Reviews

NICHOLAS C. BURCKEL, *Editor*

As archivists move to greater use of nonprint information formats and serve wider constituencies, the *American Archivist* needs to keep abreast of those changes. Timely reviews of this material may be useful to our readers. The Reviews section recently has expanded its scope to include more than reviews of monographs, manuals, and guides. Reviews have appeared on audiovisual material, significant committee or commission reports, more foreign language publications, and books in allied professions that may have archival relevance. At present the number of important books is not so great that expansion into these areas has seriously restricted the ability to continue to review significant books. Reviews of catalogs of archival exhibits and archival computer software packages are two additional examples of items that might be reviewed or reported in brief descriptive notes. If you have an opinion about whether or not these changes are useful, please contact the Reviews Editor.

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Committee on the Records of Government: Report. Washington, D.C., 1985. 191 pp. Available from the Council on Library Resources, Washington, D.C. n.p. Paper.

Archivists are in a period of reexamination of the functions and performance of archives and records programs. Evidence includes the published NHPRC-sponsored assessment reports in most states, *Documenting America*, the report of the SAA's Goals and Priorities Task Force, and the Levy Report on the views of administrators toward archivists and archival programs. Several factors suggest the special importance of yet another assessment, the Report of the Committee on the Records of Government. The prestige and the breadth of interests of its sponsors—the American Council of Learned Societies, the Social Science Research Council, and the Council on Library Resources—are matched by those of the committee's chair, Ernest May, the Charles Warren Professor of History at Harvard University, and its members. The federal experience of the

six members of the all-male committee includes leadership in Congress (Richard Bolling), direction of Cabinet-level departments (Joseph Califano, Edward Levi), high-level White House staff service (Philip Buchen and Califano), senior management, budget, and cultural agency administration (Philip Hughes), and a wide range of advisory and committee work (Frank Lindsay). Such major public figures have not ordinarily demonstrated substantial interest in records and archives. The *Report*'s importance is further enhanced by its completion just as the National Archives, an agency to which the *Report* offers considerable advice, achieved independence. And finally, the *Report*'s claim that records conditions in state and local governments are very similar to federal problems and can be addressed by similar solutions suggests that the *Report* is highly relevant to everyone interested in nonfederal government records as well.

The committee's findings and recommendations are based on contracted analyses by experts, including archivist Victoria Walch and archival preservation administrator Judith Fortson-Jones; on review of policy and procedural materials from the National Archives, the National Association of Government Archives and Records Administrators (NAGARA), and other sources; and on discussion meetings and interviews. Committee members and their staff director, Anna Nelson, an experienced public historian based in Washington, held eight formal group meetings with archivists, records and information managers, historians, public administrators, and policy experts. Group conferences were held separately with representatives chosen by the Society of American Archivists and by NAGARA. The committee staff, chiefly Nelson, interviewed nearly forty other experts. Drawing on this information and advice, and their own broad expertise, committee members issued a 47-page final report, with another 145 pages of attachments and appendices.

At the end of the *Report*, the committee lists the following five conclusions: (1) Governments have a huge quantity of paper records haphazardly stored at an annual cost likely to exceed three hundred million dollars. (2) Governments are increasingly creating records electronically and retaining tapes or discs rather than paper. (3) The danger of losing historically valuable records is greatly increased by the changeover in technology. (4) Responsibility for decisions regarding records is fragmented and ill-defined. (5) Solutions workable in federal executive agencies can and should be transferred to state and local governments.

To address these conditions, the committee makes three general recommendations, each developed in some detail. First, the committee believes that "responsibility for managing records must rest within the individual government agencies." However, proper operation of this decentralized system can be expected only after "lines of authority, standards, and procedures" are clarified and oversight is provided—with a central role in these played by the Archivist of the United States. The committee offers several imaginative suggestions consistent with its vision of a decentralized archives and records system. It proposes that senior agency managers' responsibilities must explicitly encompass the management of records; that budgets from all government offices "must include provisions for the records they create"; that regulations relating to implementation of the Paperwork Reduction Act and other information management programs "must explicitly include systems for control and disposition of records" and that "each senior level information resources manager should have on his or her staff qualified historians or archivists to assist

in devising and monitoring systems for the control of records, their unnecessary proliferation, and the preservation of those records of potential historical value."

In a second major recommendation the committee members address the role of the newly independent National Archives and Records Administration (NARA). They believe that "the next Archivist of the United States, appointed by the President and confirmed by the Senate, must take full advantage of his/her status to establish a new and important role for the National Archives." In the *Report*, the committee provides four excellent suggestions for how this "visible and dynamic leadership" can be achieved. These ideas, which warrant careful consideration by the new Archivist, include assessing whether "the basic premises behind . . . the organization and retention of records" will remain valid, given increased electronic records-keeping. Guidelines and oversight of agencies may need to replace central custodianship. The committee suggests further that NARA actively "provide government agencies with the information in the records as well as the records themselves." They believe this would be more economical for the government overall and would enable the Archives staff to build up a data base "progressively enhancing" the Archives' reference services. The new Archivist should establish an important role for the National Archives by providing "leadership to state and local governments on matters concerning public records comparable to that which the Librarian of Congress provides with regard to printed materials, setting standards of excellence and efficiency, and serving as a center of training" and research. Finally, the committee calls for the new Archivist to "seek an impact on the public comparable to that of the Library of Congress and the Smithsonian Institution." To do this, the committee advises the new Archivist to appoint an "illustrious national advisory committee" and to make better use of presidential libraries and regional centers.

