

# Reviews

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*National Inventory of Documentary Sources in the United States Part 1: Federal Records.* Teaneck, N.J. and Cambridge, Eng.: Chadwyck-Healey, Inc., 1985. 1,911 silver positive microfiche in five storage binders. Index. 260 pp. Cloth. \$4,500. ISBN 0-89887-026-7.

Chadwyck-Healey has launched an ambitious project in its gathering and publication on microfiche of published and unpublished finding aids from repositories in this country. The work under review is the first of the four-part *National Inventory of Documentary Sources in the United States* (NIDS). The four parts, which will be updated annually, include: (1) Federal Records, (2) Manuscript Division, Library of Congress, (3) State Archives, State Libraries, and State Historical Societies, and (4) Academic and Research Libraries and Other Repositories. The binders of microfiche in Part 1 are accompanied by a bound volume which contains a list of finding aids and a name and subject index. Annual updates to the index will be on computer output microfiche (COM) and will cost about \$50. Unfortunately, the high initial cost will make this purchase prohibitive for all but the larger archives and libraries.

The federal records covered by Chadwyck-Healey include those from the

National Archives and its seven presidential libraries as well as the Smithsonian Institution. In all, 1,566 finding aids, many of them hitherto unpublished, are reproduced on microfiche. The microfiche are of good visual quality, have eye-readable headers, and are provided at the standard 24 × reduction. A list of finding aids contained in the accompanying bound volume follows the organization of existing published repository guides. Each record group or collection entry is numbered in sequence and contains title, span dates, extent, National Union Catalog of Manuscript Collections (NUCMC) number where appropriate (NUCMC is reciprocating by inclusion of NIDS references beginning with its 1984 volume), the microfiche serial number of the finding aid, and, occasionally, other useful information. Access to the microfiche is further enhanced by reference to the index which is based on *Library of Congress Subject Headings*.

This is certainly an impressive accomplishment and of potentially great value to archivists and researchers (see review of *NIDS, Part 2: Library of Congress*, by Lydia Lucas, *American Archivist* 48 [Fall 1985]: 432-33). Moreover, Chadwyck-Healey proudly touts the NIDS as superior to NUCMC and the Research Libraries Information Network (RLIN). Both NUCMC and RLIN provide only sum-

mary information, and NUCMC excludes National Archives holdings altogether. The NIDS, by contrast, provides the full text of all significant finding aids submitted and enhances access to them by extensive name and subject indexing. (This is especially useful in the *NIDS: Federal Records*, where National Archives and presidential libraries materials are indexed together, further bringing out the relationships of records otherwise scattered in several locations.)

One should not assume, however, that the Chadwyck-Healey project will be exhaustive. Participation is voluntary, and not all finding aids are accepted. Computerized finding aids, like that maintained by the National Archives for its Department of State records, are not accommodated. There is no doubt, however, that NIDS is an important tool for anyone seeking information on records in United States repositories. While it does not eliminate the need for queries on repository holdings and complements rather than displaces NUCMC, it does have the potential for making access easier, more convenient, and less time-consuming.

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*Preservation of Historical Records.* By Committee on Preservation of Historical Records, National Materials Advisory Board, Commission on Engineering and Technical Systems, National Research Council, 1986. 128 pp., \$17.95. Cloth. ISBN 0-309-03681-X. Available from the National Academy Press, 2101 Constitution Avenue, NW, Washington, D.C. 20418.

*Preservation of Historical Records* is a report by the National Research Council of the National Academy of Sciences. The study was conducted at the request of the National Archives and Records Administration to examine their preservation problems and verify their twenty-year preservation plan.

The National Archives and Records Administration (NARA) has a very serious preservation problem, with over three billion pieces of paper—530 million of which are considered to be at high risk of being lost. The papers that have reached an extremely critical stage are those that were photocopied during the 1940s, 1950s, and 1960s. Numbering over 270 million, these papers were copied using a wide variety of methods, such as Thermofax and mimeograph.

This report of the National Research Council deals primarily with paper documents. Non-textual items, such as motion pictures and photographs, as well as specialized materials including maps, large ledgers, and small diaries, were not considered even though they are covered in the NARA twenty-year preservation plan. The scope of the study, as defined by NARA, was to “make recommendations on how to handle original paper records and on the advisability of transferring information from original paper records to media having acceptable permanence, including media with limited life but capable of being recopied.”

The National Research Council conducted an intensive study of paper, photo-

graphic film, magnetic recording media, and optical disks in order to determine the best means of preserving the "nation's" paper records. The findings are contained in thirteen recommendations. The first and most critical recommends the use of paper for government records that have "permanent value." The other twelve recommendations are equally important, and all are critical to preserving NARA's historical records.

The report is an excellent start to providing guidance for NARA to begin solving its problems, but the problems are not NARA's alone. All records of intrinsic value should be on archival paper. There can be no alternative if our historical records are to be preserved for the future. The report also offers hope that the recommendation made in Chapter 3, concerning the environment, can be promulgated as a national standard. For years archivists have heard about the virtues of stable temperature and humidity. It is time that these standards, now under consideration, be finalized.

