

## SHORTER NOTICES

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Federal, state, and local archival agencies are in a very real danger of being flooded into an impotent backwash by the overwhelming productions of records in their jurisdiction. It is almost certain that it will prove impractical to preserve, in the original or in some reduced form such as microfilm, giant accumulations of records because scattered therein is recorded experience from which those of the present and future should draw. Aware of this, there has been much vaporizing among archivists including the writer concerning the absolute necessity of effecting an eclectic system of birth and growth control on public records. During the past year there have been three particularly noteworthy cases of tangible progress toward this end in the federal government. All three have immediate as well as large range results.

One is the Navy's large scale and distinctly effective program for the elimination of unnecessary paper work and by extension unnecessary records. By its nature this program has been more effective against form records rather than general correspondence. This work has been the direct concern of Assistant Secretary Bard and his Administrative Office, particularly the Management Engineer's Staff. It is described in a five-page processed version of a speech by Mr. Bard on August 13, 1942, in Washington to a summer meeting of the Society for the Advancement of Management. Copies can be obtained from the Navy Department.

The second case, directed specifically towards streamlining mass correspondence and reduced filing, is described in part in a fourteen-page processed document, *War-izing Correspondence and its Management*, prepared by Charles H. Niemann, Co-ordinator of Correspondence, U. S. Civil Service Commission, for the Inter-agency Correspondence Management Conference. This work, too, has been extraordinarily successful and deserves examination for possibilities of its application elsewhere. Copies of Mr. Niemann's document, a description of his "Correspondex" and samples of divisional correspondence manuals can be obtained from the Division of Training, Civil Service Commission.

The third case is also a Navy Department project under the direction of Assistant Secretary Bard and his Administrative Office. This consists of a comprehensive program for planning and co-ordinating correspondence and records management in the Navy Department, the shore establishments, and the fleet. It is the first time in the federal government that full responsibility for correspondence and records management has been clearly and exclusively placed upon a specialized staff office, in this case the Office of Records Ad-

ministration. The jurisdiction, work program, and some of the results of this effort including elimination of overlapping and duplication are described by the writer in "Records Administration and the War," *Military Affairs*, VI (Summer, 1942), 97-108. This article has been processed and made available by the National Archives as Miscellaneous Processed Document No. 43-3 and is reviewed in this issue of THE AMERICAN ARCHIVIST.

All three of these programs are significant case studies deserving critical study by both administrators and archivists with a view to adding thereto and extending their application in order to eliminate unnecessary paper work and control the accumulation of public records.—E. J. LEAHY

*The Program of Records Administration and Archival Service for the Tennessee Valley Authority* (Knoxville, Tennessee, 1942. Pp. 10, Appendix 31, Processed) prepared by the Office Procedures and Standards Staff is a sequel to *A Proposed Program of Records Administration and Archival Service for the Tennessee Valley Authority*, by W. Grant Boyer, reviewed in the July issue of THE AMERICAN ARCHIVIST. The proposed program has been adopted by the TVA and is now being placed in effect in substantially the same form as originally proposed. One of the more noteworthy departures from the original proposal is the placement of the functions of the records officers upon the Office Procedures and Standards Staff. The distribution of this publication, unlike that of the earlier review, is apparently not limited. In view of an almost certainty of this program becoming a pattern for like programs in government agencies it is well worth the effort to obtain a copy of this document describing it.—WILLIAM MULLER

In an article entitled "Early French West Indian Records in the Archives Nationales," *Inter-American Bibliographical Review*, I (1941), 151-190, Professor Lowell Ragatz of George Washington University has included a thirty-one-page "List of papers relating to the French West Indies preceding the Revolution of 1789 deposited in the Archives Nationales in Paris by the Ministry of Colonies." This list was extracted from a manuscript "Répertoire numérique des archives des colonies," compiled some years ago by Pierre de Vaissière and Yvonne Bezard, which may be consulted in photostat form in the office of the Council of Learned Societies in Washington. The collection as a whole embraces approximately 1,650 registers and cartons. The list follows the arrangement of the records. These are divided into six groups: Series A, Administrative acts (*Actes du pouvoir souverain*); Series B, Letters sent (*Lettres envoyées*); Series C, Letters received (*Lettres reçues*); Series D, Defense of the colonies (*Troupes des colonies*); Series E, Personnel (*Personnel individuel*); and Series F, Miscellaneous (*Services divers*), which contains the famous Moreau de Saint-Méry Collection. Under these six headings Dr. Ragatz has listed the individual registers (bound volumes) and cartons (filing

cases) of documents, relating to the Caribbean colonies. Dates are virtually always given and in the case of letters received from officials in the larger islands the names are often provided. For example, under C9—Correspondance Générale, St. Domingue (Haiti) one finds the item "Register 158 Correspondance Générale: M. de la Luzerne, Gouverneur, and M. de Marbois, Intendant, 1787" (p. 173). It is unfortunate that the compiler did not stretch a point and include French Guiana in his list.

To get something is to want more. It is natural, therefore, to echo the compiler's hope that he will some day be able to calendar these valuable papers, which reflect the importance of the French sugar islands as compared with Canada and Louisiana. One echoes also his desire to have microfilms made and deposited here. "With such microfilms in America [he concludes], this precious subject matter would be safeguarded from destruction and, as its importance and its ready availability became known, it would provide inspiration and basic data for a notable series of monographs by a full generation of research students."—CARL L. LOKKE

## NEWS NOTES

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### THE SOCIETY OF AMERICAN ARCHIVISTS

The following persons and institutions were elected to membership in the Society by the Council between October 7, 1941, and September 1, 1942:

Vergil L. Bedsole, The National Archives, Washington, D.C.

Francis L. Berkeley, Jr., University of Virginia Library, Charlottesville, Virginia.

Joseph P. Brennan, Navy Department, Washington, D.C.

Ernest R. Bryan, The National Archives, Washington, D.C.

Adelaide A. Chatfield, Pacific Fire Insurance Company, Brooklyn, New York.

Geraldine Coburn, North Carolina Historical Commission, Raleigh, North Carolina.

Maxcy R. Dickson, The National Archives, Washington, D.C.

Jesse S. Douglas, The National Archives, Washington, D.C.

Major Handy B. Fant, War Department, Washington, D.C.

Don Farran, Work Projects Administration, Washington, D.C.

Mrs. Hope Grace, Treasury Department, Washington, D.C.

Francis M. Hails, Department of Archives and History, Montgomery, Alabama.

William D. Hoyt, Jr., Alderman Library, University, Virginia.

Herman Kahn, The National Archives, Washington, D.C.

John J. C. Macdonough, Walcott Taylor Co., Inc., Washington, D.C.

Newman F. McGirr, The National Archives, Washington, D.C.

Seymour J. Pomrenze, The National Archives, Washington, D.C.

Arthur Pound, State Historian, Albany, New York.

M. Myron Reiss, War Department, Alexandria, Virginia.

Buford Rowland, The National Archives, Washington, D.C.