In its last recommendation, the committee calls directly on the president to issue an executive order creating a Records Management Policy Council to "integrate responsibilities" now spread among the Office of Management and Budget, the General Services Administration, and the new National Archives and Records Administration. It is this council that needs to "develop and adopt a detailed plan" to see that each of the three agencies can and will carry out its responsibilities more effectively. A draft executive order is provided for consideration by the White House.

This report has both notable strengths and deficiencies. Among its virtues is an awareness that the information in government records is an underutilized and underappreciated resource for meeting a wide range of practical needs of the government and its citizens. It recognizes that the changing nature of information systems implies that archivists need to rethink established patterns for the placement of the archival function in bureaucracies and for the intervention by archivists in the life cycle of records. The report shows an appreciation for the importance of leadership and public awareness as essential to improving archives and records programs at all levels of government, and it points out perceptively that archivists have largely failed to document that good records and archives programs contribute to better policy and better government programs overall. The consultants' reports, guidelines and policy statements, sample schedules, and the draft executive order enhance the

Report's value for introducing archives and records issues to government officials and other interested parties.

The *Report* is disappointing in several respects. Overall its perspective is Washington-bound and too oriented to the executive branch. Although it outlines the broad public interest in records issues, it makes no suggestions for direct action by anyone beyond those Washington officials who have not previously given sufficient priority to records and archives matters. In noting the existence of similar, and perhaps even more serious, problems in state and local government, the report suggests only that governors and state legislators look to the federal executive branch as an example. There is no focused discussion of the flow of information and records among the several levels of government. The intergovernmental nature of many records in the federal system provides the primary justification for an ongoing partnership, rather than a "followership" of the federal lead. It is the articulation of this case that holds promise for a broader movement to upgrade records and archives programs at all levels.

The *Report* gives no attention whatsoever to records of the federal judiciary, and makes only passing reference to legislative records. If problems in the executive branch are intransigent, could not substantial efforts to improve conditions in the other branches provide a useful example for the executive branch and, at the same time, identify and retain records, which in many cases document the same policy issues as executive agency records?

Despite all of its attention to agency records programs, the report is surprisingly fuzzy as to who should do what in agencies, and why. At times it calls for an "executive secretariat" in each agency to include archival, history, and records policies and services; at others, merely for agency "archivists or historians"—who are treated as though they are identical in methods and interests. Shifts in viewpoint on this and on a number of other issues perhaps reflect the range of perspectives that the *Report* seeks to represent (i.e., information management, records management, archival management, policy research, public administration, and scholarly historical research). Finally, the report's initial executive summary lists six conclusions and five recommendations, while its end section lists five conclusions and three recommendations. Greater consistency between the two would have facilitated clearer discussion and easier communication of the overall findings of the committee.

Archivists should assess this report for its views on particular matters. They should also examine how the committee was created, how it prepared its report, and how the report is being used. Archivists have few opportunities to engage the attention of "illustrious citizens" and, potentially thereby, a broad public and key decision makers. They need to learn to organize themselves and to work with others more effectively to maximize such opportunities.

On the whole, this is a very valuable report, one that archivists, especially government archivists, can profitably call to the attention of goverment officials and external constituencies. The committee and its sponsors and staff are to be commended for presenting their fellow citizens with a timely snapshot of conditions at the federal level and with imaginative recommendations for better policy and performance.

LARRY J. HACKMAN
New York State Archives

The Wisconsin Progressives: The Papers of Richard T. Ely, Edward A. Ross, Charles McCarthy, Charles R. Van Hise and John R. Commons. 366 reels of 35mm microfilm with printed guide. Teaneck, N.J.: Chadwyck-Healey, Inc., 1985. $16,500.00.

The origins and meaning of the Progressive movement remain a widely debated topic among historians of the modern United States. A multitude of interpretations have been offered to explain the divergent ideologies of that complex movement and the often paradoxical actions of the reformers who are today called Progressives. Some see progressivism as a relatively short-lived national movement under the guidance of major political figures. Others view the essence of the Progressive Era as being embodied in the actions of social reformers who agitated for state and local reforms to promote social justice for workers, women, children, and other victims of a rapidly changing industrial society. Still other historians study a progressivism that was primarily concerned with efficiency and rationalization; one that could be labeled as conservative reform.