The *Preservation of Historical Records* is a work that deserves careful consideration. It takes a realistic view of what can and cannot be accomplished. The council has given NARA a "decision tree" to help cope with solving the problems. Let us all hope that NARA will heed the National Resource Council's recommendations. NARA *must* make a determined effort to solve its preservation problems.

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*Cooperative Preservation Efforts of Academic Libraries.* By Susan E. Bello. Urbana-Champaign: University of Illinois, October 1986. Number 714 of the *Occasional Papers* of the Graduate School of Library and Information Science. References, index. 52 pp. \$3.00. Paper. ISSN 0276-1769.

*Cost Comparison of Selected Alternatives for Preserving Historic Pension Files.* By Ralph Schofer, as an inter-agency report by the National Bureau of Standards for the National Archives and Records Administration. Gaithersburg, Md.: U.S. Department of Commerce, June 1986. National Technical Information Service Number PB87-140604. Charts, appendices. 52 pp. Available from NTIS in Springfield, Va., charges assessed per number of pages in the document. Paper.

*Preservation Needs in State Archives.* By Howard P. Lowell, for the National Association of Government Archives and Records Administrators, and funded by the National Historical Publications and Records Commission. Albany, N.Y.: February 1986. Illustrated, endnotes, appendix. 72 pp. Free from the New York State Archives. Paper.

The only point of comparison among these three pamphlets is that they all deal with book and/or document preservation. The article by Susan Bello and the Albany publication discuss preservation efforts among similar institutions, academic libraries, and state archives. The pamphlet by Ralph Schofer concerns alternative plans for the preservation of a specific document group within the National Archives.

The densely written essay by Bello, an assistant librarian at the Massachusetts Institute of Technology, details the history of national library preservation plans from 1954 to the present, relating especially to achievements in the field by academic libraries. The Albany pamphlet,

written by Howard P. Lowell, administrator of the Oklahoma State Archives, is an NHPRC-funded study of the current and future preservation needs of ten representative state archives.

The problems concerning document preservation described in both publications are certainly not new to archivists: the vastness of the holdings of research libraries and state archives, the deterioration of modern paper, the often poor physical environment which further contributes to the degradation of the holdings, etc. Both authors conclude that preservation challenges are currently so great as to constitute a national concern. Similar institutions in contiguous areas—and on a national basis—should contribute to, and cooperate in, future preservation plans. Lowell suggests that archivists in general study the preservation programs, scarce as they appear to be, already implemented by research libraries, and described by Bello in her work.

The two articles differ substantially in their approach to preservation. Bello, discussing library holdings, deals almost exclusively in terms of microfilming; joint preservation programs already in operation or under discussion appear to be largely cooperative microfilming ventures. The Albany study, on the other hand, touches on microfilming as only one method of preservation, while also discussing the more traditional archival concerns of physical environment and appraisal methods. Cooperative preservation efforts should concentrate on setting standards for this environment and training conservationists, as well as meeting costly reprography and restoration requirements.

The third pamphlet, by Ralph Schofer, is a study of three preservation alternatives for nineteenth century government pension files, and was undertaken to determine the least costly method. Its style is labored, redundant, and occasionally

incomprehensible. By the author's own admission, the papers analyzed have little or sporadic usage, and their physical environment is about to be significantly improved by the National Archives. The cost of this improvement is not included in the analysis. It can be no surprise that the work concludes that the least expensive way to preserve these documents is to process and retain them in archivally sound surroundings, and not convert them all to microfiche (preservation selections two and three). This study seems to have little bearing on the ordinary archives.

Of the other two articles, the Albany paper was the clearer, more concise and more applicable to the archival profession. It closely relates to the observations and findings of the *Preservation of Historical Records*, published in 1986 by the National Research Council. Yet, this pamphlet deals only with state archives, which have access to public monies. Many other archives, when assessing their preservation needs, reach similar conclusions, but have no access to such funding. Moreover, if cooperative efforts among state archives are tenuous, those among private, independent, and vastly divergent institutions are often nonexistent. Thus, although Lowell's conclusions are perfectly valid for many archives, it is difficult to imagine their successful implementation throughout the profession in the foreseeable future.

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*"Archives and Public History: Issues, Problems, and Prospects."* Edited by Bruce W. Dearstyne. *The Public Historian* 8 (Summer 1986): 6-122. \$5.00. Paper. ISSN 0272-3433. Available from the Society of American Archivists.

That the archival profession has come a long way in the past generation is self-evident, and one small example of that progress can be found in two theme issues published thirty years apart. The January 1957 issue of *Library Trends* focused on collecting, preserving, and using manuscripts and on the peculiarities of archival materials. Topics such as self-study, systematic planning, goals and priorities, institutional evaluation, and educational standards were not concerns of the archivists and curators of 1957.