Rev. Sig. H. Sandrock, American Lutheran Church, Bellevue, Iowa.

Lt. Col. J. M. Scammell, Work Projects Administration, Washington, D.C.

J. B. Speer, Montana State University, Missoula, Montana.

Marie Charlotte Stark, The National Archives, Washington, D.C.

Morris B. Ullman, Census Bureau, Washington, D.C.

Fannie M. Wilcox, Texas State Library, Austin, Texas.

Chester R. Young, The National Archives, Washington, D.C.

Division of Libraries and Archives, N.E. Missouri State Teachers College, Kirksville, Missouri. (Institutional)



Historical Society of Pennsylvania, Philadelphia, Pennsylvania. (Institutional)

#### THE NATIONAL ARCHIVES

A bill to amend the 1939 act to provide for the disposition of certain records of the United States government was passed by the Senate and on March 13, 1942, was approved by the President, becoming Public Law 496, 77th Congress. Under the provisions of this act the heads of agencies are no longer required to submit reports to the archivist with respect to records authorized for disposition subsequent to their disposal, except when disposal has been accomplished by the transfer of records to non-federal agencies, and the archivist is no longer required to make reports to Congress subsequent to the disposal of records.

Improved procedure for the disposal of useless government records and new provisions for the transfer of important permanent records to the National Archives were discussed at a meeting of the National Archives Council on July 28, 1942. The council, composed of the ten members of the cabinet or their alternates, the chairmen of the Library Committees of the Senate and House of Representatives, the librarian of Congress, the secretary of the Smithsonian Institution, and the archivist of the United States, was established by the National Archives Act of 1934.

In order to facilitate the transfer of valuable federal records to the National Archives, the council passed a resolution authorizing the archivist to requisition for transfer: any archives or records that the head of the agency that has the custody of them may offer for transfer to the National Archives; any archives or records that have been in existence for more than fifty years unless the head of the agency that has custody of them certifies in writing to the archivist that they must be retained in his custody for use in the conduct of the regular current business of the said agency; any archives or records of any federal agency that has gone out of existence unless its functions have been transferred to the agency that has the custody of the records.

Discussion on the disposal of useless records included consideration of procedures to eliminate delays now experienced in obtaining final authorization for disposal. Members of the council informally expressed the hope that legislation designed to remedy this situation will shortly be enacted.

At this meeting of the council, the archivist of the United States was elected chairman of the council, the secretary of the Smithsonian Institution was named vice-chairman, and the administrative secretary of the National Archives was selected as secretary. The present incumbents of these offices are: Solon J. Buck, C. G. Abbot, and Thad Page.

The National Archives has received during recent months, partly as a result of the wartime pressure for office and storage space, exceptionally large quantities of noncurrent federal records. Among the larger, more important

groups received are records of a score of customhouses, 1773-1936; the main body of records of the Coast Guard and its predecessors, the Revenue-Cutter Service, the Life-Saving Service, and the Bureau of Lighthouses, 1789-1942; and records of the Public Health Service and its predecessors, 1833-1939. Notable among the many groups received from the War and Navy Departments are records of military departments and divisions in the Middle and Far West, 1858-1921; the World War Selective Service System, 1917-1919; the Planning Branch of the Office of the Assistant Secretary of War, 1922-1934; and the Navy Department Bureaus of Engineering, 1910-1940, and Construction and Repair, 1896-1940. Other important groups received include the principal files of the Biological Survey, 1907-1938, the Commissioner of Fish and Fisheries and the Fisheries Bureau, 1894-1940, the Bureau of Agricultural Chemistry and Engineering and its predecessors, 1868-1942, the Office of Experiment Stations of the Department of Agriculture, 1888-1932, the Commodity Credit Corporation, 1933-1940, the Federal Trade Commission, 1915-1938, WPA Research and Records Projects and their predecessors, 1934-1942, and the Mixed Claims Commission, United States and Germany, 1922-1941.

As a result of these and earlier accessions, the National Archives now has approximately 80 per cent of all federal records in the District of Columbia that are more than fifty years old, exclusive of those of the General Accounting Office. More than 90 per cent of such records of the Senate, the State, War, Justice, and Labor Departments, and the Veterans' Administration and between 70 and 90 per cent of such records of the Navy and Interior Departments and the Civil Service Commission have been received.

Recent publications of the National Archives include *Records Administration and the War*, reprinted from *Military Affairs*, by Emmett J. Leahy, *Archives and the War*, by Collas G. Harris, and *Materials in The National Archives Relating to Labor and Labor Problems* (Reference Information Circular No. 10). The last is restricted in circulation for the present to officials of the federal government.

The archivist of the United States has announced the appointment to the staff of the National Archives of Dan M. Lacy, formerly state director of the Historical Records Survey in North Carolina and consultant for the federal Historical Records Survey; Adeline V. Barry, formerly secretary of the Joint Committee on Materials for Research and of the American Council of Learned Societies and the Social Science Research Council and more recently executive secretary of the Experimental Division of Library Co-operation of the Library of Congress; and Stuart Portner, formerly state supervisor of the Michigan Historical Records Survey. Other personnel changes include the transfer of Vernon G. Setser to the position of senior historian in the Office of the Quartermaster General in the War Department and the commissioning of the following members of the staff who have been called to

military duty: Asa M. Thornton, second lieutenant in the Quartermaster Corps of the Army; James Minogue, lieutenant in the Hydrographic Office of the Navy; Daniel F. Noll, captain in the Adjutant General's Office of the Army; and Jesse S. Douglas, also a captain in the Adjutant General's Office.

The only telegram transmitted by the old House printing telegraph so far located among the records in the National Archives was recently on exhibit in the archives building. It was sent over the machine in 1854. The telegram, in large printed letters on a strip over a foot long, was found in a pension folder. It was sent from a field office in Albany, New York, to the Commissioner of Pensions in Washington, regarding the pension of one Aaron Wright. Royal E. House was given a patent for the printing telegraph in 1848. The first line using the House system was completed in March, 1849, running between New York and Philadelphia. Later lines were established running between New York and Boston, New York and Buffalo, Cleveland and Chicago, Philadelphia and Washington, and New York and Sandy Hook, New Jersey.

Replacing an exhibit at the National Archives of documents pertaining to White House weddings are two exhibits, both of which are linked with the history of the Navy Department. The first, on the establishment of the Navy's bureau system, follows President Roosevelt's dedication of the new Naval Medical Center at Bethesda, Maryland, in observance of the centennial anniversary of the founding of one of the Navy's bureaus, the Bureau of Medicine and Surgery. The second, a series of documents illustrating the War and Navy Departments' use of the V-Mail service, throws light on the V-Mail system which grows increasingly more important as our expeditionary forces go into action on far-flung battlefronts.