One's view of the Progressive movement—or movements—often depends upon the individuals selected for study. The careers of Jane Addams, Theodore Roosevelt, Hiram Johnson, Florence Kelley, or Robert LaFollette are not easily combined to produce a coherent view of one of the most fruitful periods of social and political reform in this country. Far from being a research handicap, however, this diversity accounts for the continuing vitality of the Progressive Era historiography.

With the publication of this microfilm edition of *The Wisconsin Progressives*, Chadwyck-Healey, the State Historical Society of Wisconsin (SHSW), and the University of Wisconsin–Madison have made available the personal papers of five stalwarts from one wing of progressivism. The Wisconsin Progressives —represented here by Richard T. Ely, John R. Commons, Edward Ross, Charles McCarthy, and Charles Van Hise —were centered around the University of Wisconsin and combined to develop the set of reform beliefs known as the "Wisconsin Idea." Their beliefs revolved around an attack on Social Darwinism and laissez-faire economics and the promotion of an increased role for government and greater democratization. The efforts of these five men in the areas of economics, sociology, labor relations, public welfare, educational reform, conservation, and the technicalities of drafting legislative reform provided the ideological basis for much of the Progressive movement.

Although these five individuals are not representative of progressivism as a whole, their influence was enormous, and they were considered by contemporaries to be at the center of the movement. Indeed, their papers support the view of one historian who characterized the Progressives as constituting "one mammoth 'committee of correspondence.' " The letters of the Wisconsin Progressives, which comprise nearly two-thirds of all their papers, are extensive. They wrote to one another and literally hundreds of others providing advice, exchanging ideas, or commenting on social issues. This rich correspondence accounts for the research use of these papers in the past. With this microfilm edition, one might anticipate that research use will grow and that the role of the Wisconsin Progressives within the Progressive movement will be assessed anew.

The Wisconsin Progressives is a well-conceived package. The choice of these five reformers presents five overlapping collections and creates a microfilm edi-

tion with a coherent focus. It typifies the sort of projects that archivists should be considering in order to create products that appeal to various clienteles. It is a tribute to Chadwyck-Healey's success with this package that one immediately begins to think of other Progressive Era projects—the settlement house movement is one—that also might be undertaken.

The Wisconsin Progressives succeeds also because of the valuable finding aids created by the staff of the SHSW. Each of the five collections of papers has a detailed inventory. In fact, some of the scope and content notes are so detailed that an index could obviate the need to read the many personal and organizational names that are mentioned. Furthermore, each correspondence series has a personal name index to facilitate locating items among the chronologically arranged letters.

While applauding this project, however, one cannot avoid considering the future of large, expensive ($16,500 for this set) microfilm editions. Will cooperative collection development reduce the number of sets sold to libraries, or will cooperative buying encourage the acquisition of such editions by more institutions? In part, the answer may depend upon archivists successfully developing projects similar to this one that will appeal to research communities. It seems appropriate to ask that the archival profession and the commercial microfilm companies begin to produce studies on the sales patterns of microfilm editions, user reactions, and the marketability of future projects. If Chadwyck-Healey and the State Historical Society of Wisconsin would assess the impact over the next three to five years of a strong microfilm edition such as *The Wisconsin Progressives*, it would not only enhance the importance of this collection but also provide valuable guidance to the profession as a whole.

ROBERT SINK
New York Public Library

Conservation of Photographs. By George Eaton. Kodak Publication No. F-40. Rochester, N.Y.: Eastman Kodak Company, 1985. Illustrations, appendixes, references, bibliography. 156 pp. $29.95. Paper.

This Kodak publication was written "to meet the information needs of photographic conservators," but it is also a useful reference work for archivists and librarians who are interested in hands-on conservation. The author, George Eaton, was formerly a research chemist at the Eastman Kodak Company. The text, although well-written, is not easy reading for the nonconservator. It does contain, however, current technical and scientific information about the stability of both black and white and color photographic images and the preservation and restoration of these images. This information is very important to any organization or institution that collects photographic materials.

The cost of the book suggests that it was expensive to print. It is unfortunate that Kodak did not spend additional money on a more substantial binding. The review copy literally fell to pieces after only a few weeks of heavy usage.

After the introduction, the book opens with a short cautionary section on the handling of photographic chemicals. Chapters follow on collection management and the identification of early photographic processes. Neither of these chapters contains information that cannot be found in other sources, but, because management and examination are key components of any conservation

program, the information should be included in any conservation text.

The chapter on early photographic processes, in particular, is a necessary introduction to the chapters that follow on the structure of color and black and white photographic materials and the processing of these materials for long-term stability. In these chapters Eaton describes many Kodak products and states the company's position on the stability of some of its new products. He also details processing procedures that use Kodak chemicals and explains how these chemicals are to be used and the results that should be expected from them. It is valuable to have a sourcebook that gives Kodak's position on the stability of its own products and their usefulness in preservation treatments.