These topics are very much on the minds of the archivists and curators of 1987, and Bruce Dearstyne has gathered together an able group of contributors to address these concerns. The result is a theme issue of the *Public Historian* that will have continuing value for anyone concerned about the recent past and near-term future of the archival profession. The cast of contributors includes Larry Hackman, Richard Cox, Edie Hedlin, Page Putnam Miller, and Terry Eastwood.

Each contributor focuses on a different issue. Hackman provides an excellent summary of the recent history of the archival profession from 1974 to the present, noting the extraordinary progress on all aspects of professional development. And yet Hackman is also quick to point out work that needs to be done. "Even if the glass is fuller than it was," he concludes, "it is impossible to know whether it is 10 percent full, or 50 percent, or 90 percent."

Richard Cox and Edie Hedlin provide case studies on the work that needs to be done. Cox points out the need for better communication and cooperation between

archivists and public historians. Hedlin notes the generally poor condition of government records preservation in the nation, but points to the state archival programs of Kentucky, Wisconsin, New York, and Alabama as models for the future. The relevant question, she notes, is not "can it be done?" or "how is it done?" but rather "will it be done?"

Page Putnam Miller recounts the history of the recent successful effort to win independence for the National Archives and Records Administration. This campaign proved that archivists are capable of influencing the political process. "Our task now," she concludes, "is one of much researching, evaluating, prioritizing, and strategizing, to determine our course for the future."

The issue concludes with two useful essays on planning and a number of reviews of recent archival publications. Terry Eastwood provides a history of archival planning in Canada that will remind American archivists that their Canadian colleagues blazed the trail on archival planning with the 1980 report of the Consultative Group on Canadian Archives. As a final word, Larry Hackman provides a speculative essay on some of the changes that are now underway or may lie ahead for archivists and their allies.

It is impossible to predict the accuracy of Dearstyne and his colleagues about the future of the archival profession, but it is a safe bet to predict that this issue of the *Public Historian* will help archivists and public historians to better prepare for that future.

TIMOTHY WALCH  
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*A Guide to the Manuscript Collections of the Indiana Historical Society and Indiana State Library.* By Eric Pumroy with Paul Brockman. Indianapolis: Indiana Historical Society, 1986. xviii, 513 pp. \$25.00. Cloth. ISBN 0-7195-006-5

As archivists, we are information handlers. Information comes in packages—an increasingly diverse assortment of packages. We handle paper, film (regular or micro, moving or still), tape (audio or video), and disks (magnetic, compact, hard, floppy). We compile information about information—bibliographies—and we package our histories, descriptions, finding aids, and explanations in the same variety of forms and formats.

This Indiana *Guide* is an attractive package—well printed, nicely bound, clearly written, carefully explained. It is, nevertheless, a surprising package, as such guides are now rare. Not very long ago, most archives, and certainly all larger archives, aspired to the compilation and distribution of this kind of guide—and they would have liked to match its quality. Today, however, we think increasingly of fluid rather than static packages, and we ask questions: How will this guide be updated, as additional materials are processed or acquired? Is this information in a national data base—should it be—can it be entered easily? If we can provide bibliographies for researchers in only one format, which one is best? Such questions are prompted by the cost of printing and the availability of other technologies. Other questions concern changes in the kinds of records now being created: How will we handle and describe business records that are in new kinds of packages, that are available only in computerized form, or that pertain to new functions or new kinds of businesses and other activities? Will our traditional approaches give us the flexibility to meet the needs of researchers?

There are some necessary things to mention about this package. It contains a brief but clear introduction. Its format is simple, clear, and easy to use. The collections of the two cooperating institutions are listed separately, but there is one common index. The index is very thorough in its coverage of proper names, though some subjects listed in the collection descriptions—such as fur trade or real estate—are not indexed. The *Guide* does not attempt to list every collection of the Indiana Historical Society or of the Indiana Division of the Indiana State Library. It covers all major collections and is an invaluable guide to Indiana itself and to Indiana—and Indianans—in the context of regional and national events. Most importantly, the descriptions are well written, clear, and consistent.

Will we ever see this kind of guide again?

DAVID E. HORN  
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*The Theodore Roosevelt Association Film Collection: A Catalog.* Prepared by Wendy White-Hensen and Veronica M. Gillespie with the assistance of Harriet Harrison. Foreword by John Allen Gable. Washington, D.C.: Library of Congress, 1986. 263 pp. \$12.00. Cloth. ISBN 0-8444-0462-6.

This collection consists of 381 titles of 16mm or 35mm film, mostly silent and black and white. The Theodore Roosevelt Association Film Collection is made up of motion pictures relating to Roosevelt's

life and times. It covers the period 1897 (when Theodore Roosevelt was the Assistant Secretary of the Navy) to 1934, a compilation film assembled for the 1934 Roosevelt Memorial Association (RMA) medals dinner. Except for the films produced by the RMA, they are mostly untitled newsreel segments and newsfilms showing Roosevelt and other prominent figures participating in political ceremonies, delivering campaign speeches, and attending social activities. But the collection also documents Roosevelt's various interests and accomplishments.