#### THE FRANKLIN D. ROOSEVELT LIBRARY

President Roosevelt has recently transferred to the library a file of his correspondence covering his activities as a leader in New York state politics during the years 1913-1920. This correspondence relates to the endorsement and appointment of candidates for federal office and, since virtually all the letters contain discussions of local political situations, the file constitutes an invaluable source for the political history of the state. Other papers received from the President include a diary kept by him during the first three years of his service as assistant secretary of the Navy, 1913-1916, and the manuscript of his book, *On Our Way*, published in 1934.

Papers recently added to the library's Dutchess County collection include abstracts of title and deeds of the Archibald Rogers estate "Crumwold Hall," Hyde Park (1818-1915); deeds, mortgages, and similar documents relating to the Morton estate "Ellerslie," of Rhinecliff (1774-1885); account books of Daniel Wigg, Hyde Park (1839-1878); and account books of S. J. M. Sexton, also of Hyde Park (1858-1862).

George W. Roach, formerly state supervisor of the Work Projects Administration Historical Records Survey in New York, was appointed assistant archivist in the library on July 16, 1942.

#### LIBRARY OF CONGRESS

Among recent accessions to the Division of Manuscripts, the following may be considered of particular interest to archivists: miscellaneous documents pertaining to the first Japanese embassy to the United States; seven boxes of papers of Montgomery Blair and Levi Woodbury; 31 rolls of microfilm covering the Thomas Jefferson papers in the Massachusetts Historical Society; 59 packages of transcripts of records relating to the Port of Philadelphia, 1766-1937; 46 volumes and miscellaneous papers of Jacob Gerhard Koch, Amsterdam merchant located in Philadelphia, 1783-1848; 2 boxes of papers of Major Alfred Mordecai and family, 1810-1933; 62 boxes and volumes (additional) of the papers of Henry Rowe Schoolcraft; 5 boxes of papers of James Sullivan Clarkson, including political correspondence, 1866-1917; 1 box of papers of Senor Don Juan Riaño y Gayangos, Spanish ambassador to the United States, dated 1885-1926; a "Commanding Officer's Journal" kept by or for Col. Percival C. Pope while commandant of the marines in California, July 10-August 13, 1894, and enroute to and in the Philippines, April 10-October 6, 1899; 166 letters from the correspondence of William Howard Taft and George William Burton, 1908-1920; two boxes of "Personal Retained Records of School" of the Army Sanitary School, Dental Section, American Expeditionary Forces, December 21, 1917-December 17, 1918, kept by Major William S. Rice; and five volumes of the Final Report of the Commissioners General of the United States of America to the Brazil Centennial Exposition, 1922-1923 (special deposit).

The following persons have received appointments to positions in the Division of Manuscripts: Virginia Massey, Richmond Fairley, J. Beverly Riggs, Donald J. Thompson, and Maud K. Sites. Promotions have been given to Elizabeth G. McPherson and Dorothy S. Vastine.

#### COMMITTEE ON CONSERVATION OF CULTURAL RESOURCES

The objectives of the committee as recently stated are: (1) to prepare plans for the protection of materials of cultural, scientific, or historical importance in the possession of agencies of the federal government; (2) to collect and disseminate information and promote measures for the protection of records, books, manuscripts, museum objects, works of art, historic buildings, scholarly and scientific apparatus, and cultural institutions throughout the country against the hazards of war; (3) to engage in long-range planning and the promotion of measures for the better conservation, wider availability, and more effective utilization of the cultural resources of the nation.

Toward the protection of federal cultural materials, the committee has

conducted a detailed survey of books, manuscripts, works of art, museum objects, and records in the possession of federal agencies in the District of Columbia to determine the quantity that would need to be evacuated or given other special protection and formulated the results into a report to the Public Buildings Administration for use in the development and execution of its protective program. It has communicated technical information and plans for the protection of cultural, scientific, and historical materials to the heads of all federal agencies. It also has co-operated with the National Archives and the Public Buildings Administration in arranging for the evacuation of nitrate film from federal buildings in Washington.

Toward the protection of American cultural resources generally, the committee has established state committees in almost every state; has prepared and widely circulated a handbook on *The Protection of Cultural Resources Against the Hazards of War*; has initiated a survey, made with the assistance of the Work Projects Administration, to determine available emergency depositories to which cultural materials can be evacuated upon need; and has prepared and distributed thousands of posters and circulars urging care to avoid the destruction of valuable records and manuscripts in the waste-paper collection program. The committee has worked with a representative of the War Damage Corporation in the development of war damage insurance regulations designed to meet the needs of libraries and museums. It has given wide circulation to a bulletin of the National Archives on *The Care of Records in a National Emergency* and has launched a special nation-wide program for the protection of state and local public records. The committee is now planning a similar special program for the protection of historic buildings.

Toward preserving now the records of this historic time the committee has initiated a nation-wide program for the collection and safekeeping of archival material, books, pamphlets, diaries, manuscripts, photographs, posters, museum objects, and other materials that will record the mobilization of a democratic nation for war and the impact of that war upon our society.

Toward maintaining the continuity and vigor of our cultural life the committee has urged libraries and museums, in addition to their special war services and protective activities, to maintain at the highest level their normal services to the public and to extend their evening and Sunday hours so that war workers may easily enjoy them. The committee is endeavoring to meet the need for a national agency that will be able to conceive of the libraries, museums, archival agencies, and other cultural institutions of the country and their holdings as a rich and integral national resource; that will devote itself to planning for the enrichment of that resource and its conservation for the people; that will stimulate measures looking towards the wider geographic distribution of our cultural resources so that all men throughout the country may share and enjoy them; and that will be able to plan for the more effective continuing utilization of our cultural resources as a source of national strength and of intellectual and spiritual development.

## ARMY SERVICES OF SUPPLY

The Army's Services of Supply has established in the Adjutant General's Office a centralized unit for the administration of noncurrent records. On June 26, Colonel Thomas M. Spaulding was designated director of records "to operate and coordinate all activities of microfilming and disposition of records, Services of Supply, under direct supervision of the Adjutant General, and to carry out current policies in relation thereto." Under Colonel Spaulding have been organized the Microfilming Service Section headed by Captain Daniel F. Noll, formerly associate microfilm technologist in the Division of Photographic Archives and Research, the National Archives, and the Records Service Section headed by Captain Jesse S. Douglas, formerly archivist in the Division of War Department Archives, the National Archives.

## THE QUARTERMASTER CORPS HISTORICAL PROJECT

An Historical Branch has been established in the Office of the Quartermaster General in Washington, as a part of the program for over-all coverage of the administrative organization and activities of federal agencies concerned in war activities. Lieutenant Asa M. Thornton has been designated historical officer, with Dr. Vernon G. Setser as civilian head of the project, which envisages a comprehensive history of the Office of the Quartermaster General and its field installations during the present war. Much attention is being given to the setting up of a staff of well-trained and experienced scholars and writers. H. W. Thatcher, formerly of the University of Maryland, and T. M. Pitkin, formerly of the National Park Service, have been appointed as assistant supervisors to aid in planning and editing. Other members of the staff are Harry B. Yoshpe, Joseph J. Mathews, Herbert R. Rifkind, James M. Leath, and Edward M. Riley.

