent records, 133  
 Paul VI, Pope, 501  
 Peckham, Howard, 37  
 Pederson, Ann, 97  
 Pedley, Avril J.M., 66  
 Pedroza, Antonia, 241, 507  
 Peking-Mukden Railroad, 485  
 Pelham, Henry, 219  
 Penn, Ira, 477  
 Penn, William, *Papers*, revd., 60-61  
 Pennsylvania, 21n  
 Pension claims, 132  
 Pentecostal movement, 140  
 People's Liberation Army (China), 225  
 People's Republic of China, archives in, 224-26, 385-409, 433  
 Perrow, Charles, 126, 129  
 Pershing, John J., 48, 486  
 Personal Information Disposal Schedule, 344  
 Peru, 220, 345  
 Peter I, 438, 440  
 Peterson, Gary, 239  
 Peterson, Thomas, 313  
 Peterson, Trudy Huskamp, 115, 239; "Counting and Accounting: A Speculation on Change in Recordkeeping Practices," 131-34  
 Petrograd Police Dept., 434  
 Pfeiffer, Judith A., 503  
 Philadelphia Center for Early American Studies, 60  
*Philadelphia Naturalization Records, 1789-1880*, P. William Filby, ed., noted, 488  
 Philadelphia Social History Project, 196  
 Philip M. Hamer Award, 93, 102  
 Photofile, ads, 74, 210, 365  
*Photographic History of the Civil War* (Miller), 202-3  
 Photographic Management Information System, 316, 318, 319  
 Photographs, conservation of, 48, 50, 90, 97; copied on Xerox 9500, 212-13; in China, 392; in USSR, 432; of Civil War, 202-3  
 "Photographs in the Business Archives: A Sampler," 320-21  
 "Photographs in a Business Setting: Atlantic Richfield Company," by Mildred Simpson, 315-19  
 Physics, sources for history of, 455-67, 505  
*Pickaxe and Pencil: References for the Study of the WPA*, Margaret D. Bloxom, comp., noted, 487-88  
*H.M.S. Pinafore*, 120  
 Pinkett, Harold T., 6, 506; rev., 193-94  
 Pioneers, and Draper, 446-47, 451, 452  
 Pius XII, Pope, 501  
 Platonov, S.F., 437  
 Plowman, Robert J., rev., 60-61  
 Poindexter, Miles, 194  
 Pokrovskii, M.N., 437  
 Poland, 433  
 Polievktov, M.A., 439  
 Polymer-based film, 232  
 Pope, Russell H., 325  
 Porlier, Jacques, 451  
 Posner, Ernst, 133, 239, 260, 438  
 Potter, Rockwell, 45  
 Powell, Thomas, 20  
 Powers, Sr. M. Felicitas, 93  
 Postles, David, 342, 346  
 Pratt, Trude, 487  
*The Preparation of Inventories*, by Edward E. Hill, rev., 484-85  
 Presbyterian Church, 487  
 Preservation, during processing, 155, 158-59; in China, 389, 392-93, 404, 408; in college archives, 426; of buildings, 11-18; of machine-readable records, 481; of sound recordings, 213; publications on, 66, 356, 488. *See also* Conservation, Deacidification.  
 Presidential libraries, 239  
 Presniakov, A.E., 434, 435  
 Presthus, Robert, 120, 121  
 Price, William S., Jr., 235, 244  
*The Primary Source*, 229  
 Princeton University, admissions policy, 175-87; archives, 181-86; Press, ad, 110  
 Printed material, in archival collections, 375-84  
 Processing, 30, 38, 39, 42, 44, 115, 155-63, 169, 259, 420, 426  
*Processing Manual for the Institute Archives and Special Collections, M.I.T. Libraries*, by Karen T. Lynch and Helen W. Slotkin, revd., 329-30  
 Process Materials Corporation, 73; ads, 9, 118, 322  
 Proctor and Gamble, 275, 278, 282  
 "A Profile of College and University Archives in the United States," by J. Frank Cook and Nicholas C. Burckel, 410-428  
*A Program for Disaster Response in Michigan*, 232  
 Programme de recherche demographie historique, 203  
 Provenance, principle of, 20, 27, 29, 30, 31, 33, 34, 36-37, 38, 41, 165, 166, 167, 168-69, 174, 260, 271, 373  
 Provincial Archives of Alberta, 217  
 Prussia, diplomatic records, 329  
 Prussian State Archives, 28  
 Ptolemy, 350  
 Public Archives Commission, 21-22, 193  
 Public Archives of Canada (PAC), 198, 495; *Acquisitions, 1980-1981*, noted, 337; exhibit, 217; Manuscript Division, 216-17; National Map Collection, 216; Records Management Services Division, 344; Tape Library, 344  
 Public Health Service, 484  
*Public Historian*, 5, 314  
 Public historians, 4-5  
 Public Record Office (Cyprus), 501  
 Public Record Office (Great Britain), 19-20, 76, 329, 345, 346; appraisal policies, 479  
 Public Record Office (Victoria, Australia), 337  
 Pugh, Mary Jo, 383, 512; "The Illusion of Omniscience: Subject Access and the Reference Archivist," 33-44  
 Purafil Corp., 15  
 Purdy, Virginia C., 4, 67, 87, 88, 89, 90, 92, 115, 116, 235, 236, 237, 241, 243, 245, 246, 507

## Q

- Qianlong, 391, 396  
 Qing dynasty, 225, 390, 391, 392-93, 396, 399, 406  
 Qing History Institute, 225, 226  
 Quakers, 60, 487  
 Quantum theory, 456  
 Quanzong, 393  
 Quebec, 203-4, 218-19  
 Quotas, in college admissions, 176-86