The catalog is divided into four major sections—fore matter, entries, indexes, and bibliography—with stills interspersed. The preliminary matter includes information about how the collection came about, its content, and an explanation of the descriptive conventions used. The entries are arranged in alphabetical order—word-by-word—with cross references from alternate titles. Each film is described in some detail. An entry may contain all or some of the following elements: title, production statement, copyright statement, physical description, series statement, shelf location, notes, summary, personal credits, review citation, subject headings, added entries (i.e., other index entries), and an internal computer control number.

There are two indexes, one chronological and the other general. The former index is arranged by year and thereunder alphabetically by motion picture title. The latter contains integrated entries for alternate titles, series titles, personal credits, subjects (geographic, personal, and corporate), and collection and corporate names. The entries in both indexes are arranged word-by-word.

The format is not unlike other catalogs produced by the Library of Congress's Motion Picture, Broadcasting, and Sound Recording Division, especially its catalog, *The George Kleine Collection of*

*Early Motion Pictures in the Library of Congress: A Catalog* (1980). The catalog layout and entry format are well done and easy to read. The use of bold, italic, and light type faces 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 sample index entries.

Because this catalog describes the Theodore Roosevelt Collection in such detail, it is an excellent tool for those institutions that provide facilities for the study of moving image photography and an excellent resource for filmographers, as well as a major reference work for film archives and libraries.

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*The Management of Oral History Sound Archives.* By Frederick J. Stielow. Westport, Conn.: Greenwood Press, 1986. Illustrations, appendix, index. xviii, 158 pp. \$35.00. Cloth. ISBN 0-313-24442-1.

*Archives, Oral History and Oral Tradition: A RAMP Study.* Prepared by William W. Moss and Peter C. Mazikana. General Information Programme and UNISIST. Paris: Unesco, 1986 (PGI-86/WS/2). iii, 97 pp. Paper.

The year 1986 witnessed the publication of two works which provide guidance for archives involved with oral history sound recordings. Interestingly and

appropriately, both combine an emphasis on non-elite fields with traditional oral history approaches. Frederick J. Stielow's *Management of Oral History Sound Archives* strongly reflects the author's background as a folklorist. Stielow traces the history and theory of both oral history and folklore and then effectively integrates them into an applied "how to" manual.

The book was written to provide archivists, librarians, and others who administer sound archives with the practical information and background necessary to organize and run an oral history sound archives. Profusely illustrated with charts and graphs, the work covers such areas as acquisitions, appraisal, public service and use, copyright and other legal considerations, processing and organization, and preservation management. It also includes selected but extensive bibliographic entries following each chapter.

More importantly, Stielow's book presents the sound archivist or librarian with the first systematic explanation of data processing applications to oral history sound materials. Chapters are included which discuss the application of both MARC format and microcomputers to sound recordings. Stielow notes that "to adequately describe sound holdings is so complex that the question is generally not whether to automate but when." If *The Management of Oral History Sound Archives* has a flaw, it is its brevity. While aimed at both the uninitiated and professional, the book could have been expanded to include more information on appraisal, transcription, and related areas instead of deferring to other writings.

Several factors distinguish William Moss's and Peter Mazikana's RAMP Study from Stielow's work. First, *The Management of Oral History Sound Archives* does not presume that archivists are practitioners of oral history. Moss and Mazikana encourage its use as an in-

tegral part of the archivist's responsibility. Second, while Stielow combined folklore with oral history archives, Moss and Mazikana meld oral tradition with oral history. Indeed, the RAMP study is specifically targeted for international use particularly in countries where only the history of the colonizers and not that of the indigenous population has been told.

Noting that times have changed—that history is no longer the province of the elite and that broad masses of people have become both consumers and shapers of information—the RAMP study provides information and guidelines that should serve as models for oral history programs or archives. A multitude of topics are covered, including the history and background of both oral history and oral tradition, the recording of interviews, equipment and technology, archival management of the record, finding aids and access, and ethical and legal issues.

Moss and Mazikana provide the basics of oral history in a plain and unobtrusive, but effective, way. They discuss the issues surrounding such topics as archival participation and transcription in a fair and even-handed manner. Anyone who has read William Moss's esteemed 1974 work, *An Oral History Program Manual*, will recognize updated but familiar themes. Despite being targeted for use by international programs, *Archives, Oral History and Oral Tradition: A RAMP Study*, would make an excellent primer for any oral history sound archives.

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*Planning Academic and Research Library Buildings*, 2nd ed. By Philip D. Leighton and David C. Weber. Chicago: American Library Association, 1986. xix, 525 pp. Appendixes, glossary, bibliography, index of figures and tables, index. \$60.00. Cloth. ISBN 0-8389-3320-3.