Archivists will be particularly interested in the plans for the preparation of a detailed record of the administrative organization of the Office of the Quartermaster General and its relationship to other branches of the War Department and the Army. Economic and industrial aspects of the military supply program will also be stressed.

## THE CENSUS BUREAU

The following news item, appearing in the Washington *Evening Star* on August 17, 1942, is of general interest to readers of this section:

Draft registration cards, signed by 24,000,000 men in 1917 and 1918, have been transferred from the War Department archives to the Census Bureau and are now available as a source of evidence on age and place of birth for persons lacking birth certificates, it was announced today. The records transferred contain age and place of birth or citizenship information on the draft registrants of the first World War.

In requesting a search of the 1917-1918 draft records, an applicant must furnish the Census Bureau with his name in full, date and place

of birth, permanent residence at time of registration, and the name of the town or city where registered. An application fee of \$1 must be paid to cover the cost of the search. If the applicant desires a photostatic copy of his draft card, the total fee is \$2, and for certification under seal, \$3.

Information on age and place of birth may also be obtained from its population records, the Census Bureau said. Since individual census records are confidential, information contained therein can only be released upon the written authorization of the individual to whom it relates. Information from the draft cards, however, can be furnished to any one as a public record.

Thousands of empty file cabinets, which previously contained draft questionnaires, and other papers relating to the first World War which have been stored temporarily in the open along the Occoquam wharf on Maine avenue S.W., have been turned over to the Treasury Procurement Division by the War Department, it was revealed today.

The cabinets that are still suitable for use are being distributed among other Federal agencies, some of them outside Washington, and the others are being turned over to the Navy Yard for salvage.

Congress authorized the War Department to destroy the World War draft questionnaires. All told, about 50,000 cabinets have been turned over to the Treasury Procurement Division, most of them by the War Department. About 3,000 are still to be disposed of, it was said yesterday.

#### WORK PROJECTS ADMINISTRATION

Sargent B. Child, J. M. Scammell, Don Farran, Donald Thompson, and Mabel Eisenhardt, all of the central office of the Historical Records Survey, have resigned. Mr. Child reports that the publications of the survey continue to be issued at the rate of about forty volumes per month. A checklist of survey publications, containing more than two thousand titles, will be available this fall. "What Is Past Is Prologue," an address delivered by Mr. Child at the June convention of the American Library Association, is now available in processed form and also appears as an article in this issue.

#### AMERICAN ASSOCIATION OF MEDICAL RECORDS LIBRARIES

A Committee on Archives headed by Irene M. Connors is gathering together the archives of the association to make possible a record of all data of historical or scientific value.

Duke University conducted an institute for medical record librarians July 13-15, 1942. The program included lectures on medical record room functioning and management, indexing, and medical record jurisprudence.

#### FOREIGN NEWS

##### *Great Britain*

The British Records Association has announced that the annual general meeting of the association and its sections will be held on Tuesday, Novem-



ber 17, 1942, if wartime circumstances permit. The last issue of the *Bulletin* of the Technical Section that has been received by the National Archives library is No. 14. It includes data on book-worm control, the preservation of seals, the handling of carbon copies of documents, the decipherment of charred documents (continued from the previous issue), and the care of damaged documents.

*Memorandum* No. 3 of the British Records Association was issued in May, 1942. It is so closely related to problems under discussion in the United States that it is thought worthy of reprinting in this section:<sup>1</sup>

*What should we try to save?*

1. Records are documents preserved for reference: the manuscript remains of organized business (including family life) in the past. The business may have been public or private, important or unimportant.

2. All records are, by their nature, unique: to destroy them therefore always means destroying knowledge. Other possible waste paper—printed books for instance—may represent pecuniary value, but their loss is very seldom irreparable.

This point of view cannot be too much stressed.

3. On the other hand we cannot keep everything, even in peace-time: much less in war. Hence the very difficult question in our heading.

4. Two queries immediately suggest themselves in the case of any given records—is the knowledge contained in them available to any considerable extent elsewhere? and is it important?

5. As to importance—apart from the obvious cases (the records of well-known institutions or personages) those records have a special claim to be judged important which results from activities that affect a large number of individuals in a great variety of ways, and which in consequence may contain incidentally information of interest for research work in every possible branch of knowledge. Note the importance (to take one example) of detailed records of public accounting from this point of view.

6. Importance may also depend on circumstances. A washerwoman's bills may be important if she washed for Napoleon: the diary or correspondence of a nobody may have value if he lived through an historic period in his country or neighbourhood. Hence, for present purposes, the value of local knowledge.

7. Date is not a sound criterion to go by in general, because in one class a document of (say) 1600 would be a very early and important example while in another it would be late and comparatively valueless. It may be useful, however, to bear in mind, as a guide, that in the case of the public records the rule is that nothing of a date earlier than 1660 may be destroyed.

<sup>1</sup> In view of the profit to be found in the exchange of experience and the difficulties that beset the dissemination of information in war time, *THE AMERICAN ARCHIVIST* will from time to time reprint significant memoranda and reports concerning the care of records in emergencies.



8. Having settled that an accumulation of records is important, whether on general or special grounds, we have to decide whether we can select from it: and if so on what criteria.

9. If it is a very small accumulation it will save much time, and involve little loss to salvage, to keep the whole. This has an advantage, because discarding subsidiaries is at best a regrettable necessity: often the unimportant documents form a valuable background to the important.

10. If we do select we should have four principal aims:

- i. to keep enough to demonstrate fully the nature and scope of the business recorded;
- ii. to keep those classes which are specially important from the point of view of Paragraph 5 above;
- iii. to preserve wherever possible classes which take the form of continuous series (because they have collective as well as individual value); and
- iv. where the mere size of the series and repetitive character of the documents make some sacrifice necessary, to select for preservation examples at regular intervals and, if possible, for periods of special interest.

11. It follows that every effort should be made to preserve records of the types indicated in the schedule annexed.

#### *Schedule*

1. The following is merely an attempt to indicate the types of record which are of primary importance: it is not an exclusive list of classes to be preserved. For instance original wills, and marriage settlements, and deeds other than those relating to land, are always worthy of consideration though they are not mentioned specifically below.

2. The records of rating, poor law and other local authorities (including the ecclesiastical) and of commissions, public trusts, endowed foundations and all kinds of public or semipublic institutions, as well as those of public officials, are frequently found in private custody; a specially careful watch should be kept for those.

Representative accounts (generally the ledgers if full series of ledgers, journals and cash books were kept).

All manuscript architectural drawings and plans.

All conveyances and deeds relating to land: and with all cartularies, and registers or schedules of documents concerning title.

All original correspondence and entry books or registers of letters before 1700: and those of later date subject to the suggestions made above.

Diaries subject to provision regarding date as for correspondence above.

All court rolls and other manorial records.

All formularies and precedent books.

All official records of legal proceedings.

All manuscript maps, plans and surveys of lands: printed maps should also receive consideration, for many even of the early ordnance maps are rare.