An important chapter in the book describes the ways in which photographic images deteriorate and explains the procedures that can be taken to prevent deterioration. This chapter includes a description of numerous visible signs of deterioration and the possible causes of various forms of chemical degradation. Proper storage impedes the deterioration of photographic artifacts; another chapter contains information on proper storage materials and recommendations for establishing an archival storage area. The latter recommendations are particularly useful for institutions that are in the process of building new storage areas for their photograph collections.

The book concludes with chapters on the preservation of deteriorated images through photographic reproduction and on techniques for restoring deteriorated images. These two chapters contain technical information that is intended for conservators or people with some knowledge of photographic processing chemicals and formulas. They would not be useful to archivists who do not have in-house photographic laboratories or who themselves are not interested in mastering hands-on treatment for the conservation of photographic materials.

This book is a technical conservation publication that will be an important reference work for photographic conservators and archivists who are interested in going further than preventative conservation. It has the inherent biases that any such company book would have, but this does not lessen its importance or contribution to conservation literature.

DELORES J. MORROW
Montana Historical Society

A Modern Archives Reader: Basic Readings on Archival Theory and Practice. Edited by Maygene F. Daniels and Timothy Walch. Washington, D.C.: National Archives and Records Service, 1984. Appendix, glossary, further reading, index. xv, 357 pp. Distributed by the Society of American Archivists. Softbound: $10.00 SAA members, $12.00 others; hardbound: $12.50 SAA members, $14.00 others.

This anthology brings together many of the most thoughtful and informative essays published during the past half century, with an emphasis on more recent writings. The selections have formed the essential readings for the Modern Archives Institute, which over the past thirty-nine years has helped train more than seventeen hundred practitioners. Although some of the contents will be familiar to experienced archivists, the anthology will doubtless prove to be a handy reference work. The beginner will find it especially useful.

Most of the selections are drawn from the *American Archivist*, but regional publications and other sources are represented as well. The essays are grouped under general headings that correspond to the major functions performed by the

archivist. Each section is preceded by a useful introduction outlining the topic and the general theme of each essay. Notwithstanding the argumentative character of the archival profession, it would be difficult to quarrel with the editors' choices. Taken in conjunction with the SAA Basic Manual Series this volume forms a valuable introduction to the subject and can serve well as the basic readings for beginning students of archival administration.

The profession is undergoing rapid change, and even some of the traditional archival functions will have to be considered as continually evolving. As admirable a compendium as this volume is, one would hope to see timely revisions as outstanding articles appear in the professional literature. Thus it might be appropriate to include a general introduction to automation and the changes the computer portends for the archivist. Subsequent editions might also include F. Gerald Ham's "Archival Strategies for the Post-Custodial Era," published in 1981. This essay provides an agenda that should carry archivists into the next decade. Ham's earlier essay, "The Archival Edge," published in 1975, appears in the present volume. Since its publication it has had a dramatic impact upon the profession. His call for documentation of the lives of the underclasses of American society has received a wide response from repositories throughout North America. Research in this new social history has been presented at virtually every professional meeting of historians. Moreover, the networking concept called for in the article has been significantly expanded.

Finally, this reviewer would suggest that even basic readings need not consist entirely of sober advice to would-be archivists. A few selections with a light touch, coupled with a serious message, would be welcome. Peter Gillis's "Of Plots, Secrets, Burrowers and Moles: Archives in Espionage Fiction" (*Archivaria* 9, Winter 1979–80) is a good example. Gillis uses the genre of the espionage thriller to demonstrate the pivotal importance of institutional memory as preserved in archives. This information is much sought after by the protagonists. The archivists' ability to ferret out vital pieces of the espionage puzzle often accords them a key role. Although the archivist is at times presented in caricature by the writers of spy stories, Gillis's essay reminds us that too many records remain the secret preserve of governments and, equally important, that the information contained in archives can confer extraordinary power. All archivists, novices and professionals alike, can gain a better sense of their potential role by remembering both these facts.

MICHAEL A. LUTZKER
New York University

Appraising the Records of Modern Science and Technology: A Guide. By Joan K. Haas, Helen Willa Samuels, and Barbara Trippel Simmons. Cambridge, Mass.: Massachusetts Institute of Technology, 1985. Illustrations, selected readings, index. 96 pp. Distributed by the Society of American Archivists. $7.00 SAA members, $9.00 others. Paper.

In *Archives and Manuscripts: Appraisal and Accessioning* (1977), Maynard Brichford commented that "the writings on appraisal are disappointing, considering its major significance to archival practice." This dearth of analysis was particularly great in the area of science and technology documentation, which suffered from enormous neglect. There have been many reasons for this neglect, but certainly one factor was that archivists, like most nonscientists, viewed scientific research as an arcane activity

and were very uneasy in dealing with those record types that fell outside their familiar sphere.

This guide, prepared at the MIT Archives with both Mellon and National Science Foundation support, is an unusually significant addition to a small but growing body of appraisal literature in the field of scientific archives. It promises to be effective in helping to overcome the archivists' traditional diffidence in this area because of its nontraditional approach. The authors devote much of their text to a very lucid explanation of the basic elements of scientific research projects and professional activity and describe the documentation generated at each stage. Only after this description do they proceed to discuss appraisal considerations. In fact, their discussion of the research process and its records is so good that it would be valuable reading for nonarchival professionals concerned with science, including historians, university administrators, corporate executives, and journalists.