With considerable justification, Leighton and Weber might have entitled this revision of Keyes Metcalf's work, "An Encyclopedia of Planning University Libraries." Exhaustive in their detail, the authors have put together a masterful volume that will be indispensable to anyone planning facilities that are designed for research library purposes, as long as these purposes include archival elements only in a tangential fashion.

There is truly a wealth of information in this logically organized and handsome book. One would expect, and one does receive, competent discussion of the fundamentals of library building planning. The reader gets much more though, as the authors reveal many of the nuances and subtleties of creating such complex facilities. What are the disadvantages of both light and dark carpet? Why is the direction in which the doors swing important? What are fourteen criteria for selection of an architect? How do various sprinkler systems differ? Both major and minor issues are handled with equal care and skill. Ample illustrations bring clarity to abstract concepts. The authors intend "to help provide a substitute for much of the understanding gained from firsthand experience." In that they largely succeed, with one conspicuous exception—consideration of specific archival needs.

An early clue to the sparse archival applicability of this work comes from perusing the excellent index. Only seven page references to archives are cited. Even "book trucks" receive more attention. This pattern is reflected in chapter after chapter encompassing the most specific elements of planning, programming,

budgeting, and so forth. Archivists will search mostly in vain for information that could directly bear in an archival setting. For example, in Section 7.6, "Special Collections—Rare Books, Manuscripts, and Archives," only four of nineteen paragraphs are devoted specifically to archives and manuscripts. Even the comprehensive glossary fails to define either archives or manuscript, though it discursively enlightens us with definitions of "artifacts," "government documents," and "mail room." In a quite revealing way, the authors note that "the bulk of archival material in a great university is frightening." The response evident here to such terror is to hide and ignore and hope the source of the fright goes away.

To be fair, archivists can certainly benefit from this work. The discussions of relations with architects, space planning, siting, interior design, and cost calculations, among many other topics, are of conspicuous value to either the librarian or the archivist engaged in building planning. An archivist employed in a university library might pay especially keen attention to what appears in this treatise, as he or she would gain significant insight into the overall library facility planning environment. At the same time, archives and manuscripts units are increasingly evident in the university and research library, and the particularities of their needs should be as worthy of attention as other library components. Unfortunately, in this otherwise fine work, such attention is not paid.

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*Obstacles to the Access, Use and Transfer of Information from Archives: A RAMP Study.* Prepared by Michel Duchein. General Information Programme and UNISIST. Paris: Unesco, 1983. (PGI-83/WS/20). 85 pp. Paper.

Prepared under contract to the International Council on Archives, this is another product of the Records and Archives Management Programme (RAMP)'s ambitious and long-term effort to promote archives in developing countries. The thrust of this RAMP study is an examination of the legal and practical problems inherent in access to international archives. The author examines the historical development of access in these archives, "the right to information and its limits, the material obstacles to access, the diffusion of archival information, and special cases of access to records." Finally, the report concludes with several useful appendixes including a listing of national legislation on access among the Unesco countries and a lengthy bibliography.

The introduction indicates that the study is intended primarily as a "practical guide to assist archivists in planning and preparing programs and activities to facilitate the accessibility and use of information contained in public and private archives." Within that framework, the subject becomes a vehicle for a wide-ranging perspective on many international archival issues. American archivists will discover that a number of these issues or trends parallel our own, such as the interest in greater public outreach and the effect of social history research on the appraisal of records.

Those who hold the author strictly to his stated purpose may be disappointed, as the guide is not as practical as it might be. The conclusion, in which Duchein brings his comments to bear on a number of concrete suggestions for facilitating access, is quite limited. This imperfection

is easy to ignore, however, given the overall value of the study. The reader will find it much more provocative for inspiring a global perspective on archives than for suggesting an active agenda for the development of programs.

Beyond the obvious appeal of learning how American concerns toward access mesh with international ones, Duchein's writing style is very engaging, and thus the reader's interest is easily maintained (not always an easy feat in a report of this nature). This study is essential reading for the American archivist who aspires to a balanced understanding of national archival issues and their place in an international society.

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*State Court Retention Survey.* National Center for State Courts. Williamsburg, Va. 1985. 191 pp. \$16.25, including postage. Paper. Available from the National Center for State Courts, 300 Newport Ave, Williamsburg, VA 23185.

It is estimated that over 170,000 cubic feet of records are generated annually by state courts nationwide. Despite this rapidly accumulating mound of paper, most state court systems lack adequate mechanisms to deal with their records. Increased awareness of this problem led the National Center for State Courts to undertake a study of court records management practices. This project, funded by the NHPRC, was designed to gather information on state courts and the effectiveness of their records management programs, and to provide a descriptive

listing of major record series produced by court jurisdictions with comparative state retention policies. The study resulted in the publication of the *State Courts Retention Survey*.

