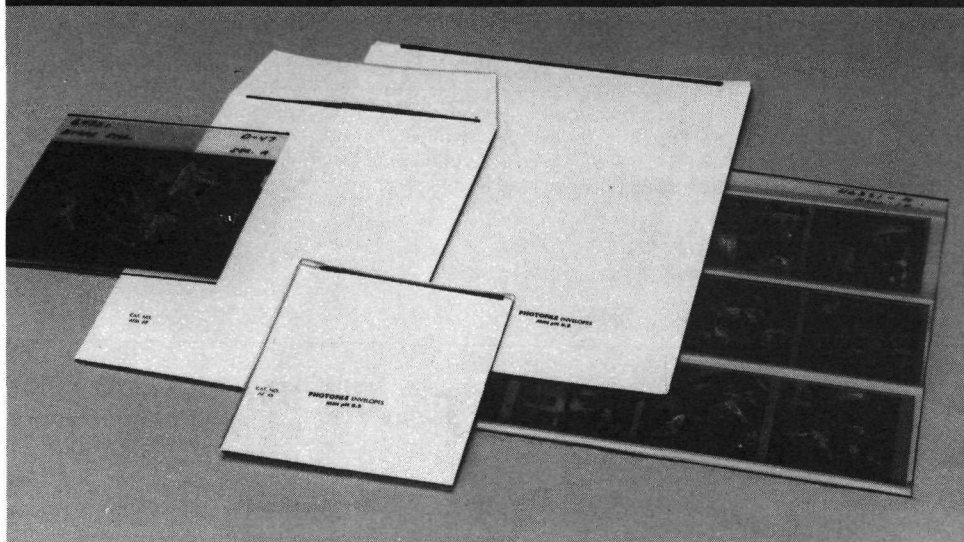


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Writings on Archives, Historical Manuscripts, and Current Records: 1983

PATRICIA A. ANDREWS, *Compiler*

THIS BIBLIOGRAPHY OF PUBLICATIONS issued during 1983 was compiled at the National Archives and Records Administration and is based on the holdings in the National Archives Library. Like its predecessors, this bibliography is a selected listing of references to professional literature published in the United States and other countries, arranged broadly by subject according to the outline below.

"Writings on Archives . . ." has been compiled by the National Archives since 1942, and published in the *American Archivist* from 1943 to 1980, with the 1978 annual compilation appearing in 1980 (vol. 43). A combined listing for 1979-1982 was published by the National Archives in 1985.

The style used in this bibliography varies with the styles found in the individual publications. Therefore there are some inconsistencies in the placement of elements within entries and in punctuation.

About the compiler: Patricia A. Andrews is the Director of the Central Information Division at the National Archives and Records Administration. She served as bibliography editor for the American Archivist from 1967 to 1974 and was one of the compilers of Writings on Archives . . . 1979-1982, published by the National Archives in 1985.

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A COMPENDIUM OF PRACTICE

By Max J. Evans and Lisa B. Weber

MARC for Archives and Manuscripts: A Compendium of Practice, by Max J. Evans and Lisa B. Weber, is the product of a conference held in Madison, Wisconsin, in 1984, to discuss and compare individual practice, and documents the procedures of institutions using the MARC format for Archival and Manuscripts Control. This format provides a technical structure for exchanging data and a framework for organizing data about archival materials.

The manual, organized in field number order, summarizes the MARC AMC format for each field and follows with a narrative description of the users' local practice, emphasizing variations and offering examples. Appendices include standard terminology for specific fields as well as examples of fully-tagged records. (1985) \$15 members, \$20 others.

MARC for Archives and Manuscripts: The AMC Format, by Nancy Sahl, is a multi-part users manual for archivists, manuscripts curators, librarians, researchers, and others seeking information about the structure and use of the USMARC Archival and Manuscripts Control format. The core of the volume, the format itself, contains all of the relevant definitions, examples, and other information pertaining to the AMC format. An introduction provides information about the format history, structure, and implementation, and is accompanied by examples of a data entry form and AMC format records, as well as a bibliography and glossary. In addition, the manual includes the Society of American Archivists' Data Element Dictionary. (1985) \$20 members, \$30 others.

