

NEWS NOTES

KARL L. TREVER, Editor

The National Archives, Washington, D.C.

THE SOCIETY OF AMERICAN ARCHIVISTS

Tentative plans are being made for the annual meeting of the Society at Princeton, New Jersey, in November. The program committee consists of W. Neil Franklin, the National Archives, chairman, Clifford Lord, New York State Historical Association, Edgar B. Nixon, Franklin D. Roosevelt Library, Morris L. Radoff, Maryland Hall of Records, Jacob Hodnefield, Minnesota War History Commission, and James E. Downes, New Jersey State Library. The program is to revolve around the theme of war and post war records administration.

The Society's Membership Committee now has as members Philip C. Brooks, chairman, Suda L. Bane, C. Kenneth Blood, John Clement, and Mary E. Givens. Capt. Victor Gondos, Jr., has been appointed chairman of the Committee on Archival Buildings.

THE NATIONAL ARCHIVES

In response to the continued demand for information about agencies of the first World War, whose records for the most part are in the National Archives, a *Handbook of Federal World War Agencies and Their Records, 1917-1921*, has just been published. This 666-page volume, reproduced by photo-offset, contains descriptions of the organization, functions, and records of over 2,300 agencies of the federal government that contributed to the participation of the United States in the war or handled reconstruction problems. In addition there are articles on some sixty international bodies in which the United States was represented. Bibliographical references for the most important agencies are included and there is also a select general bibliography. Cloth-bound copies of the *Handbook* are on sale at the Government Printing Office.

A new National Archives *Bulletin*, No. 5, *The Repair and Preservation of Records*, has just been issued. It is designed to meet the need of archivists and custodians of manuscripts for a practical handbook based on the most recent scientific investigations in the field of records preservation. Equipment and techniques, particularly those employed at the National Archives, are described in detail. Another recent publication is a *Preliminary Inventory of the Records of the United States Food Administration, 1917-1920, Part 1, The Headquarters Organization*.

A field office of the National Archives has been opened in Chicago, Illinois, for the purpose of assisting federal agencies in that region with their records

administration problems. Gaston L. Litton, who has served as a field representative in New York City, will have charge of the work in Chicago.

Research at the National Archives has led to the development of a new method of preserving the print of newspapers by lamination. Sheets of cellulose acetate foil are placed as usual in lamination on top and beneath the newspaper to be treated. Enough heat is applied to cause the ink to penetrate the foil but not enough to melt the foil as in regular lamination. When cool the foil is peeled off; the printing adheres to it but the paper does not. This foil is then laminated to high-grade white paper, and the wood-pulp newsprint, which discolours with age or exposure to light, is thus eliminated.

Alfred Manes, professor of insurance research in the School of Business of the University of Indiana, has received a temporary appointment as consultant to the National Archives on insurance records. He will examine and report on the records of enemy insurance companies seized during the first World War by the Office of the Alien Property Custodian and now in the National Archives with a view to assisting in determining which of them have sufficient value to warrant their preservation. Dr. Manes, for many years general secretary and director of the German Association for Insurance Research, professor at the Berlin University of Commerce and the University of Berlin, and writer on insurance, social legislation, and public finance, is an outstanding authority on insurance history and records. Three field consultants of the National Archives have also been appointed: Christopher Crittenden of the North Carolina Department of Archives and History, Leon de Valinger of the Delaware Public Archives Commission, and Margaret C. Norton of the Archives Department of the Illinois State Library. They will keep the National Archives informed on problems relating to federal records in their regions and will undertake particular projects upon assignment.

The bill revising existing procedure governing the disposal of certain records of the United States Government, mentioned in the July issue, became a law on July 7, 1943 (Public No. 115, 78th Congress). A significant feature of the new legislation is that, under the provisions relating to the preparation, submission, and approval of disposal schedules, agencies may be granted continuing authority to dispose of, after the lapse of specified periods of time, future accumulations of records of a specified form or character that apparently will not, after the lapse of the period specified have sufficient value to warrant their further preservation by the government. Thus the necessity of repeatedly listing such records year after year can be eliminated.

Members of the National Archives staff who have recently been detailed or transferred to do records administration, war history, or research work in other government agencies include Robert Bahmer, chief of the Division of Navy Department Archives, to the War Department, Percy S. Flippin, chief of the former Division of Independent Agencies Archives, to the Justice Department, and Harold Larson, of the Division of Interior Department Arch-

ives, to the War Department. Among members of the staff who have recently entered the armed services are Edward G. Campbell, Don Cook, W. W. Henderson, and Buford Rowland. Stuart Portner, a former member of the staff, and more recently archivist of the War Relocation Authority, has been appointed to take Mr. Campbell's place as chief of the Division of War Department Archives.

THE FRANKLIN D. ROOSEVELT LIBRARY

The library has recently received from the President additional sections of his White House files for the period 1933 to 1942. They consist mainly of letters, reports, memoranda, and other documents relating to the administration of government agencies and to the relations of the government with business, industry, and agriculture. The material dealing with government agencies includes correspondence and reports on the operation, policies, and personnel of the Public Works Administration, the Civilian Conservation Corps, the Federal Emergency Relief Administration, the Reconstruction Finance Corporation, the Work Projects Administration, and the National Youth Administration. The sections dealing with business, industry, and agriculture contain materials on the bank holiday of 1933, bank deposit insurance, the need for revision of statutes governing bankruptcy, the regulation of advertising, the control of public utilities, the establishment of the National Recovery Administration code for coal, labor unrest in the coal-producing areas, the passage of the Guffey Coal Act, the regulation of public transportation, the development of public power and irrigation projects, and the production of cotton and sugar under the Agricultural Adjustment Act.

The material received also includes some correspondence on topics related to national defense (none, however, later than 1941), such as the protection of military and naval installations, the army and navy aircraft-building program, the encouragement of army recruiting, the organization of civilian defense, and the problems of small business in connection with the defense program. Other files deal with the Nye investigation of munitions manufacturers, the export of munitions to Japan, American trade policy with reference to Japan, the boycott of German-made goods, the German refugee problem, and the activity of the Bund in the United States.