## R

- Rachow, Louis A., 338  
 Race relations, 487; discrimination, 176-87, 335  
 Radio Shack computers, 301-2, 307, 309  
 Ramirez Ramirez, Ramon, 499  
 RAMP. *See* UNESCO Records and Archives Management Program.  
 Ray, Frederic E., 203  
 RCA, 282  
 Readex Microprint Corporation, 205  
 Reagan administration, 95, 236, 469-71  
*Reanalyzing Program Evaluations*, Robert F. Boruch et al., eds., noted, 336-37  
 Record Controls, Inc., 67-68  
 Recordkeeping, 115, 131-34  
 Records management, at NARS, 171n, 273, 505-6; comptroller general on, 477-79; in archival theory, 23, 165, 166, 170-71, 174, 260, 481; in business archives, 197; in college archives, 420-22, 426; in Great Britain, 341-42; in USSR, 431; publications, 67-68, 69; standard terms for, 86  
*Records Management*, by Mina Marie Johnson and Norman F. Kallaus, revd., 479-80  
*Records Management Quarterly*, 477  
*Records Management Standards*, 344  
*Records of Baltimore's Private Organizations: A Guide to Archival Resources*, John Guertler and Adele Newburger, eds., revd., 61-62  
 Records Retention Timetable, 73  
 Reference service, 33-44, 382-83, 389; for machine-readable archives, 153-54; in China, 389-90, 394-95, 396, 400-1, 403-4; in college archives, 422, 426  
 Registraturprinzip, 21  
*Register to the Papers of Henry Bascom Collins*, noted, 488  
*Les Registres Paroissiaux au Québec avant 1800*, by André LaRose, noted, 203-4  
 Rehabilitation Act of 1973, 14  
 Reingold, Nathan, and Ida H. Reingold, eds., *Science in America*, noted, 335-36  
 Religious archives, 217, 229, 432, 482-83, 487, 501-2  
 Religious discrimination, in college admissions, 175-87  
 Religious experience, records of, 135-41  
 Remsen, Lydia, 447, 450  
 Remsen, Peter, 447, 450  
 Renmin University, 225, 226, 392  
 Renze, Dolores C., 371  
 Republican Party (Italy), 222  
 Republic of China, 225  
 Research Libraries Group, 54-55, 242, 493  
 Research Libraries Information Network (RLIN), 54, 55, 166, 167  
 Respect des fonds, 20  
*Resources of American Music History: A Directory of Source Materials from Colonial Times to World War II*, by D.W. Krummel et al., revd., 198-99  
*The Retention Book: Retention and Preservation of Records with Destruction Schedules*, noted, 67-68  
 Révue historique, 329  
 RHC-Spacemaster, ads, 82, 234, 364  
 Rhoads, James B., 193, 235, 500  
 Rhode Island, 96  
 Ricks, Artel, 501  
 Rideau Centre (Ottawa), 217-18  
 Rinhart, Floyd, and Marion Rinhart, *The American Daguerreotype*, revd., 333-34  
 Rio Grande depot, 11, 17, 18  
 Risser, Herbert E., Jr., 505  
 Risteen, Deborah, 3, 94, 99, 236, 241, 245  
 Ristow, Walter W., 62, 63  
 Ritenour, Sharon R., and Larry I. Bland, *The Papers of George Catlett Marshall*, vol. 1, revd., 485-86  
 Ritzenhaler, Mary Lynn, 99, 320  
*Riverina Archive News*, 343-44  
 Riverina College Archives and Records Service, 343-44  
 RLIN. *See* Research Libraries Information Network.  
 Robbin, Alice, 480  
 Roberge, Michel, 219  
 Rochambeau, 336  
 Rockefeller family archives, 278  
 Rockwell International, 71  
 Roe, Kathleen, *Teaching with Historical Records*, revd., 332  
 Roho movement, 136, 137, 140  
 Roman Catholic church, 85, 482-83, 487, 501-2  
 Romania, 433  
 Roosevelt, Eleanor, 486-87  
 Roosevelt, Franklin D., 487  
 Roosevelt, Franklin D., Jr., 486  
 Rowland, James, 189-90  
*Rowland v. Burton*, 189  
 Royal Canadian Mounted Police, 344  
 Rozenkampf, Baron Gustav, 439  
 Rundell, Walter, Jr., 103, 235; on Holmes, 248-50  
 Russell, Ann, "Northeast Document Conservation Center: A Case Study in Cooperative Conservation," 45-52  
 Russian Historical Society, 435  
 Russo-Japanese War, 485  
 Rutland, Robert A., *James Madison and the Search for Nationhood*, noted, 335  
 Ruwell, Mary Elizabeth, 243  
 Ryan, Mary, *Womanhood in America*, 57

## S

- SAA Acquisition PAG, 93  
 SAA Administration of Photographic Collections Program, 320