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The AMC Format

By Nancy Sahl

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and Architectural Drawings / Archive
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There's a new one!

Archives & Manuscripts: Law, by Gary M. Peterson and Trudy Huskamp Peterson, focuses on basic legal issues in archives. In presenting the legal questions that confront archivists, the authors describe major types of laws governing archives and discuss reasonable means of analyzing and resolving legal issues. The first five chapters focus on the legal aspect of common archival functions: the accession, donation, and receipt of materials; the concepts and administration of access policy; and the legal implications of reference service. The last three chapters deal with special topics including a discussion of copyright law, a review of the legal standards for admissibility of documents in evidence, a discussion of the problems of replevin, advice on working with a lawyer, and a description of the process of litigation. A glossary of selected legal terms and a bibliographical essay is also included. (1985) \$9 members, \$13 others.

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News Notes

F.L. EATON, *Editor*

Send notes for publication to News Notes Editor, the *American Archivist*, National Archives Building, Washington, DC 20408, or to one of the following reporters: **Religious Archives** to John R. Woodard, P.O. Box 7414, Reynolds Station, Winston-Salem, NC 27109; **Business Archives** to Anne Millbrooke, United Technologies, 400 Main Street, MS 124-22, East Hartford, CT 06108.

Facilities and records of the **Territorial Archives of American Samoa** were damaged by a fire in the government Administration Building on 29 November 1985. The fire, which started in the Budget and Planning Office, spread rapidly to other areas of the building including the Office of Archives and Records Management. Firefighters were unable to save the affected offices but were successful in preventing the fire's spread to the main section of the building, which houses the governor's office and other departments.

In the aftermath, archives staff found that all office equipment and furnishings, including microfilm readers and a camera, were destroyed. Office administrative files survived with only slight charring. The most important archival collection in the office was the Governor's Office records from the 1960s

and 1970s. Approximately 70 percent of the 320 cubic feet survived the fire, although they were water-soaked. The archives established a restoration facility in the territory's Convention Center. After moving the damaged files to that location, the worst soaked records were repacked and placed into freezers to prevent mold growth, and work began on drying, refolding, and reboxing remaining records. The Treasurer's Office, which also suffered water damage to records, shared the restoration facility with the archives. As those records were dried, they were either returned to the treasurer's custody or placed with the records center facility operated by the Territorial Archives.

Ironically, the fire occurred shortly before the planned move of the archives to a newly-renovated facility. The Office of Archives and Records Management

had been established in 1984 with statutory responsibilities assigned by public law. At that time, it replaced a several-year-old Records Office that lacked a statutory base, scheduling authority, or an archival component. After its establishment, the office occupied temporary facilities in the Administration Building and in three other locations. Lack of space, inadequate environmental conditions, and the danger of fire had led to plans to move the office out of these quarters into a fireproof building across the street from the legislature. The building was to become available in December; the archives was to occupy it by March 1986 upon completion of upgrading of the air conditioning system, improvements in electrical wiring, installation of heat and smoke detectors, and the erection of standard steel shelving.

The archives will move to the renovated building when all the necessary work has been completed. At that time, the building will house the archives and records center as well as microfilming and administrative operations.

An interesting case of possible replevin emerged in Concord, New Hampshire, in March 1986 when the sale of an original printing of the Declaration of Independence was postponed until a determination could be made whether the document belonged to the state of **New Hampshire** or to the Society of the Cincinnati. The copy, which had been in the attic of the historic Gilman-Ladd House in Exeter, New Hampshire, for many years, was to be auctioned by Sotheby's on behalf of the Society of Cincinnati to provide funds for their philanthropic endeavors and for the restoration and refurbishing of the society's headquarters in Exeter.

The document was brought to the attention of the state by Sotheby's, who

was acting on behalf of the society. The society voluntarily withdrew the document after the state raised questions about the ownership. The basis for this uncertainty is a small piece of paper found with the declaration and signed with the notation "received, July 16, 1776," which appears to be in the handwriting of Ebenezer Thompson, the secretary of state for New Hampshire at that time.