Minute books and other formal records of proceedings of all kinds.

Formal lists of names, including assessments, rate books, and rentals.

Particulars of sales of land (manuscript or printed), especially marked copies.

It will be seen that our notes, while they do not rule out the museum specimen, do not lay stress on the saving of spectacular individual documents. On the other hand finds of single documents of outstanding general interest have great value as propaganda and we shall welcome reports of them.<sup>2</sup>

#### COLORADO

Herbert Brayer, archivist of the Denver and Rio Grande Western Railroad Company, reports that the archives will move in September into the new quarters mentioned in the July issue of *THE AMERICAN ARCHIVIST*. The building is located at 16th and Stout Streets, Denver. The archives will be housed on the sixth floor, where vault space and new equipment, limited to some extent by wartime conditions, will be available to receive the records of the company. Since the founding of the Denver and Rio Grande Western archives, Mr. Brayer states, a number of other railroad companies have expressed their interest in similar enterprises. He has been made a member of the Records Committee of the American Association of Railroads, and has worked with several other railroads in developing their permanent archival programs.

#### DELAWARE

The *Annual Report* of the Public Archives Commission for the fiscal year 1941-1942 now is available to persons desiring it. The report points out that records from the Adjutant General's Office have been transferred to the archives for the period of the Civil War, the Spanish-American War, and the first World War. Reference is also made to a survey conducted by the archivist, at the request of the governor, of all essential active public records of all state departments and agencies for the purpose of protective microcopying.

#### DISTRICT OF COLUMBIA

The following announcement has been received from the American University:

Thoughtful administrators in the United States are beginning to realize that the problems connected with the making and keeping of government records can no longer be adequately solved by untrained personnel. Methods that were developed in less critical times have not met the needs of today when government is playing a much more important role than ever before in the life of the nation.

It has been customary in the past to look upon the keeping of current records in the agencies in which they originate as one of the minor clerical

<sup>2</sup> Capitalization and italics have been adapted to conform to the practice of *THE AMERICAN ARCHIVIST*.

problems to be solved by a competent file clerk with the application of common sense. On the other hand, the handling of noncurrent records by the professional archivist has been largely governed by preponderantly scholarly viewpoints and interests. As a matter of fact, the management of government records, from the time of their creation up to and including the time they are accessible in the archival agency is essentially one problem the different phases of which should be the subject matter of one program of study.

In co-operation with the National Archives, the School of Social Sciences and Public Affairs of the American University is offering an integrated program, intended to serve the needs of those responsible for records both in the file rooms of government agencies and in archival establishments. This program of study includes:

1. a basic course for undergraduates in the management of records, both current and noncurrent.
2. advanced courses in the administration of current records and in the history and administration of archives.
3. advanced courses in administrative history and in historical methods appropriate to the understanding and evaluation of records.
4. basic and advanced courses in related fields that will enable the student to understand the problem of records in its total setting.

These courses should be useful not merely to persons working with current records and to archivists, but also to students of history and of the social sciences in general who wish to become acquainted with the nature and value of one of the main types of materials for research.

Ernst Posner, Helen L. Chatfield, and Louis C. Hunter are lecturers in these courses for the current university year.

#### IDAHO

Ora B. Hawkins, director of the State Historical Society at Boise, reports that the construction of the new State Historical Building has been temporarily suspended due to wartime construction problems. Shirley Hoff has been appointed as assistant to the director, filling the vacancy created by the death of Mrs. Claudia Ross last October.

#### ILLINOIS

The following announcement has been received from Margaret C. Norton of the Archives Department of the Illinois State Library:

The Illinois State Library some years ago inaugurated a long range program for better care of local archives. To date that program has been carried on largely through correspondence and the co-operation of the Historical Records Survey. Mr. Kenneth Blood, who has been in charge of the Springfield office of the survey since 1936, will continue and expand this work as field visitor for archives in the Illinois State Library.

The Illinois policy is to encourage better care for local archives, particularly county archives, in local repositories. So long as the county is able and willing to provide adequate vault space, and to take proper care of its records, original records of historical interest should be kept in the county. Historical county records which would otherwise have to be destroyed may be deposited in the state archives, to be held until such time as the county can provide adequately for them, or they may be deposited permanently. The state will furnish without cost to the county, certified photographic copies of such deposited documents as are required for the use of its officials.

The arguments for and against centralization versus decentralization have been carefully considered in deciding upon this policy. Centralization would permit greater facility for historical research and, perhaps, prevent a certain amount of unauthorized destruction of records by officials ignorant of or indifferent to their value. Practical problems outweigh the arguments in favor of centralization.

In the first place, the state could not afford to erect a building large enough to house all the important records of its 102 counties, one of which, Cook County, contains the second largest city in the country. Distances are too great and transportation facilities inadequate to permit ready access to records required for occasional local use. That local use of records is the crux of the problem.

County archives are a by-product of county government and as such are necessary to efficient administration. Unlike the older eastern states, Illinois has few historical county archives which are never needed for current business. The forgotten records decaying in court house attics and basements would seem to refute this statement, but this condition is merely the result of overcrowding and inefficient filing systems. Records of identical content and date treated as rubbish in one county are often found in active use in an adjacent county which has adequate vaults and alert officials.

Even if all the supposedly noncurrent historical records were centralized in the state archives, the greater bulk of the legal records, many of extreme historical importance, would still have to be left to the hazards of county record administration. Land records, vital statistics registers and most court records, to name but a few categories, must remain in the county. If the cream of historical records is skimmed off and removed to the state capital, local persons interested in history tend to lose incentive for supporting their county officials in efforts to better their facilities for the care of records.

The archives extension service of the Illinois State Library is not an attempt to coerce county officials, but to co-operate with them in solving their records problems. It advises with them at their request on methods of filing, papers, inks, binding, and equipment. It provides information service on pending legislation. Through publicity directed at librarians, clubs, newspapers, and other influential persons it endeavors to aid officials in getting support for better care of their records. Through microfilm and other transcripts of historical documents it offers a degree of insurance against loss of the originals, as well as answering the need for centralization of records for research purposes.

At the risk of including in the News Notes Section material that may be considered by some of our readers as properly belonging in some other section of *THE AMERICAN ARCHIVIST*, we are reprinting herewith, because of its timely character, the statement on county records and the war issued last February by the Archives Department of Illinois State Library:

Sixty million native-born American citizens cannot prove their citizenship through acceptable legal records, according to estimates by the U. S. Bureau of the Census. What that means to persons of Japanese, German, and Italian descent can well be imagined. Even ninth and tenth generation Americans are finding it difficult to get defense jobs or to prove their ages to the satisfaction of their draft boards. Thousands of needy persons have had their applications for old age assistance rejected because they could not prove their age. This critical situation is due chiefly to late and inadequate laws and lax enforcement of birth registration requirements, rather than to carelessness about preservation of records already created.