- SAA Archival Security Program, 97, 99, 101  
 SAA Auditing Committee, 235, 239-40  
 SAA Aural and Graphic Records PAG, 93  
 SAA Automated Records Task Force, 237  
 SAA Awards Committee, 235  
 SAA Basic Archival Conservation Program, 97, 99, 320  
 SAA Basic Archival Workshop Program, 99, 101  
 SAA *Basic Manual Series*, 90, 172, 194. *See also* specific titles.  
 SAA Business Archives Committee/PAG, 69, 84, 93, 197, 244, 268, 270, 274, 275, 277, 285  
 SAA College and University Archives PAG, 93, 99, 410-12  
 SAA Committee for the 1970s, 94, 99  
 SAA Conservation PAG, 93  
 SAA Conservation Project Advisory Committee, 89  
 SAA Constitutional Revision Task Force, 91, 235, 240, 245, 512-13  
 SAA Council, 3, 53, 55, 94, 95, 97, 98, 99, 101, 102, 103, 240, 264, 269; minutes, 87-92, 235-39, 241-47, 507-13  
 SAA Description PAG, 93  
 SAA Distinguished Service Award, 93  
 SAA Editorial Board, 88, 98, 99, 235, 243, 507-10  
 SAA Education and Professional Development Committee, 87, 99, 238, 244  
 SAA Executive Committee, 87, 88, 90, 99, 235, 236, 237, 238, 243, 244, 513  
 SAA Finding Aids Committee, 39-40, 42, 173n  
 SAA Fund Raising Committee, 235  
 SAA Government Records PAG, 93  
 SAA Institutional Evaluation Task Force, 90, 96, 101, 238, 243, 512  
 SAA International Archival Affairs Committee, 80, 235  
 SAA Local Arrangements Committee, 94, 99, 238, 242-43  
 SAA Manuscript Repositories PAG, 93  
 SAA minorities committees, 87, 236, 239, 241, 244  
 SAA Museum Archives Task Force, 88, 98  
 SAA National Information Systems Task Force, 53-56, 88, 89, 96, 98, 99, 101, 154, 167n, 172, 173n, 239, 242, 301, 309, 310, 511  
 SAA *Newsletter*, 53, 89, 173, 238, 240, 243, 511, 512  
 SAA Nominating Committee, 239  
 SAA Oral History PAG, 91, 93, 98  
 SAA Planning Task Force, 90, 238, 247, 512  
 SAA Professional Standards Committee, 244  
 SAA Program Committee, 88, 90, 94, 99, 238  
 SAA Reference, Access, and Outreach PAG, 93, 240  
 SAA Regional Archival Activity Committee, 235  
 SAA Resolutions Committee, 512  
 SAA Standard Reporting Practices, 96, 238, 512  
 SAA Status of Women Committee, 235  
 SAA Theme Collections PAG, 91, 93  
 Sabah, 78  
 Sahli, Nancy A., 56  
 St. Bernard Parish Inventory, 334  
 St. Cloud State University Archives, 190, 192  
 St. Louis Exposition, 122  
 St. Petersburg Archaeological Institute, 436  
 Salvation Army Archives and Research Center, 232-33  
 Samokvasov, D. Ia., 437  
 Sampling, 17, 475, 500  
 Sanborn Map Co., 62-63  
 Sand, George, 59  
 San Francisco, Calif., printers for Nevada, 381n  
 San Juan, Argentina, archives survey, 497-98  
 San Remo, Italy, 222  
 Santiago, Chile, 499  
 Sarawak, 78  
 Saretzky, Gary, 268  
 Sarsar, David, 213  
 Saur Verlag, 499  
 Sauthier, Claude Joseph, 336  
 Saxon, Gerald D., and Alan S. Mason, "The Dallas Mayors Oral History and Records Project: A Program of Institutional Cooperation," 472-74  
 Schaadt, Robert L., rev., 199-201  
 Schauble, Jeanne, rev., 486-87  
 Schellenberg, T.R., 6, 28, 30, 31, 34, 36, 39, 41-42, 43, 260  
 Schewe, Donald, 85  
 Schewe, Mrs. Donald, 85  
 Schlawe, Fritz, 456  
 Schlesinger Library, 67  
 Schneider, Burkhardt, 501  
 Schoerner, Otto Frederick, 136, 137, 139, 140  
 School of Library and Informational Sciences, University of Missouri—Columbia, 513  
 Schumpeter, Joseph, 123  
 Schwartz, Carole, 88  
 Science, sources for history of physics, 455-67. *See also* specific fields.  
 Science fiction, 338  
*Science in America*, Nathan Reingold and Ida H. Reingold, eds. noted, 335-36  
 Scofield, Stewart, 455  
 Scott, Gloria, 504  
 Scott, P.J., 373  
 Seagram County Court House Archives, 231  
 Sears Roebuck, 275, 278, 355  
 Second Historical Archives, Nanjing, 225, 385, 400-1  
 Second World Records Conference, 405  
 Security, 97, 422-24  
 Seeley G. Mudd Manuscript Library (Princeton), 182  
 Segall, Aryeh, ed., *Guide to Jewish Archives*, 337  
 Seismic areas, archives in, 16, 17  
*A Select Bibliography on Business Archives and Records Management*, Karen M. Benedict, ed., 265, 269, 285, 312; noted, 69; revd., 197-98  
*The Self-Instruction Manual for Filing Catalog Cards*, by Diane Foxhill Carothers, noted, 68  
 Sellers, John R., 336  
 Seneca Falls Declaration, 59  
 Settanni, Joseph Andrew, ltr., 6  
 Seymour, Charles, 182  
 Seymour, William J., 140  
 Shandong Provincial Archives, 385, 399  
 Shang dynasty records, 226