Attorneys for the state argued that an additional indication that the document belongs to the state is that in the eighteenth century the family that owned the home where this document was found included many members who served in prominent government posts.

On 26 April the State Attorney General Stephen Merrill demanded the return of the document. Merrill said the state was negotiating with the society for the permanent return of the document, but added that the state would take legal action if negotiations failed.

The J. Walter Thompson Company Archives has changed its access policy and opened its extensive collection of microfilmed research studies. The records, which date from the 1920s to the early 1940s, include thousands of consumer surveys, demographic studies of cities and towns across the United States as well as European and Latin American countries, and media studies. An index by client and date, and a listing of the contents of every reel, including the title and date of each report, is available in the archives. J. Walter Thompson Company was famous for its research department, first established in 1915 and headed for many years by Paul Cherington, a well-known marketing pioneer and first president of the American Marketing Association. For further information, contact Cynthia Swank, J. Walter Thompson

Co., 466 Lexington Avenue, New York, NY 10017.

The **Grail Movement, Loveland, Ohio**, opened its archives to researchers on 1 January 1986. The work of arranging the collection (350 linear feet) was made possible by a grant from the National Endowment for the Humanities in 1984-1985. The Grail is a small worldwide movement of women involved in social justice and women's issues, international understanding, and spiritual search.

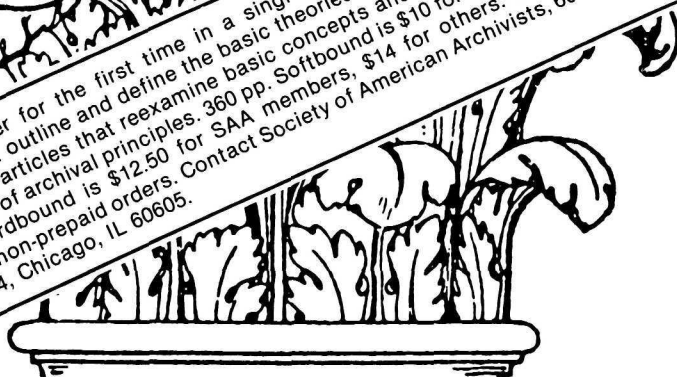
Roman Catholic in origin, the Grail now includes women of other traditions in its membership. The records, which date from the 1940s to the present, document the development of the lay apostolate in the Roman Catholic church; the role of women in church and society; social justice issues; feminist programs and perspectives; and international concerns, programs, and exchange. For further information contact Archivist, Grailville, 932 O'Bannonville Road, Loveland, OH 45140.

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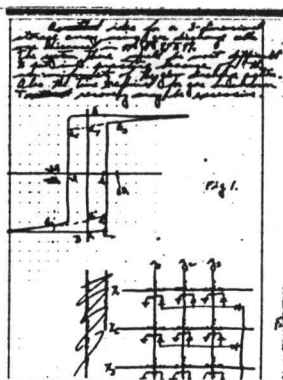


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National Archives and Records Service
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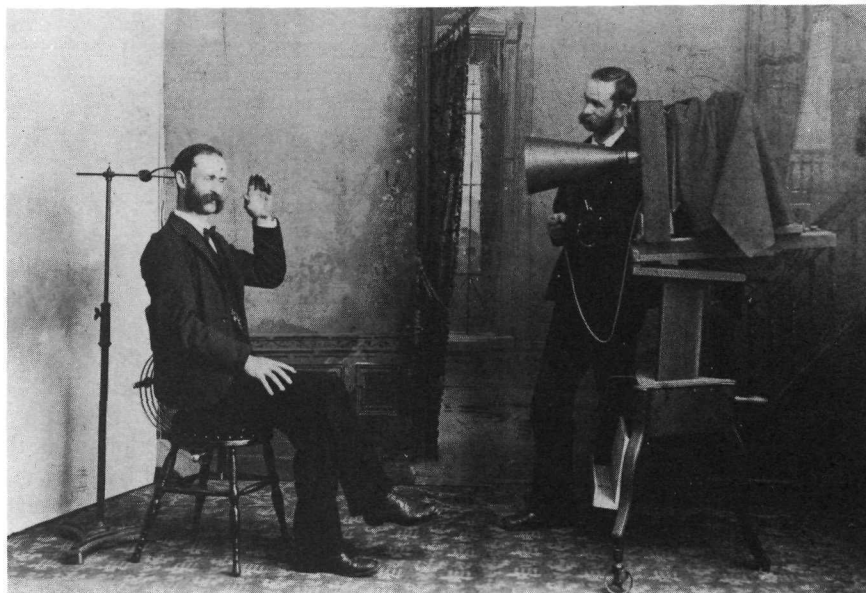