This work occupies a middle ground between *Understanding Progress as Process*, the final report of the Joint Committee on Archives of Science and Technology that inspired this project, and the model study done by Joan Warnow and others at the Center for History of Physics on the records of the Department of Energy (DOE) Laboratories. The former undertook to review the entire status and significance of science and technology documentation and historical research, made extensive recommendations for further archival projects, and discussed appraisal to some extent. The latter study was a definitive appraisal of late twentieth-century high energy physics research records, particularly data files.

In contrast, the authors of the MIT guide set themselves the task of providing archivists and manuscripts curators with "a general understanding of the scientific enterprise" in the post–World War II era, emphasizing the components that fields of hard science hold in common. In addition to reviewing the personal and professional activities of scientists, they discuss the administration of research and development, the "R & D" process itself, and the dissemination of research results. They emphasize that most important scientific research work today is a team process and that the records from any one site, such as the laboratory, are only one node in a network of documentation that stretches from the correspondence files of the researchers to the grant files held in federal agencies, with substantial overlap and duplication at many points.

The authors then follow these process descriptions with clear practical advice on how to deal with the resulting materials. For example, in one subsection they devote attention to the variety of special records from tests and experiments, including raw and analysed data, observational and experimental data, specimen collections, and research notes. They include not only a discussion of guidelines, but also specific examples of appraisal problems and decisions from their own project work carried out at the MIT Archives. Elsewhere, they deal with such thorny problems as appraising voluminous information and reference files and the documentation of special laboratory instrumentation.

If there is any weakness at all in this work, it is that technological research in industry receives somewhat less attention than academic research, a bias that was both inevitable given the setting of the project and candidly recognized by the authors. Nevertheless, archivists in research-based corporations will find the guide invaluable.

Detailed appraisal studies are still needed for specific research areas as was

provided by the previously mentioned DOE study, particularly if archivists aim to develop sound retention and disposal schedules for their administrators or consulting clients. In the meantime, this splendidly written and illustrated guide will be the primary professional reference for all archivists who have any responsibilities in this area.

GEORGE D. TSELOS
Center for History of Chemistry

A Reference Guide to United States Department of State Special Files. By Gerald K. Haines. Westport, Conn.: Greenwood Press, 1985. Indexes. xliv, 393 pp. $49.95. Cloth.

The best that can be said about a published guide to a single collection is that it works. If Gerald Haines's guide merely organized and described this significant body of international affairs records in a clear and concise way, it could be praised as a success. But this new work transcends the limits of a single-institution guide in its commitment to access and to cooperation among records creators, archivists, and historians.

More than four hundred special files, or lot files, are described in the guide. They are essentially the working files that were maintained in individual offices, bureaus, and committees in the State Department from 1940 to 1959. While the core of the four thousand linear foot collection spans these two decades, some files date from as early as 1914 and others, as late as 1974. Examples range from the records of the Office of Chinese Affairs (1944–1950), overseeing the evacuation of mainland China; to the records of Charles E. Bohlen (1942–1968), a renowned Soviet specialist and U.S. ambassador; to the minutes of Secretary of State Dean Acheson's daily meetings with top aides (1949–1952).

A World War II phenomenon, lot files were a response to a wartime paper explosion, the absence of records clerks who had been drafted into military service, and the need of policy officers for more immediate access to their sensitive working files. Lot files are an essential complement to, not a replacement of, the decimal files (record group 59) and foreign service post files (record group 84). The State Department acknowledged their value as research sources by saving them. Department historians have confirmed this view in frequent citations in more recent issues of the *Foreign Relations of the United States.* Researchers have reaffirmed their value through heavy use at the National Archives.

A typical lot file is arranged by subject and may contain information copies of telegrams, airgrams, dispatches, draft reports, and correspondence. Many files are packed with "official informal" exchanges between department officers or between Washington and foreign posts and consulates. The medium of choice for frank judgments on the day's events, these documents were often personal assessments not meant for official consumption. While inevitable duplication occurs with the department's massive decimal file, each lot file's specialized, limited subject scope and more manageable volume may simplify access to significant policy records.

Haines's reference guide brings together and makes consistent descriptions of lot files now scattered in miscellaneous accessions of the National Archives, in the limbo of unaccessioned Archives' custody, and in the State Department's Washington, D.C., storage facilities. A summary table of contents and a 23-page, detailed contents listing give a useful overview of the arrangement of the seventeen geographical or functional sections. Coupled with a brief introduction, adequate index, three depart-

ment organization charts from the 1950s, and a full listing of lot files, the guide provides reasonably swift access to information on this complex collection.