Sections of the President's personal files received contain letters that accompanied gifts sent to him, communications received by him in response to his radio addresses of December 8, 1941, and January 6, February 23, April 28, and September 3, 1942; and a small number of letters addressed to him by Frenchmen and other Europeans in France during the first year of the German occupation of that country.

Mrs. Roosevelt presented the library with about a thousand letters received by her from British citizens during her visit to England, Ireland, and Scotland in October and November, 1942.

RECORDS DIVISION, ADJUTANT GENERAL'S OFFICE

An Adjutant General's Office *Memorandum* No. 48, April 19, 1943, established a Records Division charged with "the receipt, administration, maintenance, storage and preservation of all permanent records of the Army now in the custody of the Adjutant General's Office, or which may hereafter be transferred thereto," except those records authorized to be maintained for current operations in other divisions of the Adjutant General's Office. The division was further charged with the "investigation, inspection and technical supervision of current record procedures and policies of the Adjutant General's Office." This power was later extended to include the Army Service Forces. Six branches were established to launch the work of the division: the Records Management Branch, Microfilming Branch, Discontinued Projects Branch, Old Records Branch (records prior to November 1, 1912), Demobilized Records Branch (November 1, 1912-September 8, 1939), World War II Records Branch (all records from September 8, 1939).

Adjutant General's Office *Memorandum* No. 92 of July 31, 1943, discontinued the Old Records Branch and made it a section of a new branch to be known as War Department Records Branch. This branch was charged with "the custody and administration of all noncurrent records of the War Department which have been or may hereafter be transferred to the Adjutant General by any agency of the War Department and which are located in the Military District of Washington." Capt. Hugh M. Flick, formerly archivist of the state of New York, has been appointed chief of the War Department Records Branch.

Col. Thomas M. Spaulding, who directed the records program until his retirement on July 1, 1943, has been succeeded by Col. Ambrose White. Dr. Robert H. Bahmer has been loaned by the National Archives to the Records Division to develop a new scheduling program as provided for in the act of July 7, 1943, referred to elsewhere in this issue.

OFFICE OF RECORDS ADMINISTRATION, NAVY DEPARTMENT

The Office of Records Administration, Navy Department, established in October, 1941, completed on June 30 the first complete fiscal year of operation. In his annual report, Lt. Commander Emmett J. Leahy, Director of Records Administration, pointed out that the work of the office was divided into five fields: correspondence, current records, noncurrent records, administrative reference, and microphotography. In the correspondence field the office launched a department-wide program for developing new and revised form letters, simplifying procedures and instructions for their use, and eliminating unnecessary filing of copies of form letters and incoming letters answered by forms. The office continued its general advisory work with respect to current records. It made several general surveys of and recommendations covering

the mail and files activities of entire bureaus and was instrumental in having two additional records officers and one acting records officer appointed in the bureaus. Other accomplishments in the current records field included the drafting of a new correspondence procedure for the department and the production of a sound slide film entitled "War Power of a Minute," which will be shown to thousands of persons engaged in records and correspondence work to impress upon them the importance of speed in their work.

In reducing the mass of noncurrent records accumulated by the navy the following steps were taken: (1) Valuable old records, to the amount of 11,337 cubic feet, were transferred to the National Archives for permanent preservation, bringing the total of navy records now preserved there to 58,277 cubic feet. (2) Records without value, exceeding 60,000 cubic feet in quantity, were destroyed pursuant to authorization by Congress. (3) Nearly 10,000,000 documents were microfilmed, and, with the permission of Congress, the original records were destroyed while the film copies were retained. (4) Some 23,428 cubic feet of records were sent to records depositories maintained by the office, and 15,418 cubic feet of such records were disposed of, leaving 14,403 cubic feet of records in the depository at the end of the year. Thus about 80,000 cubic feet of records were eliminated from the naval establishment during the year, 60,000 cubic feet by outright disposal and 20,000 feet by transfer to depositories for further preservation. The office completed disposition schedules for the prompt and orderly retirement of inactive records in five bureaus, and schedules for the remaining bureaus, other field establishments, and the fleet were either in preparation or were to be begun soon.

In the field of administrative reference, Henry P. Beers of the National Archives, working under the supervision of R. G. Albion, recorder of naval administration, and in co-operation with the office, prepared for naval officials two studies based on naval records, one dealing with incentive and morale building proposals for civilian personnel in the Navy Department in the first World War and the other concerning activities of the U. S. Naval Detachment in Turkish Waters, 1919-1924.

Microphotography was used for a variety of purposes. To speed the repair and alteration of ships and planes for return to active service, plans of ships and planes were photographed on microfilm, and film copies of the plans, film readers, and enlargers were distributed in lieu of blueprints to ships and stations needing them. As experimental microfilm installation was made aboard the new battleship, U.S.S. *New Jersey*, primarily to reduce fire hazards, volume, and weight of the ship's records. Over 1,600,000 documents were microfilmed for security purposes, including about 1,300 volumes of old naval records, consisting of certain documents relating to naval operations, 1807-1886, and miscellaneous naval records, 1776-1865. Microfilm copies of these

volumes were presented to the National Archives and the Franklin D. Roosevelt Library.

As part of its services the activities of the office released ninety-eight persons for other duties and 134,879 square feet of space and 7,438 units of office equipment for other purposes and effected a monetary savings of \$720,001. The activities described above were performed by a staff that numbered eighty-three at the end of the year—fifty-five in the microfilming unit, eight in the records depository, and twenty in the office itself.

Changes in the staff of the Office of Records Administration, Navy Department, in the last few months have included the appointment of Edmund D. Dwyer, formerly procedure consultant in the Control Division of the Office of the Surgeon General, War Department; the temporary assignment of Lt.(j.g.) Paul L. Bishop, formerly of the National Archives, as records officer in the Bureau of Yards and Docks; and the detachment from the office and the assignment to duty in Europe of Lt.(j.g.) John L. Sullivan.

OFFICE OF PRICE ADMINISTRATION

The Office of Price Administration has created a historical records office, the purpose of which will be to co-operate with a staff of the Committee on Records of War Administration in the Bureau of the Budget. Robert E. Stone, historical records officer, will be responsible for the systematic collection of significant records of major policy, organizational, and administrative problems of the Office of Price Administration, and will engage in continuous analysis of such records for the administrative information of management officials of the agency.