Not only citizenship rights but also ownership of all real estate and some personal property must be established through county records. The importance of deed and mortgage registers is fully appreciated by county recorders, but in very few court houses are these vital records protected by adequate vaults. Citizens should insist that neither the county government nor the individual shall again suffer loss because official records are missing. They will not achieve this goal unless influential persons such as attorneys, teachers, and librarians back their county officials in efforts to provide adequate care for county archives.

Most county court houses are already crowded and the war is making it increasingly difficult to find adequate storage space for records. The demand for waste paper, also, is likely in this, as in past wars, to result in indiscriminate destruction of records, despite the law which makes destruction of legal records without legislative authorization a criminal act. The following list of types of records, grouped according to their use value, may be helpful to county officials and their advisors in selecting records to receive preferential care.

The Archives Department of the Illinois State Library offers consultation service to county officials on their record problems. So long as the county is able and willing to provide adequate vault space, and to take proper care of its records, original records of local historical and legal interest should be kept in the county. Historical county records which would otherwise have to be destroyed may be deposited in the state archives to be held until such time as the county can provide adequately for them, or they may be deposited permanently.

County records recommended for especial protection against the hazards of war:

- I. Records which protect rights of citizenship, life and property.
  - a. Vital statistics—registers of births, marriages, and deaths.
  - b. Naturalization records.
  - c. Adoption records.
  - d. Records of legalized changes of name.

- e. Records of persons adjudged incompetent as spendthrifts, drunkards, insane and feeble-minded. Court decrees later pronouncing them again sane or otherwise competent.
  - f. Records of commitments to and releases from state charitable and criminal institutions.
  - g. Probate records, particularly for unsettled estate, guardianship and conservatorship cases. Wills, inventories of estates; reports of administrators, executors, conservators and guardians; court orders and decrees.
  - h. Land records, including survey records, registrations of deeds and mortgages, records of tax sales and of sales of school and swamp lands.
  - i. Mine maps.
  - j. Current chattel mortgage records.
  - k. Certain authorizations by state departments which do not go into effect until recorded in the County: Registers of
    - 1. Licenses to practice certain professions,
    - 2. Corporate charters,
    - 3. Authorizations to foreign corporations to do business in the state.
  - l. Marks and brands for live stock.
  - m. Registers of licenses issued for "shanty boats," peddlars, fishermen and hunters, butter and cheese co-operatives, ferries, mills, toll roads and bridges, etc.
  - n. Court records, including petitions, appeals, dockets, transcripts of evidence, judgments, decrees and orders, bonds, reports and documents filed with the court, records of unfinished business, etc.
- II. Records which affect the property rights of the county government.
- a. Deeds and abstracts to real estate owned by the county.
  - b. Leases in current effect.
  - c. Contracts, including drawings, specifications, contract papers, bonds, etc.
  - d. Current inventories of county property.
  - e. Official bonds and oaths of office.
- III. Essential administrative records.
- a. Election records.
    - 1. Official lists of county officials (from organization of the county).
    - 2. Abstracts of election returns, particularly those not certified to the secretary of state, as, referenda on commission form of government for cities; annexation and disconnection of territory from cities, towns and villages; local officials not commissioned by the governor, etc.
    - 3. Registration of voters.
  - b. Records relating to boundaries and organization of special districts, such as drainage, wild life conservation, park, high school, tuberculosis sanitarium, soil conservation, public health and mosquito abatement districts.
  - c. Records establishing governmental policies, such as proceedings of the board of supervisors or county commissioners, attorney general's rulings, order books, court decrees, official reports (printed and manuscript), etc.
  - d. Correspondence, limited to that establishing policies, official business with other officials, etc. Routine requests for publications, etc., should not be filed with official correspondence.

## e. Financial records.

1. Receipts into and expenditures from the county treasury: authorizations and account books in particular.

2. Assessment and tax collection records.

## f. Highway department and surveyor's engineering records.

## g. Jury lists.

## IV. Noncurrent records chiefly of historical interest.

All county records are historically significant because county business affects every individual in the county. For the history of the pioneer period county records are indispensable to the historian because county government was the one cohesive element of community life.

In general it may be assumed that county records have historical value if:

- a. A record has survived for at least fifty years.

- b. The record has been transcribed or entered in a bound volume. Ledger volumes are expensive, handwriting tedious and time-consuming.

- c. The miscellaneous unbound files are the fuller and original documents on which the bound records are based. Many examples of historical records named below will be found only among the unbound files.

Examples of a *few* of the types of historical materials to be found in county archives:

- a. Minutes and proceedings of the county commissioners' court or board of supervisors. (The most valuable single set of records.)

- b. Records associated with famous persons, notably Lincoln. Records of court cases in which Lincoln and his law partners were associated, also other documents signed by him or in his handwriting. One of the earliest known Lincoln autographs was recently found in a Macon County estray record.

- c. Court records, particularly those of the early circuit court.

- d. Probate records, particularly proceedings of the probate justices of the peace (-1849), wills and inventories of estates.

- e. Land records.

- f. Militia rolls.

- g. Census schedules.

- h. Registers of marks and brands; estray registers.

- i. School reports.

- j. Early petitions.

- k. Road reports.

- l. Election poll books.

- m. Early assessment and tax collection records.

- n. Marriage records.

- o. Apprentice records.

- p. Bills of sale. Much information concerning treatment of Negroes and evasion of antislavery laws will be found in apprentice records and bills of sale.

- q. Records of early criminal trials.

The photographic laboratory of the Archives Department of the Illinois State Library has been put at the disposal of the Office of Civilian Defense



and also of the engineers of the two ordnance plants located at Illiopolis, near Springfield. Films, enlargements, and photostatic copies are supplied and representatives of these agencies are making extensive use of the reading machines belonging to the Archives Department.

#### INDIANA

Christopher B. Coleman resigned his position as acting director of the Indiana State Library, September 1, to give his entire time to the Historical Bureau in which he has continued as director since 1924. On the same date, Harold F. Brigham, former head of the Louisville Free Public Library, Louisville, Kentucky, assumed the office of director of the Indiana State Library, to which he had been elected by the State Library and Historical Board.

The following notice of local archival activity was released by the state library in August, 1942:

While official papers of no value whatever have accumulated in Indiana, other official records of considerable importance have been lost.

More than half of the journals of the two houses of the general assemblies of Indiana Territory, if in existence, cannot now be found. No copy exists of the journal of the special session of the Senate which tried Judge Clarence W. Dearth as late as 1927. A very large proportion of early records of boards of county commissioners and other important local offices have either been destroyed or lost.

Some historic documents were saved only by accident and through the vigilance of a few persons who appreciated them. The check by which the state repaid the unsecured loan of James F. D. Lanier to Governor Morton—the loan which enabled the state government to carry on during the Civil War—was picked out of waste paper on the floor of the basement of the state-house by the late George Pence and is now preserved in the Indiana division of the state library.

Probably less than half of all of the public records of value, from the beginning to the present time, are in existence now in Indiana. It is probably safe to add that in the storerooms of state offices and in the "bum" rooms of court houses, great piles of material which ought to be sold as waste paper are only nuisances and fire hazards.