- Shanghai Communist Party, 402  
 Shanghai Municipal Archives, 385, 389, 391, 402-5  
 Shapiro, Stanley, 205  
 Shelving, 341  
 Sheppard, Morris, 194  
 Shi Lin, 386, 405  
 Shi Xuancen, 400-1  
 Shmidt, Sigurd Ottovich, 430  
 Shuman, D. Robert, and Anthony Andreoli, *The Guide to Unclaimed Property and Escheat Laws*, noted, 204  
 Shuster, Robert, 115; "Documenting the Spirit," 135-41  
 Sidwell Friends School, 233  
 Silas, 203  
*Silver Age*, 378  
 Simpson, Mildred, 266; "Photographs in a Business Setting: Atlantic Richfield Company," 315-19  
*Sistema Nacional de Archivos Informacion Interna*, 223  
 SITES, 65  
 Skelton, Red, 216  
 Sklar, Kathryn Kish, *Catherine Beecher*, 57  
 Slany, William Z., 115; and David H. Herschler, "The 'Paperless Office': A Case Study of the State Department's Foreign Affairs Information System," 142-54  
 Slavery, 37, 487  
*Slaves Without Masters* (Berlin), 190  
 Slavic studies, 329  
 Slotkin, Helen W., 90, 93, 115, 116; and Karen T. Lynch, "An Analysis of Processing Procedures: The Adaptable Approach," 155-63; *Processing Manual*, revd., 329-30  
 Smith, Colin, ltr., 372-74  
 Smith, Christina Rudy, rev., 65  
 Smith, David R., 265, 291, 313; "An Historical Look at Business Archives," 273-78  
 Smith, George David, 265, 292, 294, 314; "Dusting Off the Cobwebs: Turning the Business Archives into a Managerial Tool," 289-90  
 Smith, H. Alexander, 183  
 Smith, James Morton, on Cappon, 105-8  
 Smith, Merrily A., 73; comp., *Matting and Hinging Works of Art on Paper*, noted, 488  
 Smith, Richard D., 494-96  
 Smith, Timothy, 138  
 Smith College, 67  
 Smithsonian Institution, 65, 93, 206, 241, 484, 488  
 Smith Report (New Zealand), 223, 224  
 Sobel, Robert, 95  
 Social Credit Political League, 224  
 Socielist Academy, 437  
 Society for the Study of Architecture in Canada, 498  
 Society of American Archivists (SAA), access standards, 296, 297; ads, 56, 111, 214, 253, 254, 342, 352, 362, 368; and archival education, 172-73; and NARS, 235, 245-46; annual meetings, (1981, Berkeley) 92-94, 224, 239-41, (1982, Boston) 88, (future) 511; archives, 238, 244; awards, 93-94, 235; budget, 91, 511, 513; business archives workshops, 269, 285; business meeting, 239-41; 512; constitution and bylaws, 91, 98, 507-10, 512-13; editorial policies, 507-10; executive director's report, 88-89, 94-99, 101, 102, 103, 236, 237, 241-42; Fellows, 93; guidelines for business archives, 270-72, 285; history, 22n, 94-95, 273, 274, 275, 371-72; officers, 10, 239; professional affinity groups, 93, 97, 238, 510, 511 (*see also* specific PAGs, below); publications, 26, 35, 69, 88, 90, 97, 98, 195, 252, 366, 507-11; standing committees, 511 (*see also* specific committees below); study tour to China, 89, 93, 385-409; task forces, 511, 512 (*see also* specific task forces, below); treasurer's report, 88, 99-104, 239, 240; workshops, 90, 92, 97, 98, 99, 101, 269-285  
 Society of Archivists, 341-42, 346, 347  
 Society of California Archivists, 354, 504  
 Society of Chinese Archivists, 226  
 Society of Friends, 487  
 Sociology, as aid to appraisal, 119-30  
 Soergel, Dagobert, 168  
 Soil Conservation Service, 484  
*Solid State Newsletter*, 505  
 Song Jingling, 403  
 Sotheby Parke Bernet, 220  
 Sound recordings, 83, 220, 215-16, 392; preservation of, 213  
 Southern Christian Leadership Conference, 85  
 Southern Illinois University, 212  
 South Carolina, 21n  
 Soviet Union, archival theory and practices, 429-43; records in Western Europe, 328-29; repositories, 327-28  
 Space exploration, 471  
 Spain, 471  
 Spanish Civil War, 220  
*Special Collections* (Washington University School of Medicine), noted, 205-6  
 Special Libraries Association, 212, 330, 493  
 Spellman, John, 201  
 SPINDEX, 167, 199-200  
 "SPINDEX in a University Archives," by Marie K. Elsen, 190-92  
 Staats, Elmer, *Federal Records Management: A History of Neglect*, revd., 477-79  
 STAIRS, 316-18  
 Standard Oil Co., 99  
 Standards of archival practice, 470  
 Stanford University Library, 492  
 Stanton, Edwin M., 59  
 Stark, Lawrence R., and Timothy E. Eckert, eds., *Historical Records of Washington State*, revd., 199-201  
 Starting an Archives Workshop, 90, 92, 97, 98  
 State Archival Fond, 431, 432  
 State Archives Bureau (China), 93, 224-26, 386-89, 391, 395, 396, 397, 398, 399-400, 402, 403, 405  
 State Historical Society of Wisconsin, 64, 260, 446; machine-readable records project, 480-82  
 Steadman, Lawrence E., 314  
 Stearns Salt and Lumber Co., 7  
 Steiner, Dale R., *Historical Journals: A Handbook for Writers and Reviewers*, noted, 206

Sterling Memorial Library (Yale), 159n, 182  
 Stevens, Michael, 40  
 Stiber, Michael T., and Anita L. Karg, comps.,  
*Guide to the Botanical Records and Papers in  
 the Archives of the Hunt Institute*, noted, 336  
 Stickler, Rt. Rev. Alfonso, 350  
 Stielow, Frederick J., 240  
 Stout, George, 52  
 Student Nonviolent Coordinating Committee, 85  
 Subject access, 33-44, 165-69, 191, 316  
 Suelflow, August R., 230  
 Sullivan, Sir Arthur, 120  
 Sullivan, Larry E., and Richard J. Cox, eds., *A  
 Guide to the Research Collections of the  
 Maryland Historical Society*, noted, 66  
 Sunday, Billy, 135-36, 137, 139, 141  
 Sun Oil Co., 282  
 Sun Yat-sen, 400  
 Sun Yat-sen, Madame, 391, 403  
 Sweden, archival practices, 438  
 Sweig, Donald M., 37  
 Sylvester, Ga., courthouse fire, 504  
 Synnott, Marcia G., 115-116; "*The Half-Opened  
 Door: Researching Admissions Discrimination  
 at Harvard, Yale, and Princeton*," 175-87

**T**

Taiwan, 226, 391  
 Tang dynasty, 226  
 Tannodi, Aurelio, 348  
 Tao Zhu, 407  
 Tape recordings. *See* sound recordings.  
 Task Force on Newspaper Bibliography and Pres-  
 ervation, 205  
 Taxes, and historic buildings, 13  
 Taylor, Hugh, 123n  
*Teaching with Historical Records*, by Kathleen  
 Roe, revd., 332  
 Tel Aviv University, 78  
 Tennessee Historical Society, 446  
 Territories, U.S., printing history in, 375-380  
 Texaco, 278, 282  
 Texas State Archives, 506  
 Texas State Library, 506  
*Theatre and Performing Arts Collection*, noted,  
 337-38  
 Theatre Library Association, 338  
 Thesaurus, in automated systems, 150, 167, 191,  
 242, 317-18  
*The Third Wave* (Toffler), 268  
 Thomas, John Charles, 216  
 Thomas and Case, eds., *New Guide to Diplo-  
 matic Archives of Western Europe*, 329  
 Thompson, Brent G., rev., 194-95  
 Thwaites, Reuben Gold, 444, 449, 451, 452, 453  
 Time, Inc., 275, 278  
 Tingley, Elizabeth, and Donald T. Tingley, eds.,  
*Women and Feminism in America*, noted, 67  
 Tinker Foundation, 101  
 Toffler, Alvin, 268  
 Toronto, Ont., 93  
 Toronto Area Archivists Group, 218