TENNESSEE VALLEY AUTHORITY

The authority has issued recently a revised edition of its fifty-four page manual entitled *Records Program: Records Administration and Archival Service for the Tennessee Valley Authority*.

FOREIGN NEWS

Brazil

The chief of the Historical Archives of Rio Grande do Sul, Dante de Laytano, was a recent visitor in Washington.

Two Brazilian government employees, Elza Robillard de Marigny and Luiz A. Serrano, toured the United States this summer to observe records management methods in government offices, archival institutions, and business firms. After studying the practices of the National Archives, the Agriculture Department, the Internal Revenue Bureau, and other offices in Washington, their two month itinerary included visits to the Bell Telephone Company at

Philadelphia; the Customs Service, the Internal Revenue Bureau, the Federal Public Housing Authority, the Metropolitan Life Insurance Company, the Brooklyn Edison Company, and Miss Ethel Scholfield's Filing School (New York City); the Remington-Rand Company (Buffalo); the Firestone Tire Company (Akron); the McCormick Historical Association, the Photographic Division of the University of Chicago Libraries, the Burlington Railroad Company and the Sears Roebuck Company (Chicago); the Illinois State Archives (Springfield); the Minnesota Historical Society (St. Paul); the Denver and Rio Grande Western Railroad (Denver); the Southern Pacific Railway (San Francisco); the Bancroft Library (Berkeley); the Hoover Library (Stanford); the County Hall of Records (Los Angeles); the Huntington Library (San Marino); the Dallas Historical Society (Dallas); the Archives Department of Louisiana State University (Baton Rouge); the Louisiana State Museum and the customs house (New Orleans); the Alabama State Department of Archives and History (Montgomery); the Tennessee Valley Authority (Knoxville); and the Virginia State Library (Richmond).

Canada

The June issue of the *Canadian Historical Review* reports that a Committee on Public Records of the Province of Saskatchewan in the Parliament Building, Regina, has been formed after the *Canadian Historical Review* addressed a special plea to the provinces to devote more care to their archives and after representations had been made in furtherance of it by the Department of History of the University of Saskatchewan. The Hon. J. W. Estey, attorney-general, is chairman, and Mr. S. Latta, commissioner of publicity and librarian, is secretary. Other members are: Mr. J. W. McLeod, clerk of the executive council, and Mr. Arthur Ayre of the Parliamentary Library, with whom act Professors Arthur S. Morton and G. W. Simpson of the provincial university. The committee aims at inculcating good archival practices in the several departments of the government.

For the care and organization of the more historical documents a subdivision of the Provincial Archives called The Historical Public Records of the Province of Saskatchewan is being built up at the university in Saskatoon. Material is transmitted to this office by order-in-council on the recommendation of the committee. The university has undertaken to provide for the organization of the material, Professor Emeritus Arthur S. Morton being archivist. It is expected that the archives of territorial times will be completely organized by the end of this year.

It was brought home to the committee on the public records of the province that some of the big corporations are in real perplexity as to what to do with their archives. It has, accordingly, been decided that the Historical Public Records Office shall serve as a records depository for any corporation which

functions under an act of the provincial legislature if the corporation so desires. The archives of the United Farmers of Saskatchewan, which include the documents of the Grain Growers' Association from about 1905, and the archives of the Co-operative Elevator Company of Saskatchewan from 1911 (hitherto lying in the basement of the Canada Permanent Trust Company, Regina, which wound up the company) are being entrusted to the Historical Public Records Office. This office is housed at present in the School for the Deaf, Saskatoon, a fire-proof building guarded by a night watchman. A photostat copy of the catalogue of the Archives of British Columbia, Victoria, is also being stored there "for the duration," safe from any possible depredation by the enemy.

Great Britain

A Select Committee was appointed on November 26, 1942, to examine all documents and records in the custody or control of any offices of the House of Commons, to report which might be destroyed and which are of sufficient historical interest to justify their preservation, and to recommend methods for securing the safe custody of any classes of documents which ought to be preserved. The committee submitted its report on June 2, 1943. The document lists the main classes of original papers remaining in the custody of the House of Commons and reports on the status of the release of documents for salvage, the retention of documents not required by the Ministry of Supply for salvage, the current relations of house officers with the Public Records Office, and the condition of the records of the house stored in Victoria Tower. It is interesting to note that, in spite of all efforts of the committee to eliminate fire hazards in the Tower, more than seven hundred feet of metal shelving would be required to eliminate the wooden shelves now being used.

The British Records Associations has announced that its eleventh annual conference will be held in London on November 16, 1943.

Mexico

Word has been received of the recent death of Rafael López Castanón, director of the National Archives of Mexico since 1920.

Dr. Agustín Hernández, chief of the Historical Archives of the Secretariat of Treasury and Public Credit of Mexico, spent July, August, and September in this country studying archival and library administration at the invitation of the State Department. He visited the National Archives, the Treasury Department, and the Library of Congress in Washington, and a number of institutions in other cities. Dr. Hernández was particularly interested in administrative organization and in methods of classification and cataloguing. The archives office of the Mexican Treasury Secretariat has supervision over six thousand persons throughout the country who work on both "active archives" (current files) and "historical archives." Dr. Hernández reported

that the Mexican government is working toward central supervision, by the General Archives of the Nation, of such employees in all agencies, and toward a uniform filing scheme for all of them. He also stated that the Society of Mexican Archivists, founded in 1934, has more than seventy-five members and is growing steadily. Dr. Hernández has spent eighteen years with the Treasury Secretariat and was for four years in the archives of the Foreign Relations Secretariat. He is the author of a *Guía del Archivo Histórico de Hacienda* (Mexico, 1940).

Netherlands

Miss M. W. Jurriaanse, a distinguished Dutch archivist has come to Washington to take charge of the records of the Netherlands embassy. Formerly an employee of the Archives of the Royal House at The Hague, she was called by the Ceylon government to Colombo in 1936 to arrange and catalogue the records of the Dutch East India Company. As a result of her work there, the government press in Colombo published in 1943 a 354-page *Catalog of the Archives of the Dutch Central Government of Coastal Ceylon, 1640-1796*. After a voyage of two and a half months Miss Jurriaanse has arrived in Washington to take up her work with the embassy. She is faced with the difficult task of adapting the embassy's record system to the vastly increased and complex war-time functions of an important diplomatic post.