Appraising the Records of Modern Science and Technology: A Guide, by Joan K. Haas, Helen Willa Samuels, and Barbara Trippel Simmons, encourages archivists to collect more actively in the scientific and technological areas. In order to assist archivists in appraising these records, the authors have structured the *Guide* around descriptions of the scientific and technological activities of scientists and engineers. Each activity, and the records documenting it, is described, followed by discussions of appraisal considerations and examples. In addition, the *Guide* offers recommendations on collecting, arrangement and description, and developing retention guidelines for records in this field. The manual also includes: extended sections on grant and contract records, data, journal articles and technical reports, and patents; a list of scientific and technological discipline history center; a list of selected readings; and an index. The *Guide* is available for \$7 to SAA members, and \$9 to others.



Manuscripts: The First Twenty Years is a 450-page illustrated anthology consisting of more than fifty articles first published in the Manuscript Society's journal from 1948 to 1968. Editor Priscilla S. Taylor and coeditors Hebert E. Klingelhofer, Kenneth W. Rendell, and John M. Taylor have grouped the articles into five sections: Pointers for the Collector, Areas in Which to Collect, Historical Documents, Penmanship and Writing Systems, and Manuscripts as a Key to Biography and History. The anthology is a useful text for the beginner, offering methods of collecting, suggestions as to how other collectors have pursued the search, basics of pricing, and warnings of the pitfalls of mistaken identities and forgeries. The anthology is available to SAA members for \$29, and \$35 to others.

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until you've read about one of the Society of American Archivists's newest publications, *Administration of Photographic Collections*, by Mary Lynn Ritzenthaler, Gerald J. Munoff, and Margery S. Long. This manual is an outgrowth of SAA's workshop series of the same name, and was prepared with support from the National Endowment for the Humanities. It addresses all aspects of managing photographic collections from an archival perspective, stressing the development of systems to organize, access, and preserve entire collections. Specific topics covered include: appraisal and collecting policies, identification of photographic processes, arrangement and description, preservation, storage and handling, legal issues, and copyright and related copy services. The manual, part of SAA's Basic Manual Series, is illustrated with nearly 100 color and black-and-white photographs, plus many drawings and sample forms. It contains a complete index, and appendices that provide information on supplies, funding sources, and further readings.

Mary Lynn Ritzenthaler is director of SAA's Basic Archival Conservation program. Gerald J. Munoff is director of administrative services for the Kentucky Department for Libraries and Archives. Margery S. Long is audio visual curator, Archives of Labor and Urban Affairs, Wayne State University.

The 176-page manual is available for \$14 to SAA members, \$18 to others. To order, contact the Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

A white label with a wavy top and bottom edge, containing the word "Title" in bold black text.**Title****Archives & Manuscripts:
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THE AMERICAN ARCHIVIST: EDITORIAL POLICY

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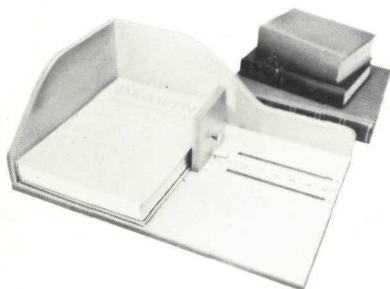
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