"Toward National Archival Priorities: A Suggest-  
 ed Basis for Discussion," by Richard C. Berner,  
 164-74  
 "Toward National Information Systems for Ar-  
 chives and Manuscript Repositories," by David  
 Bearman, 53-56  
 Toynbee, Arnold, 138  
*Tracing the History of the Baltimore Structure*,  
 by Richard Cox, revd., 61-62  
 Treaty of Aix-la-Chapelle, 219  
 Treaty of Versailles (1919), 64  
 Tremblay, Raymond, 344  
*Trends in History*, 84  
 Tribal archives. *See* Consortium on Native Ameri-  
 can Archives.  
 Trotter, Mel, 135, 137, 140  
 Truman, Harry S, 178  
 Tuinaceva, Setareki, 348  
 Turner, Robert W.S., 227-28  
 Tuskegee Institute, 122  
 Twain, Mark, 378n

## U

Ultraviolet light filter, 211-12  
 Underwood, Joseph Rogers, 447  
*Union List of Sanborn Fire Insurance Maps Held  
 by Institutions in the United States and Canada*,  
 63  
 Union of Archival Specialists, 435, 439  
 Unitarian-Universalist Church, 487  
 United Artists, 260  
 UNESCO, 345, 347, 348; publications, 499n, 500;  
 Records and Archives Management Program,  
 227, 500, 501  
 United Negro College Fund, 506  
 U.S. Armed Forces Radio Service, 215-16  
 U.S. Army, 338, 485-86, 487  
 U.S. Census Bureau, 133  
 U.S. Congress, 83-84, 376, 483-84  
 U.S. Circuit Court for the District of Nevada, 380  
 U.S. Constitution, 513  
 U.S. Court of Claims, 484  
 U.S. Customs Service, 37  
 U.S. District Court for the District of Columbia,  
 475-77  
 U.S. Environmental Protection Agency, 15, 71  
 U.S. Forest Service, 484  
 U.S. General Accounting Office, 142  
 U.S. Interior Department, 13, 376, 483  
 U.S. Marine Corps, 68  
 U.S. Naval Establishment, 338  
 U.S. Postal Service, 242  
 U.S. State Department, Foreign Affairs Informa-  
 tion System, 142-54; Historical Office, 149; and  
 U.S. Territories, 376-77; declassification, 505  
 U.S. Surgeon General's Office, pension claims,  
 132  
 U.S. Treasury Department, and U.S. Territories,  
 376-78  
 U.S. War Department, 132, 338, 483  
 United Technologies, 282  
 Universal Film Manufacturing Co., 63



Universidad de Santo Tomás, 219  
 Universidad Nacional Autónoma de México, 348  
 University archives, 76, 175-87, 190-92, 410-28  
 University of California, 371  
 University of California, Berkeley, Office for  
   History of Science and Technology, 455  
 University of California, Los Angeles, 276  
 University of Chicago, 494, 495  
 University of Liverpool, 357-58  
 University of Maryland, 195  
 University of Montreal, 203  
 University of Nevada Library, 382  
 University of New South Wales, 76  
 University of North Carolina, 93  
 University of Pennsylvania, 504; Philadelphia  
   Center for Early American Studies, 60  
 University of the South, 86  
 University of Southampton, 345  
 University of Sydney, 216  
 University of Vermont, 206  
 University of Wisconsin, Data and Program Li-  
   brary Service, 480-82  
 University of Wisconsin System Archives Council,  
   232  
 University of Zimbabwe, 228  
 Urban history, 62-63  
 Usability, principle of, 27, 31-32, 156, 157, 259-  
   60, 372-73  
 Use statistics, 39, 271, 422  
 Utah, 96, 357, 379  
 Utah Foundation, 216  
 Utah State Building Board, 16, 17  
 Utah State Historical Society, 11-18, 261, 262

## V

Valdés Oliva, Arturo, 348  
 Van Camp, Anne, 266; "Access Policies for Cor-  
   porate Archives," 296-98  
 Van Ee, Patricia Molen, 336  
 Van Laar, Evert, 227  
 Van Tyne, Claude H., 193  
 Vatican Book Publishing House, 501, 502  
 Vatican Library, 350  
 Vazquez, Manuel, 75, 215  
 Veblen, Oswald, 336  
 Venezia, 221  
 Ventimiglia, 222  
 Vexillologists, 217  
 Victoria and Albert Museum, 346  
*Victorian Women: A Documentary Account of  
   Women's Lives in Nineteenth Century England,  
   France, and the United States*, Erna Olafson  
   Hellerstein, Leslie Park-Hume, and Karen M.  
   Offen, eds., revd., 57-60  
*Vieux Carré Survey*, by Florence M. Jumonville,  
   noted, 488  
 Virginia, maps of, 336  
 Virginia Historical Society, 446  
 Virginia Military Institute, 485  
 Virginia State Library, 487  
 Vital statistics, 400, 505  
 Von Neumann, John, 336