South Africa

The Washington, D.C., *Evening Star*, July 6, 1943, carried the following news item:

Old official files are yielding paper in an intensive salvage campaign conducted in South Africa. After a lapse of generations ancient papers are going back into office circulation in Johannesburg and other cities. On the back of scratch paper issued in pads are memoranda set down by long-forgotten government employes in the 1880's.

Typists use as backing sheets pieces of correspondence written with quill pens. Most of the paper salvaged may be used again, as the reverse side is clean. Other old official paper will be pulped in South African paper mills.

Southern Rhodesia

One of the chief treasures of the Southern Rhodesia Archives, the collection of Moffat Papers, has been enriched recently by a gift of many additional documents from Dr. R. U. Moffat. These papers came to light after the death of Livingstone Moffat, of Taskastad, and contain many fundamental documents pertaining to the early history and administration of the colony.

Venezuela

During July the director of the National Archives at Caracas, Mariano Picón Salas, visited the United States as a guest of the Department of State.

GENERAL NEWS

The use of books in war areas and in tropical climates is bringing to the front again important problems for the makers of the materials used in books. Vermin-resistant cloth and water-resistant paper become a vital need. The July 3 issue of *Publishers' Weekly* reports that the S. D. Warren Company has been doing some fresh research in the field of water resistant paper and recently has published its findings in a special pamphlet for publishers. Manuals that accompany military equipment, it points out, should resist the effect of sea-water and rain, should be usable when wet, and should survive wetting in a condition for subsequent use. A paper has been produced which, when soaked in water, retains its strength and, even in a soaked condition, will stand rough handling without tearing.

The American Association of Museums has published a 173-page volume by Laurence Coleman entitled *Company Museums*. The volume resulted from a survey conducted under a grant from the Carnegie Foundation. Although it is designed to show business men the usefulness and purpose of commercial and industrial museums as exemplified by the more than eighty institutions covered by the survey, the data contained in it is of interest to archivists. Many of the museums listed in the appendix, pp. 93-161, are the repositories of the records of their parent companies.

The Work Projects Administration has issued a *Bibliography of Research Projects Reports; Check-list of Historical Records Survey Publications* (Technical Series: Research and Records Bibliography, No. 7). This volume lists the publications of the several survey programs including the Survey of Federal Archives and the imprints inventory, and in appendices, material pertinent to these programs.

The Committee on Publications of the American Catholic Historical Association announces that through the generosity of the Bishops' Committee on Peace money has been made available which will insure the publication of a second volume of documents under the title *Instructions and Despatches of the United States Consuls to the Papal States, 1797-1870*. This volume will be edited by Leo F. Stock of the Carnegie Institution, who edited a related documentary publication entitled *The United States Ministers to the Papal States: Instructions and Despatches, 1848-1868*.

COLORADO

Herbert O. Brayer, archivist of the Denver and Rio Grande Western

Railroad Company writes, July 17, 1943, that within the next sixty days he will leave his position as archivist of the railroad to take up his new duties as Colorado state archivist.

CONNECTICUT

James Brewster, state librarian, announces the appointment of Thomas D. Murphy as chief of the War Records Department for which the 1943 General Assembly made special appropriation. Mr. Murphy, formerly of the Yale University History Department, began his work July 1. Volume 5 of the *State Records of Connecticut* is now in press and is expected to be available for distribution in September. It covers the years 1783-1784, and is edited by Leonard W. Labaree of Yale University, who is state historian.

Yale University has received an extensive collection of original source materials for the history of the west from William R. Coe of New York. The collection contains considerable materials on Mormon settlements, John Jacob Astor's activities, Spanish explorations, and the Louisiana Purchase.

FLORIDA

Miss Dorothy Dodd, archivist of Florida, reports that the legislature has passed an act authorizing the State Library Board to negotiate for the transfer of and to receive public records from any official, department, or agency of the state of Florida, making the State Library Board legal custodian of all public records turned over to it by them.

ILLINOIS

On July 16, Senate Bill No. 250, authorizing county officials, under the supervision of their county boards, to substitute microfilm copies of records for the originals of records later than 1870 which have been on file ten years or more, became a law. The legislation was sponsored by the Illinois State County Officials Association. The Archives Department of the Illinois State Library has offered its assistance to county officials in working out their microphotographic and other records problems and has urged the County Officials Association to study and make recommendations as to what records are and what are not suitable for keeping on film only. It has also sent out a mimeographed list of suggestions to county officials designed to help them take advantage of the new act.

Two other archive laws were passed by the recent General Assembly. One creates a State Records Commission to provide for the orderly disposal of useless records. The other makes provision for the substitution of microphotographic records for originals on approval of the State Records Commission and the General Assembly.

Archivists will be interested in the article by Margaret C. Norton, printed in the May and June issues of *Illinois Libraries* entitled "The Archives Department of the Illinois State Library: Its Organization and Operation."

IOWA

The State Department of Archives and History announces the appointment of Emory H. English as head of the Manuscript Division in the place of Kenneth Colton, now serving in the armed forces. Mrs. Bessie Wilson has been appointed as head of the War Records Division.

On April 5, 1943, the General Assembly passed legislation providing for the purchase of the Kasson Memorial Building to be used by the department.

MARYLAND

The Maryland Historical Society has appointed William D. Hoyt, Jr., as an assistant in the library. In addition to his other duties in the Historical Society, Mr. Hoyt will serve as editor of a new quarterly bulletin called *Maryland Historical Notes*. James W. Foster, director of the society, will distribute the *Notes* to out-of-state historical and archival agencies on request.

The 1943 legislature enacted legislation providing that titles and salaries of officials at the Hall of Records be harmonized with those prevailing in other state institutions. This new arrangement resulted in almost every case in a minimum salary higher than the maximum paid at present, and also provided for five successive annual increases amounting to twenty per cent of the minimum salary, making it possible for the Hall of Records Commission, for the first time, to offer professional salaries to most of its employees.