The state government began a reformation with the completion of the State Library and Historical Building in 1933. A division of archives was established as part of the state library. Though inadequately staffed and already overcrowded (a large part of the new building has been occupied by the Department of Conservation) it has relieved many state offices of papers which they could not preserve, and it has begun the process of sorting and arranging them.

The state Commission on Public Records, consisting of Governor Henry F. Schricker, chairman, the director of the State Library, secretary, and the secretary of state, and the director of the Historical Bureau, was created in



1935. It and it alone has authority to transfer records and other documents to the archives, to put papers of no active official value but of historical importance in the State Library, and to sell or destroy all papers of no value whatever. Thus far the commission has acted only upon requests of the various state offices, but its suggestions have led in many cases to great improvement.

County commissions of public records were provided for by the legislature in 1939. These consist of the judge of the circuit court, the president of the board of county commissioners, the county auditor, and the county clerk. The clerk is secretary: the commission elects its chairman. The county commissions have duties and powers similar to those of the state Commission on Public Records.

County commissions have been slow to organize. At the outbreak of the war, so far as is known, less than half a dozen had had meetings. Since then, on the suggestion of the state Commission on Public Records, some twenty have reported activity.

The long continued shiftlessness in the past presents some of the county commissions with problems and work which they can scarcely tackle with their present resources. In Indianapolis it was proposed that the Marion County Commission on Public Records sell immense accumulations of tax papers for waste paper, but when it was pointed out that some of them must be preserved permanently, a desirable readjustment proved impossible. Undoubtedly, in many cases, counties will have to provide special funds for the operation of the local commissions on public records.

The creation of state and local war defense councils and other war agencies is calling for increased scope of work and vigilance on the part of all these public records commissions. It is important that new official and semi-official organizations preserve their important records necessary for the history of their organization and activity. When they terminate, selected documents will have to be preserved and made available in state and county archives.

Historically important records from the archives of the parish of St. Augustine, Florida, the oldest parish in the United States, have been received by the Rev. Thomas T. McAvoy, C.S.C., University of Notre Dame archivist. These records, which will be kept in the Notre Dame library for safekeeping for the duration of the war, include fifteen volumes of baptismal, burial and marriage records dating from 1594 to 1763. Also included is the "Golden Book of the Minorcans," which contains the records of the Minorcan colony which came to New Smyrna, Florida, in 1768 and then went to St. Augustine as a refugee group in 1777. This book contains the records of the church wardens of St. Augustine in the 1820's and '30's.

Other items acquired recently for the Notre Dame archives are some two hundred letters addressed to Bishop Simon Brute, of Vincennes, Indiana, which have been missing for over fifty years. They contain valuable history of the Middle West. An important collection of letters written by Mrs. Ellen Sherman to her husband, Gen. William T. Sherman, and other Sherman heirlooms also have been obtained.

## IOWA

Fred L. Mahannah, assistant curator of the Iowa Department of History and Archives and superintendent of the Public Archives since September 1, 1939, died on October 12, 1941. Mr. Mahannah developed a "passionate zeal" for the ordering of Iowa's records, and it was largely through his efforts that a substantial, largely fireproof, brick building of two stories and a basement, one block from the State Historical Building, was leased by the state in February, 1942, for use as a storage warehouse for state documents. Ralph Young has been appointed to succeed Mr. Mahannah.

Kenneth C. Colton reports that the task of alphabetizing the census cards of 1915 has taken up much of the Archives Department's time in recent months. The cataloguing of state archives that have been received by the Department of History and Archives since 1928 is a project that will receive attention shortly. Mr. Colton also sends word of the steps being taken to establish an Iowa War Records Commission. A statement covering the organization, purpose, and program of the commission can be obtained from the Iowa Department of History and Archives.

## LOUISIANA

Arthur E. Gropp, librarian of the Middle American Research Institute at Tulane University, has been appointed director of a new "American library" at Montevideo, Uruguay. This library is the third of its kind to be established in Latin America, the others being located in Mexico City and Managua. Mr. Gropp conducted a survey of the libraries and archives of Central America for the Middle American Research Institute in 1937 and 1938.

## MASSACHUSETTS

Clifford K. Shipton, custodian of Harvard University Archives, reports that Francis P. Keough is now serving in the armed forces of the United States.

## MINNESOTA

Grace Lee Nute reports that the Minnesota Historical Society has lost the services of an archives assistant, whose salary was paid from the proceeds of the sale of discarded documents, because of the decline in the prices paid for waste paper. No state appropriation is available to continue the services of such additional employees. Miss Nute also states that efforts are being exerted to obtain passage by the state legislature of a bill to provide for the establishment of a central microfilm department for the state archives to enable officers to destroy records and save storage space through the microfilming of large bodies of records. Large quantities of official records have been accessioned by the state Historical Society recently relating to banking, forestry, and social security in Minnesota.

Attention should be called to the description of the work of the Minnesota War History Committee by Lewis Beeson in the June issue of *Minnesota History*.

The following release, distributed to the press by the Minnesota Historical Society in September, describes an interesting accession recently made to the society's collection:

The archives of the Third United States infantry, which is more closely identified with the history of Fort Snelling than any other regiment, recently have been placed with the Minnesota Historical Society for safe-keeping. The regiment, which is known as the "Old Guard," is considered the oldest infantry unit in the United States army, since it can trace its history back to 1784.

The Third has served in every American war from the War of 1812 to the World War. It saw service in the Mexican War, the Civil War, and the Spanish-American War. It has been in Alaska, Cuba, and the Philippines. In 1888 it "was ordered to Fort Snelling for home station," and it has been associated with the Minnesota post almost continuously since that time.

During its many years of active service in the Northwest and elsewhere, the Third Infantry has built up an interesting and valuable collection of records. They include letterbooks, pay rolls, muster rolls, and other manuscripts. It has also assembled an interesting group of trophies, flags, and insignia. Because the regiment has been so long identified with Minnesota, it is appropriate that its collections should be entrusted to the state historical society.

#### MISSOURI

The Jens Christian Bay collection of Western Americana has been acquired by the State Historical Society of Missouri. This collection includes over three thousand volumes, manuscripts, and maps. The society has also acquired a collection of thirty-two photographs of former highway commissioners of the state and sixty other photographs of significant local buildings and places of historical interest.