## W

Walch, Victoria Irons, 93; rev., 480-82  
 Waldo Gifford Leland Prize, 93, 101  
 Wallace, Carolyn A., 93  
 Walt Disney Productions, 276, 278, 284-85, 312,  
   313, 355  
 Walther, C.F.W., 230  
 Wang Jingwei, 400  
 Wang minicomputers, 302  
 Warner, Robert M., 27, 42, 171, 235, 259, 411  
 Washington, Booker T., 122  
 Washington, 375; guide to records, 199-201  
 Washington State Historical Records Advisory  
   Board, 200, 201  
 Washington University (St. Louis) School of  
   Medicine, *Special Collections*, noted, 205-6  
 Waters, Peter, 73  
 Weber, Max, 121-25, 126, 127, 131n, 134  
 Weibull, Gustaf, 28  
 Weiher, Claudine J., 398, 405  
 Wei Qing-yuan, 226  
 Wei T'o Associates, 494-96  
 Weldon, Edward, 87, 88, 89, 90-91, 94, 235, 236,  
   237, 239, 241, 242, 244, 245, 246, 507, 512;  
   biography, 10  
 Wellington, Duke of, 345  
 Wells Fargo Bank, 276, 278, 289, 355  
 Welter, Barbara, 57  
 West, Benjamin, 84  
 Western Electric Co., Hawthorne studies, 125-26  
 Western Conservation Congress, 357  
 Western history, and Draper, 444-54  
 Westfall, Gloria, rev., 201-2  
 West Virginia, 21n  
 Weyerhaeuser, 276, 278, 282, 355  
 "What, Then, Is There To Theorize About?" by  
   Lester J. Cappon, 19-25  
 Wheaton, Bruce R., "A Computer Database Sys-  
   tem to Store and Display Archival Data on Cor-  
   respondence of Historical Significance," 455-67  
 White, Hugh L., 447  
 Whitman, Walt, 84  
 Whitson, Helene, 94, 99, 242  
 Whittlesey, Elisha, 377  
 Widener Library (Harvard), 182  
 Wiener, Norbert, 162  
 Wiener Library, 78  
 Wiley, Bell I., 202, 203  
 Williams, John, 211  
 Williams, Paula, 241  
 Williams, Richmond, ltr., 260  
 Williams, T. Harry, 203  
 Wilson, Sir Duncan, 477-79  
 Wilson, Dwight, 411  
 Wilson, Ian, 93  
 Wilson, Woodrow, 183, 184  
 Wilson Report, 345  
 Wilsted, Thomas, 240  
 Winn, J. Karyl, 240  
 Winter, Georg, 28, 30  
 Winthrop College Archives and Special Collec-  
   tions, 357-58

Wisconsin, machine-readable public records, 480-82  
 Wisconsin Historical Records Survey, 334  
 Wisconsin Historical Society, 444, 445, 446, 449, 450-54  
 Wisconsin Pioneers Association, 452  
 Witteborg, Lothar P., *Good Show!*, revd., 65  
 "Wizard of Id," 121  
 Woadden, Robert, 93  
*Womanhood in America* (Ryan), 57  
*Women and Feminism in American History: A Guide to Information Sources*, Elizabeth Tingley and Donald T. Tingley, eds., noted, 67  
 Women's history, 57-60, 67, 68, 487  
*Women's History Sources* (Hinding), 35, 57, 67  
 Wood, Charles Anthony, comp., *Marine Corps Personal Papers Collection Catalog*, noted, 68  
 Wood, Conrad, 220  
 Wood, Cyrus, 452  
 Wood, James L., 493  
*Working with History: The Historical Records Survey in Louisiana and the Nation, 1936-1942*, by Burl Noggle, revd., 334-335  
 Work Projects Administration, 201, 334, 376, 487, 488  
 World War I, 431, 485  
 World War II, 338, 501-2  
 Worth County, Ga., courthouse fire, 504  
 Wortman, Paul M., 336  
 Wyffels, Carlos, 221  
 Wyoming, 21n, 379

## X

Xerox Corp., 72, 212-13, 302  
 Xia dynasty, 396

## Y

Yale University, 86; admissions policy, 175-87; library, 159n, 176, 179-86, 492  
 Yalom, Marilyn, 60  
 Ye Jianying, 407  
 Yin Guomei, 386, 406n  
 Young, Laura S., *Bookbinding and Conservation by Hand*, noted, 204-5  
*Youth and Nation Magazine*, 355  
 Yuan, T.L., 395  
 Yugoslavia, 433

## Z

Zentrales Staatsarchiv (G.D.R.), 329  
 Zhang Chaoxian, 405  
 Zhang Tailei, 403  
 Zhang Tianming, 80, 93, 224-26, 386, 392, 396  
 Zheng Shizong, 402  
 Zhong Chao, 399  
 Zhou Enlai, 405  
 Ziemer, Linda, 99  
*Zimbabwe Epic*, 228  
 Zimmerman, Charley, 262

## **Two New Reference Works from HOOVER INSTITUTION PRESS**

---

### **Herbert Hoover: A Register of His Papers in the Hoover Institution Archives**

Elena S. Danielson and Charles G. Palm, compilers

Materials which document Mr. Hoover's relief activities during and after World Wars I and II, his political and personal philosophy, and his post-presidential career are among the over 278,000 items which are indexed in this unique new reference work.

\$19.95 Cloth ISBN: 0-8179-2631-3

### **Guide to the Hanna Collection and Related Archival Materials at the Hoover Institution on War, Revolution and Peace on the Role of Education in Twentieth Century Society**

Fakhreddin Moussavi, compiler

Arranged in alphabetical order by donor's name, over 600 archival and manuscript collections relating wholly or in part to education are described and indexed in this new reference work.

\$19.95 Cloth ISBN: 0-8179-2641-0

---

Available from your library wholesaler or order directly from:

**Hoover Institution Press • Dept. 8123  
Stanford University • Stanford CA 94305**

**1-800-227-1991 inside CA: (415) 497-3373**

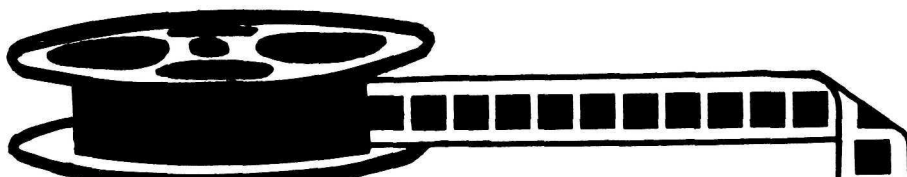


# The White House Fellowships



A unique opportunity  
for outstanding Americans  
early in their careers to  
work for a year at  
the highest levels of  
the Federal Government

For more information:  
The President's Commission on  
White House Fellowships  
712 Jackson Place, N.W.  
Washington, D.C. 20503  
(202) 395-4522



## The American Archivist on Microfilm

All back issues from 1939-1979 on 12 rolls of 35 mm microfilm.  
\$25 per roll, \$250 set of 12 rolls, SAA members. \$32 per roll,  
\$325 set of 12 rolls, others.