The information used to compile the report was gathered through a questionnaire distributed to state archivists and court administrators nationwide. It requested information on the organizational structure of state courts and the nature and extent of current and future records management initiatives. In addition, each state was asked to forward copies of its current retention schedules for comparative purposes.

The primary merits of the report lie in the vast amount of data it contains. The bulk of the report consists of state-by-state narratives which provide a summary of state responses. The narratives describe the organizational structure of the courts, provide a description of current records management practices including the comprehensiveness of retention schedules, the use of microfilm and the storage of court records, and descriptions of current and proposed records management initiatives.

Several useful tables containing comparative data on court records management practices are included in the appendix of the report. These tables provide detailed information on the status and authority of schedules, percentage of total records covered by schedules, the nature and effectiveness of monitoring, implementation and use in court operations, type of record storage, and use of microfilm by the courts. The most informative table included in the *Survey* is a state-by-state comparison of retention policies for major record series maintained by the courts including case files, dockets, and indexes. The vast differences found in these requirements state to state illustrate one of the major problems documented by this study.

While the report provides much needed data on the status of records management in state courts, it neither provides any meaningful analysis of this data, nor does it offer substantive solutions to the problems it has highlighted. In its analysis the *Survey* concludes that "no hard facts or scientific conclusions can be reached since much of the data sort was based upon the respondents' best guess." The analysis which follows, therefore, is brief and overgeneralized. The summary and conclusions do little more than highlight the assumptions made in the beginning of the report, and offer little in the way of possible solutions or future courses of action.

One of the major omissions of the project is that it fails to explore the changes in court procedures and record keeping practices which have occurred as a result of increased reliance on computer technology. The use of computers in the courts is rapidly changing the way they do business. Many traditionally paper records, such as the docket book and indexes, are now being maintained in machine-readable form. While reliance on the computer will never eliminate the retention of paper records, an understanding of its impact on court operations is necessary in order to control the total documentation of the judicial process.

The report argues that the differences in court organization, as well as the diversity of state approaches in developing records retention schedules, made the original objective of providing comprehensive comparisons of state court schedules impossible and may render the development of national guidelines or models difficult. The report also shows that even in states where retention schedules are in place, they are infrequently used and often ineffective. These facts support the need to reexamine traditional approaches to scheduling of court records. Several states, including New York, Massachusetts, Delaware, and Nevada, have re-

cently undertaken major records management initiatives. Archivists, records managers, and court administrators need to look carefully at the effectiveness of such efforts, and should begin to explore new and innovative approaches to records management specifically as they relate to the development of retention schedules.

While each state program needs to be tailored to the particular needs of individual states, general guidance and overall appraisal standards can be developed. Serving all states, the National Center for State Courts is in a position to take the initiative in providing such guidance and should be encouraged to do so.

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***Records Management 11: Appraisal.*** Proceedings of the Three-Day Cambridge Conference, 1983. Edited by Margaret H. Whittick. Winchester, UK: Society of Archivists, Records Management Group, 1985. £5. ISBN 0-902886-19-3.

***Records Management 9.*** Proceedings of the Dublin Conference, 1981. n.p.: Society of Archivists, Records Management Group, 1985. £1.80. ISBN 0-902886-24-X.

***Guidelines for the Compilation of a Records Centre Users' Guide.*** Occasional Paper 5. Winchester, UK: Records Management Group, Society of Archivists, 1986. £5. ISBN 0-902886-25-8.

Beginning in the late 1970s, records managers in the British Isles have produced an enviable record of their activities and a useful series of occasional papers on particular subjects. These publications

are produced by the Records Management Group of the Society of Archivists, an organization whose equivalent on this side of the Atlantic is the Association of Records Managers and Administrators.

The proceedings of the three-day conference on appraisal held in 1983 merits particular attention by American archivists and records managers. It contains a variety of viewpoints on appraisal which have been influenced by Leonard Rapport's work on the reappraisal of what is currently in archival repositories. The presentations run the gamut from Sean McMenamin's suggestions regarding a zero-based archives collection where significant portions of the holdings are systematically reappraised, to a description of efforts to coordinate the appraisal of case files in social welfare agencies by Margaret Whitlock, to a stimulating view of the value of most university records by Michael Cook.

The survey of retention periods for social welfare agency records throughout England and Wales can serve as a good model for similar efforts in other countries. The results of this survey indicated that local appraisal practices varied tremendously and that a comprehensive general schedule could provide major reductions in space requirements. Indeed, one question raised by the paper is the concern by some historians that a systematic records schedule for an entire nation may deprive future historians of the possibility of having in some obscure warehouse a complete run of records which had been purged by more efficient repositories.

Cook's comments regarding the value of university records may enrage many a university archivist. He suggests that student records may at some point in the future be discarded and that much of the documentation of the internal committees of a university is superfluous because most important decisions are made elsewhere. Although controversial, these

views raise serious questions about university archivists' often myopic perception of the realities of university governance and the value of some university records as historical documents.