MASSACHUSETTS

Francis P. Keough and Robert W. Lovett of the Harvard University Archives, now in the armed services, are stationed within a few miles of each other in North Africa. Miss Colburn is also leaving the archives for war work. Kimball C. Elkins, long on the staff of the Harvard College Library, has been transferred to the University Archives as technician in charge. Raymond Ellis, formerly in charge of the Reading Room, Harvard College Library, has been transferred to the Reading Room of the archives because of his special knowledge of the university and its history.

MICHIGAN

The Michigan Historical Commission has issued an interesting pamphlet entitled *War Records of Michigan, World War II; Manual for Organizing Committees to Collect and Preserve the War Records of Michigan and to*

Make a Permanent Record of the Participation of Citizens of Michigan in World War II.

MISSOURI

The Western Historical Manuscripts Collection of the Department of History, University of Missouri, and the State Historical Society of Missouri, have acquired on deposit the papers of Arthur M. Hyde and Lloyd C. Stark, both former governors of the state. W. Francis English is director of the collection.

NEW MEXICO

The *Annual Report* of the Historical Society of New Mexico states that "the collection and organization of archives has been given considerable attention during the past year. The establishment of the depository of the Society at Albuquerque and the collecting of documents from county and state offices by the Historical Records Survey Project opened a new and important phase of work and responsibility. . . . The photographing of the Spanish and Mexican Archives has been completed and the photostat set is now in bound form to be used for reference in Albuquerque instead of placing further strain on the fragile original archives housed in the vault of the Old Palace. Many other records have been collected and catalogued for reference. These include records from the state capitol; from county offices, including material thrown out when the Santa Fé County Court House moved to its new building. . . ."

The *New Mexico Historical Review* for July carries the report of a Special Committee on Preservation of Records and Documents of Use to Other Departments and of Historical Value to the State. This committee, made up of George M. Fitzpatrick, Paul A. F. Walter, Reginald Fisher, and Arie Poldervaart, was appointed by the governor during a recent "clean-up" of the capitol building. After the state departments had removed from the vaults and hallways all documents desired for current use, members of the committee examined the remainder. As a result of their examination, documents which had been lost were located and returned to the proper agency for checking. Thus materials belonging to the Department of Education were found with overflow from the Highway Department and material from the Highway Department was found mixed with records of the Gasoline Tax Division, and a "valuable record book from the Secretary of State's office came to light with material of the Game and Fish Department." A large quantity of manuscript and other documentary material was transferred to the Historical Society as "official custodian and trustee for the state . . . of public archives. . . ." This material includes an extensive collection of county tax rolls of the territorial period, some early treasurers' account books, warrant registers, early correspondence files, annual reports of county superin-

tendents, territorial vouchers, and a mass of other documents. The accumulation was so great that "considerable time will be required to completely sort and catalogue all . . . salvaged." In concluding its report the committee said:

This action has already resulted in preservation of valuable source material for augmenting the history of New Mexico and building up the state's permanent archives. . . . We sincerely hope that duties such as those performed . . . during the recent clean-up, may be continued without interruption, somehow, in the future to the end that no documents of value will be lost and so that our state's history will not encounter further serious gaps such as those which have been irreparably suffered because of a failure to preserve the right and truly important documents in the past. Certainly, also, the hazardous accumulations which endangered the Capitol until the recent cleanup should be avoided in the future through a more frequent check out of date and non-current material.

NEW YORK

The Division of Archives and History, State Education Department, in conjunction with the Office of Civilian Mobilization of the New York State War Council now has under way a War Records Program. The direction of the work on a state-wide basis is under the state historian, Arthur Pound. The supervision of the work in the localities and communities is being carried out by the existing network of official local historians. For assistance in the collecting and preservation of war records the official local historian may recruit volunteer workers through the local war councils. These volunteers will be enrolled after an initial period of training in the United States Citizens Service Corps (CVD), and be entitled to all privileges as members of the corps as long as they continue to perform satisfactory service in behalf of the program in their communities. A *War Records Handbook* has been prepared by the division, outlining the purposes of the War Records Program, and containing information pertaining to the types of war materials to be collected with instructions on the care and preservation of the collected materials. Copies have been sent to all the official local historians and war councils. The response to the program promises success.

At a recent session of the Regents of the University of the State of New York (State Education Department), approval has been given to an extensive post-war educational building program. A million dollar archives building in the capital region was included among the various projects. Announcement of the building program was made on July 23, 1943, and received very favorable notice in the press.

The New York Public Library has acquired the Schwimmer-Lloyd collection of manuscripts pertaining to the feminist and world peace movements

WRITINGS ON ARCHIVES AND MANUSCRIPTS

JULY, 1942-JUNE, 1943

This bibliography was compiled under the supervision of the Society's Committee on Writings on Archives and Manuscripts by Karl L. Trever and Mary Jane Christopher of the National Archives Library. It represents an attempt to assemble for convenient reference a record of the majority of publications relating to archives and manuscripts that were issued during that period stated above.

The committee eliminated the following categories of material from the bibliography: (1) unpublished items; (2) edited documents; (3) publications in microfilm form; and (4) items appearing in news notes sections of periodicals, unless unusually extensive or significant. If occasional items have been missed by the compilers, such omissions result from the short working time available to them following the appointment of the committee in July and from the difficulty of locating library material in war-time Washington.

The classification scheme was devised by Ernst Posner of American University on the basis of that used in *Staff Information Circular* No. 12 of the National Archives. The work of classifying entries under this scheme was done jointly by the Washington members of the committee in conference with Philip C. Brooks of the National Archives. No cross references have been used because the title of each entry will, in most instances, suggest other subject possibilities to the reader.

The compilers are indebted to Matilda F. Hanson and Florence E. Nichol of the National Archives for editorial assistance and to Bernice Heaton of the same agency for typing the manuscript. Errors of judgment or fact are, of course, the responsibility of the compilers. Comments, suggestions, or criticisms will be welcomed. The evaluation placed on this initial bibliography by readers will determine whether or not such an annual record should become a regular feature of future October issues of THE AMERICAN ARCHIVIST.