Roll 1:	Vol. 1 (1938) - Vol. 5 (1942)
Roll 2:	Vol. 6 (1943) - Vol. 9 (1946)
Roll 3:	Vol. 10 (1947) - Vol. 12 (1949)
Roll 4:	Vol. 13 (1950) - Vol. 16 (1953)
Roll 5:	Vol. 17 (1954) - Vol. 20 (1957)
Roll 6:	Vol. 21 (1958) - Vol. 24 (1961)
Roll 7:	Vol. 25 (1962) - Vol. 27 (1964)
Roll 8:	Vol. 28 (1965) - Vol. 29 (1966)
Roll 9:	Vol. 30 (1967) - Vol. 33 (1970)
Roll 10:	Vol. 34 (1971) - Vol. 37 (1974)
Roll 11:	Vol. 38 (1975) - Vol. 39 (1976)
Roll 12:	Vol. 40 (1977) - Vol. 42 (1979)

Order from the Society of American Archivists, 330 S. Wells,  
Suite 810, Chicago, IL 60606.

# The American Archivist

Volume 45  
1982

## The American Archivist

Frank H. Mackaman, *Editor, Winter issue*  
Eva S. Moseley, *Editor, Spring issue*  
Harold P. Anderson, *Editor, Summer issue*  
J.R.K. Kantor, *Editor, Fall issue*  
Deborah Risteen, *Managing Editor*

## DEPARTMENT EDITORS

Christopher Beam, *Shorter Features*  
Ben DeWhitt, *Technical Notes*  
F.L. Eaton, *News Notes*  
Brenda Beasley Kepley, *Reviews*

Ronald J. Plavchan, *International Scene*  
Mary Elizabeth Ruwell, *Reviews*  
Thomas E. Weir, Jr., *News Notes*

## EDITORIAL BOARD

Edmund Berkeley, Jr., *chair*  
Francis X. Blouin, Jr.  
C.F.W. Coker  
J. Frank Cook

Mabel E. Deutrich  
J.R.K. Kantor  
James B. Rhoads  
Hugh A. Taylor

## Society of American Archivists

PRESIDENT Edward Weldon  
VICE PRESIDENT J. Frank Cook  
TREASURER Paul H. McCarthy  
EXECUTIVE DIRECTOR Ann Morgan Campbell

## COUNCIL MEMBERS

Lynn A. Bonfield  
Shonnie Finnegan  
Meyer H. Fishbein  
Robert S. Gordon

Sue E. Holbert  
William L. Joyce  
Richard H. Lytle  
Virginia C. Purdy



Published Quarterly by  
The Society of American Archivists

**Contents of Volume 45**

*Articles*

Adaptive Reuse of Old Buildings <i>Jay Haymond</i>	11
What, Then, Is There To Theorize About? <i>Lester J. Cappon</i>	19
Disrespecting Original Order <i>Frank Boles</i>	26
The Illusion of Omniscience: Subject Access and the Reference Archivist <i>Mary Jo Pugh</i>	33
Northeast Document Conservation Center: A Case Study in Cooperative Conservation <i>Ann Russell</i>	45
Toward National Information Systems for Archives and Manuscript Repositories <i>David Bearman</i>	53
Max Weber and the Analysis of Modern Bureaucratic Organization: Notes Toward a Theory of Appraisal <i>Michael A. Lutzker</i>	119
Counting and Accounting: A Speculation on Change in Recordkeeping Practices <i>Trudy Huskamp Peterson</i>	131
Documenting the Spirit <i>Robert Shuster</i>	135
The “Paperless Office”: A Case Study of the State Department’s Foreign Affairs Information System <i>David H. Hershcler and William Z. Slany</i>	142
An Analysis of Processing Procedures: The Adaptable Approach <i>Helen W. Slotkin and Karen T. Lynch</i>	155
Toward National Archival Priorities: A Suggested Basis for Discussion <i>Richard C. Berner</i>	164
<i>The Half-Opened Door</i> : Researching Admissions Discrimination at Harvard, Yale, and Princeton <i>Marcia G. Synnott</i>	175
The Evidential Value of Nontextual Records: An Early Precedent <i>Meyer H. Fishbein</i>	189
SPINDEX in a University Archives <i>Marie K. Elsen</i>	190
Business Archives: A Corporate Asset <i>Harold P. Anderson</i>	264
Business Archives Guidelines <i>Linda Edgerly</i>	267



An Historical Look at Business Archives <i>David R. Smith</i>	273
Corporate Archives Today <i>Douglas A. Bakken</i>	279
Dusting Off the Cobwebs: Turning the Business Archives into a Managerial Tool <i>George David Smith</i>	287
Commentary I <i>Philip F. Mooney</i>	291
Commentary II <i>Deborah S. Gardner</i>	293
Access Policies for Corporate Archives <i>Anne Van Camp</i>	296
Microcomputer Archives and Records Management Systems: Guidelines for Future Development <i>Richard M. Kesner</i>	299
Business Archives Literature <i>Karen Benedict</i>	312
Photographs in a Business Setting: Atlantic Richfield Company <i>Mildred Simpson</i>	315
The American Brass Company: A Case Study of the Disposition of Business Records <i>Lynn A. Bonfield and Karen R. Lewis</i>	323
The Beast in the Bathtub, and Other Archival Laments <i>Robert D. Armstrong</i>	375
Archives in the People's Republic of China <i>William W. Moss</i>	385
A Profile of College and University Archives in the United States <i>Nicholas C. Burckel and J. Frank Cook</i>	410
Lenin's Archival Decree: The Bolshevik Legacy for Soviet Archival Theory and Practice <i>Patricia Kennedy Grimsted</i>	429
Lyman Copeland Draper: An Archivist's Reappraisal <i>Carolyn J. Mattern</i>	444
A Computer Database System to Store and Display Archival Data on Correspondence of Historical Significance <i>Bruce R. Wheaton</i>	455
Federal Funds for Archives: A View from NEH <i>Margaret S. Child</i>	469
The Dallas Mayors Oral History and Records Project: A Program of Institutional Cooperation <i>Alan S. Mason and Gerald D. Saxon</i>	472

***Departments***

The Forum	3, 115, 259, 371
Shorter Features	53, 189, 323, 469
Reviews	57, 193, 327, 475
Technical Notes	71, 211, 341, 491
The International Scene	75, 215, 343, 497
News Notes	83, 229, 353, 503
Society of American Archivists	87, 235, 507

## THE *AMERICAN ARCHIVIST*: EDITORIAL POLICY

The *American Archivist* is the quarterly journal of the Society of American Archivists. In its articles it seeks to reflect the thinking of archivists about trends and major issues in archival philosophy and theory and about the evolution of the archival profession in North America. Its departments are intended to document developments and events relating to archival practice here and abroad.