#### NEW YORK

The list of Manuscript Division accessions for 1941 made by the New York Public Library was released in the June issue of the library's *Bulletin*, p. 515 ff. Among the items that may be considered of interest to archivists are: accounts of Sir William Andros, governor of New York, 1680-1682; survey books of Joseph F. Bridges, city surveyor, 1826-1851; a diary of Maurice Campbell, federal prohibition administrator for New York, 1927-1930; papers of Henry P. Dering, 1780-1855, including material relative to his work as a collector of customs, postmaster, and military storekeeper at Sag Harbor, New York; papers relative to the services of Henry Glen as

deputy quartermaster general in New York during the Revolution; papers of Joseph O. Hasbrouck, postmaster of Tuthill, New York, 1834-1863; correspondence of Enrique Llorente, Mexican consular agent at El Paso, Texas, 1912-1913, and representative of Francisco Villa at Washington, 1914-1915; papers of the New York City Bureau of Buildings relating to residences of historical significance in Manhattan; correspondence of the Panama Canal Zone Quarantine Officer, February 1-August 28, 1908, with Dr. Groesbeck Walsh, quarantine officer at Corinto, Nicaragua, relative to the yellow fever; order books and letter books containing the official correspondence of the U. S. Revenue Cutter Petrel with the Secretary of the Treasury and the collector of customs, 1867-1873; and papers of Frank P. Walsh, 1911-1939, including papers relating to his work as a member of the federal Commission on Industrial Relations.

Clifford L. Lord, director of the New York State Historical Association, reports that the Lists and Indexes of Executive Orders of Presidents of the United States, both for the numbered and unnumbered series, which he has edited for the New Jersey Historical Records Survey, will be available for distribution in the near future.

#### NORTH CAROLINA

Marcus Cicero Stephens Noble of Chapel Hill, a member of the North Carolina Historical Commission since 1907 and its chairman since 1932, resigned from the commission, and Judge Heriot Clarkson, a member since 1923, died on January 27, 1942. Dr. Noble died on June 1. On February 6, Governor Broughton made the following appointments to the commission: R. D. W. Connor of Chapel Hill to fill out the term of Mr. Noble, ending March 31, 1943; Mrs. P. F. Patton of Hendersonville for the term ending March 31, 1945; Miss Gertrude Carraway of New Bern for the term ending March 31, 1947; W. T. Laprade of Durham to fill out the term of Judge Clarkson, ending March 31, 1947; and Mrs. George McNeill of Fayetteville, who was reappointed for the term ending March 31, 1947. The two members whose terms hold over are Clarence W. Griffin of Forest City, whose term expires March 31, 1943, and J. Allan Dunn of Salisbury, whose term expires on March 31, 1945. The commission met on February 21 and elected R. D. W. Connor, former archivist of the United States, as chairman.

The North Carolina Historical Commission has acquired the Heriot Clarkson papers, 1882-1941. Judge Clarkson was a member of the state House of Representatives, 1899; solicitor of the Twelfth Judicial District, 1904-1910; associate justice of the Supreme Court of North Carolina, 1923-1942; and, as noted above, a member of the North Carolina commission for nineteen years and its chairman for ten years.

A house on Main Street, Salem, erected in 1797 for the warden of the Salem Congregation (Moravian), is being restored and fireproofed to house the archives of the Moravian Church in America, Southern Province. "Space for shelving will more than double that in the present archives house, with ample ground for additions should they be needed in the future," says Adelaide L. Fries, the archivist.

#### OHIO

The Hayes Memorial Library has accessioned the James B. Finley papers relating to the Wyandot Indian Mission at Upper Sandusky during the first quarter of the nineteenth century. Included are letters of Lewis Cass, Thomas L. McKenney, Bishop William McKendree, John Johnson, and Nathan Bangs, as well as the annual reports of the mission and a manuscript history of it prepared by Finley.

The Ohio War History Commission is now issuing an official publication entitled *Communikay*. The masthead carries the slogan "We must collect our records today for the writing of our history tomorrow." Ruth Joseph Fischer is the editor.

The Committee on Private Research, Western Reserve University, of which William S. Dix was director, has been forced to discontinue its activities due to war conditions.

#### OREGON

According to a report in the June issue of the *Oregon Historical Quarterly*, plans have been made by the Oregon Historical Society for safeguarding its valuable documents from possible air raids. A committee examined various storage places and found that a storeroom in the city auditorium afforded protection from incendiary bombs. A fireproof door was installed as an extra precaution. The manuscript collection will be moved as soon as microfilm copies are made. The work of microfilming is progressing under the direction of Burt Brown Barker.

#### TENNESSEE

Mrs. John Trotwood Moore, state librarian and archivist, will have the services of Robert T. Quarles, former archivist of Tennessee, for the coming six months in assembling and arranging several boxes of original court records found in the court house at Gallatin, Sumner County. The records were about to be destroyed when Mrs. Moore secured permission of the judge to save them because of their historical value.

## TEXAS

The death of Charles W. Ramsdell, professor of history, University of Texas, on July 3, removed from the company of historians and archivists one of its outstanding leaders. A specialist in the field of Southern history, Professor Ramsdell was instrumental in greatly expanding the collection of manuscript and archival source materials for Southern history at the University of Texas.

## VIRGINIA

Robert Hunt Land, who was until recently occupying the position of archivist in the library of the College of William and Mary, is now serving in the armed forces.

Lester J. Cappon, consultant in history and archives, University of Virginia, has completed a study of the collection and preservation of the first World War records in the several states. This survey, made under the direction of the Committee on Control of Social Data of the Social Science Research Council, includes a proposed program for the collection and preservation of current war records. The survey will be published by the council in early autumn.

## WASHINGTON

The Department of History of the University of Washington is gathering information concerning the activities of state and local defense agencies in Washington during the first World War. Presumably many of the records of these agencies were collected at the time by war history committees which were appointed for the several counties of the state by Professor Edmond S. Meany. After the war these committees passed out of existence, but a central library in each county was designated as depository for the records which they had gathered. Librarians having custody of these records are invited to report their holdings to Professor Charles M. Gates, History Department, University of Washington.

Under the sponsorship of the Washington Committee on Conservation of Cultural Resources, the Seattle Civilian War Commission appointed a Committee for the Preservation of Valuable Records to circularize the more important business firms and industries and all of the more important governmental offices in the city of Seattle with a letter calling attention to the importance of protecting valuable business and government records and offering technical assistance.

From approximately fifteen hundred circular letters mailed, some one hundred and fifty acknowledgments were received, and of the one hundred and fifty acknowledgments two government agencies and twenty-eight business

concerns, most of them large, requested direct assistance. Technical consultants were furnished to the Seattle war commission by the Washington Committee on Conservation of Cultural Resources.

#### WISCONSIN

A War Records Commission has been appointed by Chairman R. S. Kingsley of the Wisconsin Council of National Defense. Headed by Edward P. Alexander, superintendent of the Wisconsin State Historical Society, the commission will prepare a roster of persons serving in the armed forces from the state, study the making of records by state civilian defense agencies and provide for their preservation, and see that such materials as are essential will be retained and organized for the writing of the history of the defense and war effort of the state.

Louise Phelps Kellogg, widely known for more than forty years as a historian of the Old Northwest and of French colonization in America, died on July 11, 1942. Miss Kellogg joined the staff of the state historical society of Wisconsin in 1901 and continued to serve that organization as research associate until her death. As an editorial assistant to Reuben Gold Thwaites, 1902-1913, she began a series of valuable contributions to the published collections of documents on the history of the American West.

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