In addition to the title, date span, and brief narrative descriptions, the entry for each lot file includes the volume, file number, the availability of finding aids, and location as of late 1984. Haines also spells out access restrictions on each lot file. In most cases where the State Department retains custody, access is available only through Freedom of Information Act appeals, rather than through systematic review under established agency guidelines. The lengthy appeal process not only limits researcher access, but has prevented the National Archives from gaining custody of lot files with substantial materials predating World War II. Haines's inclusion of information on location and access restrictions should provide additional incentives for archivists, researchers, and department historians to work toward unifying, preserving, and making all the lot files available.

As researchers delve more deeply into the records of recent international relations, they will need innovative guides that describe the continuum of documentation already available and yet to be released. Haines's pathfinding reference work, a true labor of love, meets this need for a small part of the total record. It is basic reading for all researchers working in the field and a fine example for archivists.

PAUL CONWAY
Gerald R. Ford Library

The National Archives of the United States. By Herman J. Viola. New York: Harry N. Abrams, 1984. Illustrations, bibliography, index. 288 pp. $50.00. Cloth.

This is a magnificent publication—well-written, attractively designed, lavishly and beautifully illustrated, and carefully conceived to appeal to a broad audience. Its interest to professional archivists and historians will be obvious. Members of the general public who value our national heritage will find it laden with gems. Books of this kind can do much to heighten public awareness and understanding of archives and archivists.

David McCullough's introduction describes the holdings of the National Archives as "one of the wonders of our country, the richest, most enthralling documentation we have as a nation of who we are, what we have achieved, our adventures, and what we stand for. Everything within is about us, all of us, all the way back for more than two hundred years, in good times and bad. It is a momentous, inexhaustible story." These words capture the essence of the work that follows.

Herman J. Viola, Director of the Smithsonian Institution's National Anthropological Archives and a former member of the National Archives staff, with the assistance of a corps of volunteer collaborators, has produced a book that offers tantalizing glimpses into the historical materials that comprise the holdings of the National Archives—the well-known documents and the obscure, the typical and the unusual. But the accomplishment is greater than this. The book is also a history of the United States as seen through the prism of federal documentation, and it conveys an overview of the institutional history, functions, and objectives of the National Archives system.

The National Archives of the United States illustrates and describes early federal record-keeping procedures, the movement for a National Archives, and the construction of the Archives building. It provides an account of the genesis, adventures, and travels of the three great national charters—the Declaration of Independence, the Constitution, and the Bill of Rights—and their eventual enshrinement in the National Archives building.

Particular attention is paid to the history of the American presidency, to foreign relations and the art of diplomacy, and to the westward march of settlement. A series of vignettes illustrates the diversity of military records. The nation's contributions to science and technology are reflected in the records of exploration, invention, and the development of military technology.

A particularly rich chapter, "To Promote the General Welfare," covers such varied matters as emancipation, suffrage, the temperance movement and prohibition, pure food and drug legislation, immigration, transportation, and federal buildings and public works. Another illustrates the diversity of sources for genealogical research.

While no single volume can adequately convey the panorama of American history as seen through archival resources, this one does it more effectively than any work yet published. It sets a standard that may well be emulated but will be difficult to surpass.

The essential attractiveness of *The National Archives of the United States*, and the exceptional quality of its printing and manufacturing, attest to the experience of its publisher, Harry N. Abrams, in producing other works of this genre—on the Library of Congress, the Smithsonian Institution, and a number of the latter's museums. One might have wished that the National Archives itself had produced a work of this sort. On the other hand, this volume's association with its handsome predecessors, and the ready access to commercial distribution channels enjoyed by the Abrams organization, clearly outweigh any benefits that might have been accrued by the National Archives through institutional self-publication.

A final word of caution may be in order. Because it is an elegant "coffee-table" book, there may be a tendency to savor the illustrations—a rich mixture of historic photographs from among the Archives' holdings and color photographs of the records made especially for this volume—and to neglect the text. This would be a great pity. Viola has written a narrative that is eminently readable and substantively important. Although the book contains 288 pages, the text comprises the equivalent of only about 134 pages. The investment of a single evening in *reading* the book will bring returns that are vastly rewarding.

JAMES B. RHOADS
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Rossiia i SShA: Arkhivnye dokumenty i istoricheskie issledovaniia. Analiticheskii obzor (Russia and the USA: Archival documents and historical research. Analytical survey.) By Nikolai Nikolaievich Bolkhovitinov. Moscow, 1984. 105 pp. Paper. (INION/ Natsional'nyi komitet istorikov Sovetskogo Soiuza.)

Researchers interested in prerevolutionary Russian-American relations, and especially those trying to locate archival sources relating to America in the Soviet Union, will welcome the appearance of a new small volume by the well-known Soviet Russian historian of American history, N. N. Bolkhovitinov.