The proceedings of the 1981 Dublin conference cover a variety of topics related to records management. Of particular interest is the influence which the American concept of records management has upon widening the scope of the records manager and moving from what Peter Taylor distinguishes as records administration—the provision of basic records management services—to records control—the monitoring at key points the entire records lifecycle.

The occasional paper concerning the preparation of a users' guide to the records center provides a good outline of the contents of such a publication. It is short, concise, and serves as a model for the style of a manual.

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*Clemson University Libraries*

### Briefly Noted

Michael G. Corenthal has produced *The Iconography of Recorded Sound, 1886–1986, A Hundred Years of Commercial Entertainment and Collecting Opportunity*. The volume provides a historical introduction to recorded sound, transcriptions of interviews with collectors, a topical section, discography, bibliography, and artist index. The heavily illustrated paperbound book is available from the author for \$20.00 at Yesterday's Memories, 5406 West Center Street, Milwaukee, WI 53210.

*Special Collections at Georgetown* is a descriptive catalog of collections housed in Georgetown University's Lauinger Library. The paperbound catalog is organized topically around the major subject areas of the collections, including political science, diplomacy, American and European history, Jesuits in America, literature and linguistics, bibliography and allied subjects, visual arts, and the university's archives. Copies of the guide may be ordered without charge from George M. Berringer, Georgetown University Library, Washington, D.C. 20057.

*The Northwest Information Directory: A Guide to Unusual Sources and Special Collections* contains over 2,000 information resource listings for Alaska, Idaho, Montana, Oregon, and Washington. Detailed descriptions of over 600 special collections and unique libraries are provided. The volume is arranged in sections dealing with contemporary information and historical information; the former is subdivided into arts and culture, energy and environment, community development and economics, government, health and human services, and science and technology. The history section is divided by state. Indexes provide access by collection name, name of institution, geographic area, subject, and media type. Copies of the paperbound reference work may be secured from the Information Technology Institute, Center for Urban Education, 1135 S. E. Salmon, Portland, OR 97214 for \$9.50.

The Houston Academy of Medicine-Texas Medical Center Library has published a guide to the manuscript collection of Hilde Bruch, noted for her research into eating disorders, particularly anorexia nervosa. Randy Sparks prepared *A Guide to the Papers of Hilde Bruch*, containing a biography, inventory of the collection, and index to her office files

and correspondence. The 121-page paper-bound guide is available for \$20.00 from the Historical Research Center, HAM-TMC Library, 1133 M. D. Anderson Blvd., Houston, TX 77030.

In 1984 the National Historical Publications and Records Commission awarded a two-year grant to the Kansas City Museum to evaluate, arrange, and describe its archival holdings. *Guide to the Archival Collections* provides brief entries for approximately 700 collections documenting the 47-year history of the museum. The 127-page guide can be purchased for \$4.00 from the Kansas City Museum, 3218 Gladstone Blvd., Kansas City, MO 64123.

*The United States Newspaper Program: Cataloging Aspects* is the title of Volume 6, No. 4, *Cataloging & Classification Quarterly*, published by the Haworth Press. This volume, edited by Ruth C. Carter, provides an overview of one of the most extensive and comprehensive original cataloging enterprises in the United States. The United States Newspaper Program is funded in part by the National Endowment for the Humanities, and the introduction to this volume is written by Jeffrey Field, NEH staff member. The 119-page cloth edition costs \$22.95 from Haworth Press, 28 East 22nd Street, New York, NY 10010.

*Personnel Issues in Reference Services* is a monograph also published as the journal *The Reference Librarian*, No. 14. Edited by Bill Katz and Ruth A. Fraley, the volume examines the selecting, training, and retaining of service desk staff, the effectiveness of sharing staff, and the role of the manager in staff development and time management. Contributors include Carl Orgren, James Rice, Carol Lee Anderson, John Montag, Geraldine Walker, Joan Jensen, Miriam Tees, Wil-

liam Miller, Sara Sluss, Bill Bailey, Margaret Hendley, Pamela Wonsek, and others. The 200-page cloth edition costs \$34.95 from Haworth Press.

The archives of the Norfolk and Western Railway, the Southern Railway, and their predecessors and early subsidiaries have been placed on permanent deposit at Virginia Tech. Together, the two collections include archival records for nearly three hundred railroads and related companies in the South and Midwest. These records comprise approximately 400 cubic feet of manuscript material spanning a century from the 1830s to the 1930s, with the greatest concentration of records in the late nineteenth century. Descriptions of the collections are found in *Manuscript Sources for Railroad History at Carol M. Newman Library, Virginia Tech* compiled by Glenn L. McMullen. Free copies are available from Special Collections, Newman Library, Virginia Polytechnic Institute and State University, Blacksburg, VA 24061.