GENERAL LITERATURE

GRIFFIN, GRACE G., DOROTHY M. LOURAIN, and MARGARET K. PATTERSON. Writings on American history, 1937 and 1938. Washington, 1942. 869 p.

Writings on archives and manuscripts for these years are listed chiefly on pp. 20-42, although pertinent items are sometimes to be found under other headings.

VIRGINIA, UNIVERSITY LIBRARY. Twelfth annual report on historical collections, for the year 1941-42. Charlottesville, 1942. 78 p.

Previous reports were issued as annual reports of the archivist. This report is more than a mere account of the activities of the Virginia University Library. Its purpose is to furnish scholars with "a perspective of nation-wide trends in the related fields of archives and historical manuscripts."

THE YEAR'S WORK IN ARCHIVES, by Irene J. Churchill, N. Dermott Hunt, and Hilary Jenkinson. London, 1942. 37 p.

FILING TECHNIQUES AND ADMINISTRATION OF CURRENT RECORDS

BAUER, G. PHILIP. Records management in the National Recovery Administration. Washington, 1942. 7 p. (National Archives. *Records administration circular*, No. 1.)

BLOOD, C. KENNETH, and MARGARET C. NORTON. Some problems in the administration of county records. *Illinois libraries*, 25: 137-142 (Mar., 1943).

CLAUS, ROBERT. Records administration in the Construction Organization of the Emergency Fleet Corporation. Washington, 1943. 10 p. (National Archives. *Records administration circular*, No. 4.)

DOUGLAS, JESSE S. Army field records. *American archivist*, 6: 108-114 (Apr., 1943).

Also issued by the National Archives in *Miscellaneous processed document*, No. 43-9.

ELWELL, FAYETTE H., and others. Business record keeping. New York, 1942. 394 p.

HOLMES, OLIVER W. Planning permanent programs for federal records in the states. *American archivist*, 6: 81-104 (Apr., 1943).

Also issued by the National Archives in *Miscellaneous processed document*, No. 43-9.

KURTZ, DOROTHY L. Unit medical records in hospital and clinic. New York, 1943. 110 p.

A manual on the nature, filing, indexing, and use of hospital records.

LEAHY, EMMETT J. Records administration and the war. *Military affairs*, 6: 97-108 (Summer, 1942).

Also issued by the National Archives as *Miscellaneous processed document* No. 43-3.

MCCAIN, WILLIAM D. The interests of the states in federal field office records. *American archivist*, 6: 104-108 (Apr., 1943).

Also issued by the National Archives in *Miscellaneous processed document*, No. 43-9.

MORRIS, RICHARD B. The need for regional depositories for federal records. *American archivist*, 6: 115-122 (Apr., 1943).

Also issued by the National Archives in *Miscellaneous processed document*, No. 43-9.

THE PROBLEM of federal field office records. *American archivist*, 6: 81-122 (Apr., 1943).

Also issued by the National Archives as *Miscellaneous processed document*, No. 43-9.

RECORD BRANCH starts work in Pentagon Building. *War times; a weekly for War Department personnel*, v. 1, No. 12, p. 1, c. 8 (Aug. 27, 1943).

STRICKER, A. H. Terminal facilities for office records and documents; a discussion of filing systems and equipment. *Office appliances*, 77: 30-31 (Jan., 1943).

TENNESSEE VALLEY AUTHORITY, OFFICE SERVICE DEPARTMENT. Records program; records administration and archival service for the Tennessee Valley Authority. Rev. ed. Knoxville, 1943. 54 p.

U. S. DEPARTMENT OF AGRICULTURE, OFFICE OF PLANT AND OPERATIONS. Procedure manual for records management. Washington, 1942. 67 p. (*Publication*, No. 2.)

U. S. INTERDEPARTMENTAL COMMITTEE ON RECORDS ADMINISTRATION. Preliminary reports of subcommittees on records administration. Washington, 1942. 77 p.

Also issued by the National Archives as *Miscellaneous processed document*, No. 43-5.

This committee operated under the sponsorship of the Training Division of the U. S. Civil Service Commission. The reports deal with the receipt, distribution, and dispatch of communications; preparations for filing, filing procedures, and search and charge-out systems; classification manuals and terminology; retirement and disposal of federal records; and problems of space, equipment, and personnel.

U. S. VETERANS ADMINISTRATION, GENERAL RECORDS DIVISION. Subject decimal classification book. Rev. Washington, 1942. 71 p.

U. S. WAR DEPARTMENT. War Department decimal file system. Rev. ed. Washington, 1943. 427 p.

WELCH, CHARLES H. Small business problems. Record keeping for small stores; a manual for small retailers describing what records are needed and how these may be kept with a minimum of time and effort. Washington, 1942. 93 p. (77 Cong., 2 sess. *S. Com. print* No. 11.)

HISTORY, ORGANIZATION, AND CURRENT ACTIVITIES OF ARCHIVAL
AGENCIES, MANUSCRIPT DEPOSITORIES, AND
RELATED ORGANIZATIONS

United States in General and Federal Government

[List of the names of state archival establishments and names and titles of their heads.]
(*Book of the States*, 1943-1944. Chicago, 1943. p. 448-449.)

BUCK, SOLON J. The National Archives (*Americana annual: an encyclopedia of the events of 1942*. New York, 1943. p. 507-508.)

BURT, HAROLD S. The sixth annual meeting of the Society of American Archivists, Richmond, Virginia, October 26 and 27, 1942. *American archivist*, 6: 19-27 (Jan., 1943).

CHILD, SARGENT B. "What is past is prologue"; the Historical Records Survey. Washington, 1942. 24 p.

Also published in *American archivist*, 5: 217-227 (Oct., 1942). A report on the accomplishments of the survey.

COLEMAN, LAURENCE V. *Company museums*. Washington, 1943. 173 p.

Although written to show businessmen the usefulness and purpose of commercial and industrial museums, the volume is of interest to archivists. Many of the museums listed in the appendix, p. 93-161, are repositories of the records of their parent companies.

CONNOR, R. D. W. Adventures of an amateur archivist. *American archivist*, 6: 1-18 (Jan., 1943).

The first archivist of the United States summarizes the history of the first years of the National Archives.