The first half of the pamphlet (pp. 6–48) presents a detailed survey of ar-

chival documentation in various collections of Moscow and Leningrad, as well as a few in outlying repositories, the first such coverage available since the revolution. Bolkhovitinov discusses a wide variety of available documentation, from diplomatic and business records, to records and reports of scientific and trade expeditions, to censorship records for translations of American literature and other publications. He provides some detail about extant records of the Russian-American Company in the Soviet Union, relating them to portions now held in the U.S. National Archives. He mentions correspondence and other personal papers of diplomats, businessmen, travellers, and scientists as well as cultural luminaries. He describes autographs of famous Americans found in major library manuscript collections and some early nineteenth-century watercolors from America now found in the Russian Museum in Leningrad.

Before the revolution, American historian Frank A. Golder compiled detailed inventory-level coverage of documentation through the 1870s found in Russian Foreign Ministry records (*Guide to Materials for American History in Russian Archives*). Golder's inventories are still quite useable for the specific materials he described, most of which are now held by the Archives of Russian Foreign Policy (AVPR), and Bolkhovitinov gives their current locations. In contrast to Golder's inventory, Bolkhovitinov presents a more generalized survey, describing many more groups of materials available in approximately twenty-five different archives and manuscript collections, usually with their current *fond* (record group or collection) number, and item (or *delo*) number needed to order them in a Soviet institution.

The second part of Bolkhovitinov's booklet (pp. 49–86), surveying published studies on the subject of prerevolutionary Russian-American relations, is of marginal archival relevance, although it is of fundamental importance for specialists in the field. Its discussion of literature in English and Russian on a wide range of relevant subjects is augmented by a 163-item bibliography (pp. 89–105), covering monographs, articles, and documentary publications, most of which were previously mentioned in the text.

The entire Bolkhovitinov pamphlet previews the Soviet contribution to the international guide to archival holdings and the study of American history abroad being prepared under the editorship of Lewis Hanke at the University of Massachusetts at Amherst.

Fortunately for English-language readers, a translation of Bolkhovitinov's entire booklet will appear as a forthcoming issue of *Soviet Studies in History*. Libraries anxious to acquire the original Russian version will have a hard time, however, because despite its obvious importance and the tremendous interest abroad, only 110 copies of the booklet were printed.

The impetus for Bolkhovitinov's survey was undoubtedly the Soviet-American collaborative documentary publication, *The United States and Russia. The Beginnings of Relations, 1765–1815* (Washington and Moscow, 1980). It was prepared by a team of compilers and editors from both countries, and Bolkhovitinov discusses it with great favor in his conclusion. His own remarks, together with the wide range of sources covered in his initial survey, suggest the interest in, and provide the basis for, a continuation of that collaborative endeavor. It is to be hoped that the political climate will improve sufficiently to make such a worthwhile project possible. In the meantime, researchers in the field are much in debt to the author of this small pamphlet for the

wealth of scholarly information he brings to light.

PATRICIA K. GRIMSTED
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Early Motion Pictures: The Paper Print Collection in the Library of Congress. By Kemp R. Niver, edited by Bebe Bergsten with an introduction by Erik Barnouw. Washington, D.C.: Library of Congress, 1985. 509 pp. $24. Cloth.

The Library of Congress has published the second edition of a catalog describing the more than three thousand films contained in the Paper Print Collection. The descriptions of the films were written by Kemp R. Niver and edited by Bebe Bergsten in both this edition and the first, *Motion Pictures from the Library of Congress Paper Print Collection, 1897-1912* (Berkeley: University of California Press, 1967).

The films survive despite decades of neglect for two major reasons. First, filmmakers deposited paper print copies of their film negatives with the Copyright Office of the Library of Congress for registration as photographs, even though the copyright law did not cover the medium. Second, the project involved the resources and talents of the Academy of Motion Picture Arts and Sciences, the Library of Congress, and Niver, who is a lawyer, Hollywood film studio detective, and film technician. Using a process called "Renovare," Niver did a frame-by-frame conversion of the paper prints to film stock, for which he received an Oscar in 1954.

This edition of the Paper Print Collection catalog contains information on film production prior to World War I that was not available in 1967 when the first catalog was published. It also contains fifty more titles, extending the time frame from 1912 to 1915, as well as additional credits and expanded summaries. The films cover a wide variety of events, places, and objects and present a variety of photographic techniques, making them a major source for the study of the early stages of moving image photography in America, England, France, and Denmark.

The second edition retains all of the features of the 1967 edition, but it is organized in a manner that makes the catalog easier to use. It is divided into three major sections—front matter, descriptions, and indexes—with photographs interspersed among its entries.

The first section includes the producer abbreviation key, an explanation of the descriptive conventions used, and a description of the paper print preservation project. The entries are arranged in alphabetical order by title with cross-references from alternate titles. Each film is described in some detail. An entry may consist of some or all of the following elements: title; producer and/or distributor, usually listed as the copyright claimant; copyright claimant when different from producer and/or distributor; copyright number and date; production credits; cast; location and date of production; alternate title(s); length in feet; Library of Congress shelf number; added identification information; summary; and notes.