The Rockefeller Archive Center was established in 1974 as the research repository for the archives of the Rockefeller University, the Rockefeller Foundation, the Rockefeller Brothers Fund, the Rockefeller family, related nonprofit organizations, and persons associated with their endeavors. These records include over 200,000 photographic images which complement the written records and are briefly described in *Photograph Collections in the Rockefeller Archive Center* compiled by Claire Collier. Copies of the 37-page guide are available upon request from the Center, Pocantico Hills, N. Tarrytown, NY 10591-1598.

*Proceedings of the Thirteenth Annual Meeting of the Society of Southwest Archivists*, held in San Antonio, Texas, 8-10 May 1985, includes some of the papers

presented at the meeting. Major session topics include (1) evaluation of community records for historical uses, (2) archives in society, (3) planning for the archival profession, (4) trends in historical research, and (5) community involvement. The 62-page paperbound publication can be ordered for \$3.00 from Paul R. Scott, University Archives, Texas A & M University, College Station, TX 77843.

### Selected Recent Titles

- The Lutheran Historical Conference: Containing the Essays and Reports of the Twelfth Biennial Meeting Held at Luther Northwestern Theological Seminary, St. Paul, Minnesota, 1-3 November 1984.* Edited by August R. Suelflow. St. Louis: Lutheran Historical Conference, 1986. Appendix. iii, 166 pp. Paper.
- Register of the William J. Hammer Collection, c.1874-1935; 1955-1957.* By Robert S. Harding. Washington, D.C.: National Museum of American History, Smithsonian Institution, 1986. v, 99 pp. Paper.
- Between Covers: The Rise and Transformation of American Book Publishing.* By John Tebbel. New York: Oxford University Press, 1987. Bibliography, index. xi, 514 pp. Cloth.
- Mutiny on the Amistad: The Saga of a Slave Revolt and Its Impact on American Abolition, Law, and Diplomacy.* By Howard Jones. New York: Oxford University Press, 1987. Index. ix, 271 pp. Cloth.
- Sources for the Study of Canadian-American Relations: Manuscripts at the University of Vermont Library.* Edited by Michael P. Chaney. Burlington, Vt.: University of Vermont, 1986. Index. viii, 47 pp. Paper.
- The American Revolution: The English Satirical Print, 1600-1832.* By Peter D. G. Thomas. Cambridge: Chadwyck-Healey, 1986. 279 pp. Cloth.
- The Frank J. Malina Collection at the California Institute of Technology, Guide to a Microfiche Edition.* Edited by Judith R. Goodstein and Carol H. Buge. Pasadena, Cal.: Institute Archives, California Institute of Technology, 1986. Illustrations. xiv, 39 pp. Paper.
- A History of the Women Marines, 1946-1977.* By Mary V. Stremmlow. Washington, D.C.: History and Museums Division, Headquarters, U. S. Marine Corps, 1986. Illustrations, appendixes, notes, index. x, 250 pp. Cloth.
- The Origins of the American Constitution: A Documentary History.* Edited by Michael Kammen. New York: Penguin, 1986. Notes, index. xxxv, 407 pp. Paper.
- A Scattered People: An American Family Moves West.* By Gerald McFarland. New York: Penguin, 1987. Sources, notes, index. xxxii, 280 pp. Paper.
- A History of Christian Missions.* By Stephen Neill and revised by Owen Chadwick. New York: Penguin, 1986. Second edition. Bibliography, index. 528 pp. Paper.
- The Pelican History of the United States of America.* By Hugh Brogan. New York: Penguin, 1986. Illustrations, index. viii, 740 pp. Paper.
- Nevada Biographical and Genealogical Sketch Index.* Compiled by J. Carlyle

Parker and Janet G. Parker. Turlock, Cal.: Mariette Publishing Co., 1986. Bibliography. xxxiii, 96 pp. Cloth.

*Music at KU: A History of the University of Kansas Music Department.* By J. Bunker Clark. Lawrence, Kan.: University of Kansas, 1986. Illustrations, appendixes. 170 pp. Paper.

*Local Schools: Exploring Their History.* By Ronald E. Butchart. Vol. 1, Nearby History Series. Nashville, Tenn.: American Association for State and Local History, 1986. Illustrations, bibliographical essay, index. viii, 124 pp. Paper.

*The Papers of William Penn: Volume V, William Penn's Published Writings, 1660-1726, An Interpretive Bibliogra-*

*phy.* By Edwin B. Bronner and David Fraser. Philadelphia: University of Pennsylvania Press, 1986. Illustrations, appendixes, index. xxvi, 546 pp. Cloth.

*The Journals of the Lewis & Clark Expedition: Volume 2: August 30, 1803-August 24, 1904.* Edited by Gary E. Moulton. Lincoln: University of Nebraska Press, 1986. Illustrations, appendixes, sources, index. x, 612 pp. Cloth.

*An Inventory to the Rescue Children, Inc. Collection, 1946-1985.* By Alizah Zinberg and Barbara Martin. New York: Yeshiva University Archives, 1986. Illustrations. 40 pp. Paper.