FRANKLIN D. ROOSEVELT LIBRARY, Hyde Park, N.Y. Annual report of the archivist of the United States as to the Franklin D. Roosevelt Library for the fiscal year ending June 30, 1942. Washington, 1942. 9 p.

HANNA, A. J. Diplomatic missions of the United States to Cuba to secure the Spanish archives of Cuba. (*Hispanic American essays: a memorial to James Alexander Robertson*. Chapel Hill, 1942. p. 208-233.)

SURVEY OF FEDERAL ARCHIVES. Report on the work . . . for the fiscal year ending June 30, 1942, by the assistant director of the Historical Records Survey Projects in charge of the inventory of federal archives in the states. (National Archives. *Annual report*, 1941-42. Washington, 1943. p. 82.)

U. S. LAWS, STATUTES, etc. Recent legislation concerning the National Archives. (National Archives. *Annual report*, 1941-42. Washington, 1943. p. 51-56.)

U. S. NATIONAL ARCHIVES. Annual report of the archivist of the United States for the fiscal year ending June 30, 1942. Washington, 1943. 92 p.

U. S. NATIONAL ARCHIVES COUNCIL. Report of the secretary for the fiscal year ending June 30, 1942. (National Archives. *Annual report*, 1941-42. Washington, 1943. p. 80.)

U. S. NATIONAL ARCHIVES TRUST FUND BOARD. Report for the fiscal year ending June 30, 1942. (National Archives. *Annual report*, 1941-42. Washington, 1943. p. 83.)

U. S. NATIONAL HISTORICAL PUBLICATIONS COMMISSION. Report of the acting secretary for the fiscal year ending June 30, 1942. (National Archives. *Annual report*, 1941-42. Washington, 1943. p. 81.)

WRIGHT, IRENE A. The odyssey of the Spanish archives of Florida. (*Hispanic American essays: a memorial to James Alexander Robertson*. Chapel Hill, 1942. p. [169]-207.)

State and Local

BEESON, LEWIS. The Minnesota Historical Society in 1942. *Minnesota history*, 24: 26-40 (Mar., 1943).

Includes a discussion of the work of the society as custodian of state archives.

COLORADO. LAWS, STATUTES, etc. An act relating to state archives and public records. Approved Feb. 25, 1943. [Denver?] 1943. 6 p.

Establishes the Colorado State Historical Society as the archival depository for such state and local records as may be transferred to it. It also provides for the orderly accessioning, preservation, and disposal of records.

CONNECTICUT. EXAMINER OF PUBLIC RECORDS. Biennial report . . . for the period ended June 30, 1942. Hartford, 1942. 51 p.

CONNECTICUT HISTORICAL SOCIETY. Annual report, containing the reports and papers presented at the annual meeting held May 19, 1942, together with a list of the accessions made during the year. Hartford, 1942. 62 p.

[COUNTY COMMISSIONS OF PUBLIC RECORDS] *Indiana history bulletin*, 20: 10-12 (Jan., 1943).

Includes list of members of these commissions in Indiana and a recommendation made by one commission for the construction of a county repository.

DELAWARE. PUBLIC ARCHIVES COMMISSION. Annual report for the fiscal year July 1, 1941, to June 30, 1942. Dover, 1942. 35 p.

IDAHO. STATE HISTORICAL SOCIETY. Eighteenth biennial report, 1941-1942. Boise, 1942. 104 p.

[ILLINOIS. STATE LIBRARY] The Illinois State Library: biennium 1940-1942. *Illinois libraries*, 24: 291-298 (Dec., 1942).

Includes data on the activity of the Archives Division.

[ILLINOIS. STATE LIBRARY] 100 years of library service. *Illinois libraries*, 24: 281-289 (Dec., 1942).

A résumé of the history of Illinois State Library, including the Archives Division.

KANSAS STATE HISTORICAL SOCIETY. Secretary's report, year ending October 20, 1942. *Kansas historical quarterly*, 12: 92-99 (Feb., 1943).

A report on archives and manuscripts is found on p. 94-95.

LEGACY of Esther U. McNitt. *Library occurrent*, 20: 54-57 (July-Sept., 1942).

Describes the work of Miss McNitt in developing the Division of Archives of the Indiana State Library.

MARYLAND. HALL OF RECORDS. Annual report for the fiscal year October 1, 1941, to September 30, 1942. Annapolis, 1942. 28 p.

MICHIGAN. HISTORICAL COMMISSION. Twenty-ninth annual report. *Michigan history*, 27: 362-381 (Spring, 1943).

MICHIGAN HISTORICAL RECORDS SURVEY. *Michigan history*, 27: 194-201 (Winter, 1943).

Summarizes the activities of the survey and lists its publications as of June 30, 1942.

MICHIGAN. UNIVERSITY. WILLIAM L. CLEMENTS LIBRARY OF AMERICAN HISTORY. Report, 1941-42. Ann Arbor, 1943. 8 p.

Data relating to manuscripts are to be found on p. 5-6.

[NEWTON, EARLE W.] An archives for Vermont. Vermont Historical Society, *Proceedings*, new ser., 11: 10-12 (Mar., 1943).

The director of the society advocates a survey of state records prior to establishing a permanent archives building.

NORTH CAROLINA. DEPARTMENT OF ARCHIVES AND HISTORY. Biennial report, 1940-1942. Raleigh, 1942. 51 p.