Society members and those who share the professional interests of the Society are invited to submit manuscripts for consideration. For publication as full length articles, analytical and critical expositions based on original research about subjects of broad interest are preferred. Accounts of innovative methods or techniques are appropriate for the Shorter Features department. Suggestions for submissions to News Notes appear under the department heading. Illustrations are welcome and encouraged in all parts of the journal.

Letters to the editor are welcome when they include pertinent and constructive comments or criticisms of materials recently published in the *American Archivist* or observations on other topics of interest to the profession. They should not exceed 400 words. They will be printed in The Forum with minimal editing. Book reviews will also be printed as received, with minimal editing primarily to conform to our style manual.

### *Procedures*

Manuscripts received by the editor are submitted (without the author's name) to qualified readers for objective appraisal. Upon receiving the readers' reports, the editor informs the author whether the article is accepted, rejected, or returned with suggestions for revision. An edited copy of an accepted manuscript will be sent to the author. Authors who object to any of the editing should notify the editor promptly. One set of galley proofs will be sent to the author for correction of printer's errors only. No changes in the text will be made on galleys, except those changes already in the edited manuscript.

Ten tear-sheets of each paper published will be provided to the author without charge. Additional reprints may be ordered with a form sent to the author with his galley proofs.

### *Manuscript Requirements*

Manuscripts should be submitted in English, typed double-spaced throughout (including footnotes at the end of the text) on white bond paper 8½ x 11 inches in size. If possible, three copies of the manuscript should be submitted. All pages should be numbered. *The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript.* Full-length articles should not exceed 5,000 words; those submitted to Shorter Features should not exceed 1,000 words.

Photographs should be 8 by 10 inch glossy prints. Other illustrations should be professionally drawn to a scale about twice the size of the final copy to be printed. Illustrations furnished by authors will be returned to them on request.

Editors of the *American Archivist* use the University of Chicago *Manual of Style*, 12th edition, as the standard for style, including footnote format, and *Webster's New International Dictionary of the English Language*, 3d edition (G. & C. Merriam Co.) for spelling and punctuation. Authors' variations from these standards should be minimal and purposeful.

Terms having special meanings for members of the profession should conform to the definitions in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," *American Archivist* 37 (July 1974):415-33. Copies of this glossary are available for \$2 each from the Executive Director, SAA, Suite 810, 330 S. Wells St., Chicago, IL 60606.

## Publications from the Society of American Archivists

The publications program of the Society of American Archivists has grown continually since the Society's founding in 1936. SAA's publications cover a wide range of topics in archives, from basic archival functions to advanced archival theory. The Society also distributes many archives-related publications of other publishers. Discount prices on all publications from the Society are available to SAA members. A complete publications list may be requested from SAA headquarters, 330 S. Wells St., Suite 810, Chicago, IL 60606.

### Basic Manual Series I

*Archives & Manuscripts: Appraisal & Accessioning*, Maynard J. Brichford  
*Archives & Manuscripts: Arrangement & Description*, David B. Gracy II  
*Archives & Manuscripts: Reference & Access*, Sue E. Holbert  
*Archives & Manuscripts: Security*, Timothy Walch  
*Archives & Manuscripts: Surveys*, John A. Fleckner

### Basic Manual Series II

*Archives & Manuscripts: Exhibits*, Gail Farr Casterline  
*Archives & Manuscripts: An Introduction to Automated Access*, H. Thomas Hickerson  
*Archives & Manuscripts: Maps and Architectural Records*, Ralph E. Ehrenberg  
*Archives & Manuscripts: Public Programs*, Ann Pederson and Gail Farr Casterline  
*Archives & Manuscripts: Reprography*, Carolyn Hoover Sung

### Archival Forms Manual

*Archivists and Machine-Readable Records*, ed. Carolyn Geda, Francis Blouin, Jr., and Eric Austin

*Automation, Machine-Readable Records, and Administration: A Select Bibliography*, ed. Richard M. Kesner

*Basic Archival Workshops: A Handbook for the Workshop Organizer*, Thomas C. Pardo

*Basic Archival Workshops Exercises*, Trudy Huskamp Peterson

*Basic Glossary for Archivists, Manuscripts Curators, and Records Managers*

*Business Archives: An Introduction*, Edie Hedlin

*College and University Archives: Selected Readings*

*Evaluation of Archival Institutions: Services, Principles, and Guide to Self-Study*

*Management of Archives and Manuscript Collections for Librarians*, ed. Richard H. Lytle

*Modern Archives and Manuscripts: A Select Bibliography*, Frank B. Evans

**Problems in Archives Kits (PAKs)** are a new publications service in a flexible format which may include reports, manuals, forms, sound tapes, and other material chosen for its usefulness.

*Developing a Brochure*  
*Disaster Prevention and Preparedness*  
*Finding an Archival Position*  
*Local Government Records*

*Records Management for Religious Archivists*  
*Starting an Archives*

*Religious Archives: An Introduction*, August Suelflow

*Select Bibliography on Business Archives and Records Management*, ed. Karen M. Benedict

*Selective Bibliography on the Conservation of Research Library Materials*, Paul N. Banks

*The WPA Historical Records Survey: A Guide to the Unpublished Inventories, Indexes, and Transcripts*, comp. Loretta Hefner