There are two indexes—"Credits" and "Names and Subjects." The credits index lists the names of actors, actresses, cameramen, directors, scriptwriters, and authors in alphabetical order by credit and thereunder by personal name. The latter index retains most of the genres used in the first edition and provides many new ones. It repeats all of the personal name entries in the credits index and contains subject categories, company names, and personal names. Each entry is followed by the appropriate film title(s).

The catalog layout and entry format are well done and easy to read. The use of bold, italic, and light typefaces makes it easier for the user to distinguish entry elements in the catalog and indexes. This ease of use is reflected in the guide to the catalog entry, too. This section provides a complete explanation of the entry format through the use of a sample entry, an explanation of each descriptive format element, and examples, thereby providing a clear explanation of the data records for the entry.

This catalog would be a useful tool for those institutions that provide facilities for the study of moving image photography, an excellent resource for filmographers, and a major reference work for film archives and libraries. Institutions that have a copy of the 1967 edition will want this one as well.

CHARLES DE ARMAN
National Archives and Records Administration

BRIEFLY NOTED

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

The *Texas Municipal Records Manual* is the product of an eighteen-month joint project of the Texas State Library and the Texas Municipal Records Manual Advisory Committee, a group of over eighty municipal officials throughout the state. It contains recommended retention schedules for nearly five hundred categories of municipal records. The *Manual*, published in looseleaf format in a three-ring binder, may be obtained for $10 from the Regional Historical Resource Depositories and Local Records Division of the Texas State Library, Austin, TX 78711.

The Ontario Museum Association and the Toronto Area Archivists Group has just published the third edition of *Museum & Archival Supplies Handbook*. The volume is a directory of over sixteen hundred specialized products and materials and is indexed by brand name, supplies, and product type. Copies of the paperbound *Handbook* may be obtained from the Ontario Museum Association, 38 Charles St. East, Toronto, ON M4Y 1T1 for $20, plus postage and handling.

Writings on Archives, Historical Manuscripts, and Current Records: 1979–1982, compiled by Patricia Andrews and Bettye Grier, updates the annual compilations that formerly appeared in the *American Archivist*. It is a consolidated list of titles published in the United States and other countries, based primarily on the National Archives Library holdings and the National Historical Publications and Records Commission project files. Entries are alphabetically arranged within nine topical categories. The seventy-five-page paperbound volume is available in single issues free from the National Archives and Records Administration, Washington, DC 20408.

The University of Louisville Archives has announced the availability of the microfilm edition of the City of Louisville Municipal Reports. This complete fifty-one-volume set of microfilmed city reports, 1886–1916, is available on seventeen reels of 35mm microfilm for $640 from the University of Louisville Archives, Louisville, KY 40292.

Selected Recent Publications

Thomas Jefferson and His Copying Machines. By Silvio A. Bedini. Charlottesville, Va.: University Press of Virginia, 1984. Index. xvi, 239 pp. Cloth.

Telecommunications For Library Management. By Richard W. Boss. White Plains, N.Y.: Knowledge Industry Publications, 1985. Index, glossary, appendixes. iii, 180 pp. Paper.

Corporate History and the Chemical Industries: A Resource Guide. Edited by Jeffrey L. Sturchio. Philadelphia, Pa.: Center for History of Chemistry, 1985. Bibliography. 53 pp. Paper.

List of Documents and Publications of the General Information Programme and UNISIST: 1977–1983. Compiled by United Nations Educational, Scientific and Cultural Organization. Paris: Unesco, 1985. Indexes. vi, 196 pp. Paper.

Federal Archives Division, General Inventory Series: Records of Parks Canada. By Gabrielle Blais. Ottawa, Canada: Public Archives of Canada, 1985. Appendix. ix, 44 pp. Paper.

The Secretaries of Defense: A Brief History 1947–1985. By Roger R. Trask. Washington, D.C.: Office of the Secretary of Defense, 1985. Appendixes. 75 pp. Paper.

Training For Microcomputers: A Directory of Diskette-Based and Video Training Packages. Compiled by Pacific Information, Inc. Studio City, Cal.: Pacific Information Inc., 1985. Indexes. 89 pp. Paper.

Directory of Information Management Software for Libraries, Information Centers, Record Centers, 1985–1986 Edition. Compiled and edited by Pamela Cibbarelli and Edward John Kazlauskas. Studio City, Cal.: Pacific Information Inc., 1985. Appendixes, indexes. 239 pp. Paper.

Business Technology For Managers: An Office Automation Handbook. By Neil Perlin. White Plains, N.Y.: Knowledge Industry Publications, Inc., 1985. Appendix, bibliography, index. v, 206 pp. Paper.

America: History and Life: Part D, Annual Index with List of Periodicals, Vol. 21. 1984. Edited by Gail A. Schlachter. Santa Barbara, Cal.: ABC-Clio Information Services, 1985. iii, 529 pp. Paper.

English Legal Manuscripts in the United States of America. Part 1: Medieval and Renaissance. Compiled by J.H. Baker. London: Selden Society, 1985. Indexes. xii, 88 pp. Paper.