- NORTH CAROLINA. DEPARTMENT OF ARCHIVES AND HISTORY. How the North Carolina State Department of Archives and History serves the public. Raleigh, 1943. 4 p.
- NORTH CAROLINA. DEPARTMENT OF ARCHIVES AND HISTORY. The North Carolina Historical Commission; forty years of public service. Raleigh, 1942. 115 p.
- Among the appendixes are a guide to the material in the custody of the commission (now the Department of Archives and History) and lists of publications of the commission, the Historical Records Survey, and Survey of Federal Archives in the States.
- NORTON, MARGARET C. The Archives Department of the Illinois State Library: its organization and operation. *Illinois libraries*, 25: 189-197, 227-235 (May-June, 1943).
- [NORTON, MARGARET C.] Archives extension service. *Illinois libraries*, 24: 238-239 (Oct., 1942).
- Announces the appointment of a field visitor for archives in the Illinois State Library and explains the purpose and function of this officer.
- PENNSYLVANIA. HISTORICAL COMMISSION. How the Pennsylvania Historical Commission serves the people. [Harrisburg] 1942. 20 p.
- ROACH, GEORGE W. Final report: the Historical Records Survey in upstate New York, 1936-1942. *New York history*, 24: 39-55 (Jan., 1943).
- SOUTH CAROLINA. HISTORICAL COMMISSION. Report for the fiscal year 1940-1941. Columbia, 1942.
- VERMONT. LAWS, STATUTES, etc. An act to amend Section 1 of No. 209 of the acts of 1937 as amended by Section 1 of No. 245 of the Acts of 1939, relating to a Public Records Commission and its powers and to appropriate an additional sum therefor. [Montpelier] 1943. 3 p. (Vermont. General Assembly. S. 53.)
- This act provides for the preparation of plans for housing the state records in a proposed state office building.
- VIRGINIA. STATE LIBRARY. Report for the year ending June 30, 1942. Richmond, 1942. 18 p.
- Report of the Archives Division is found on p. 12-14.
- WEST VIRGINIA. DEPARTMENT OF ARCHIVES AND HISTORY. Biennial report, June 30, 1942. [Charleston, 1942] 42 p.
- WILLIAMS, ORA. War time a time for prudence. Des Moines, 1943. 1 p.
- A protest by the director of the Iowa State Department of Archives and History against the installation of a chemical laboratory in a building assigned to the department for records storage.
- WISCONSIN. STATE HISTORICAL SOCIETY. Report, 1941-42. *Wisconsin magazine of history*, 26: 497-505 (June, 1943).
- Includes list of manuscript and archival materials accessioned.
- WYOMING. STATE HISTORICAL DEPARTMENT. Biennial report, October, 1940-September 30, 1942. [Cheyenne] 1942. 20 p.

Foreign Countries

- AUSTRALIA. COMMITTEE FOR THE COLLECTION AND PRESERVATION OF WAR ARCHIVES. Report. Canberra, 1942. 10 p.
- A summary of this document was printed in the *American archivist*, 6: 185-186 (July, 1943).
- BASEL. SCHWEIZERISCHE WIRTSCHAFTSARCHIV. Bericht für des jahr 1941. Basel, 1942. 16 p.
- This institution reports that it is following the procedures used by the Baker Library, Cambridge, Mass., in registering and cataloguing the archives of business firms.
- BASEL-STADT (Canton) STAATSARCHIV. Jahresbericht, 1942. Basel, 1943. 10 p.

- BRITISH RECORDS ASSOCIATION. Proceedings, No. 7. London, 1942. 22 p.
- BRITISH RECORDS ASSOCIATION. Tenth report of council, accounts and list of changes in members for the year ending 30 September, 1942. London, 1942. 16 p.
- BRITISH RECORDS ASSOCIATION. RECORDS PRESERVATION SECTION. Report for the year ending 30th September, 1942. London, 1942. 4 p.
- CANADA. ARCHIVES. Report of the Public Archives for the year 1941. Ottawa, 1942. xxii, 313 p.
- CASTAÑEDA, CARLOS E. Archival needs in Latin American. *Inter-American bibliographical review*, 2: 10-13 (Spring, 1942).
- CUBA. ARCHIVO NACIONAL. Centenario del Archivo Nacional, 1840-1940. *Boletín*, 39: 321-529 (Jan.-Dec., 1940).
- A collection of speeches, documents, and illustrations concerned with the celebration of the one hundredth anniversary of the founding of the National Archives of Cuba. Published in 1942.
- GUERRA, LUIS R. Historia de los Archivos de la República Dominicana. Unión Interamericana del Caribe. *Boletín*, No. 3, [45]-51 (Jan.-Dec., 1942).
- HILL, ROSCOE R. Archives [of Latin America in 1941]. (*Handbook of Latin American studies: 1941*. Cambridge, 1942. p. 79-91.)
- A general statement of the course of archival activities in Latin America, followed by more detailed statements concerning activities in the several countries and lists of publications.
- HISTORICAL RÉSUMÉ of the Public Archives of the State of São Paulo, Brazil. *American archivist*, 5: 245-251 (Oct., 1942).
- A summary translation by Ralph G. Lounsbury of a document published in 1939 under the title "Resumo histórico do arquivo público do estado de São Paulo" in v. 36 of the *Publicações* of the Brazilian National Archives.
- INDIA. HISTORICAL RECORDS COMMISSION. Proceedings, 18th. Delhi, 1942. 382. 130 p.
- Includes as an appendix relevant extracts from the *Proceedings* (16th) on the best method of preserving records and a note recorded by Dr. B. S. Baliga on the same subject. These materials were published separately, with some additional information, by the Imperial Record Department in 1941.
- QUEBEC (Province) ARCHIVES. Rapport de l'archiviste, 1941-42. Quebec, 1942. 515 p.
- Consists of a 4-page administrative report and 511 pages of edited documents.
- SOUTH AUSTRALIA. LIBRARIES DEPARTMENT. Annual report of the Libraries Board of South Australia, July, 1941, to June, 1942. Adelaide, 1942. 5 p.
- The report on work with archives is found on p. 4.
- WAGNER, V. F. Das Schweizerische Wirtschaftsarchiv in Basel. Zürich [1942]. 6 p.
- (Sonderabdruck aus der *Schweizerischen technischen zeitschrift*, jahrg. 1941. No. 43.)
- WALES. NATIONAL LIBRARY. Annual report, 1941-42. Aberystwyth, 1942. 32 p.
- Information on manuscripts and records is found on p. 13, 15-28.

APPRAISAL, ACCESSIONING, AND DISPOSAL OF RECORDS AND HISTORICAL MANUSCRIPTS

- BANKERS' BOX COMPANY, Chicago. Manual of record storage practice. Rev. ed. Chicago, 1942. 13 p.
- Prepared by a concern manufacturing filing equipment for banks. Recommends the preparation of schedules of records retention and disposal.
- BENJAMIN, MARY A. Librarians, collectors, dealers: three-way collaboration. *The Collector*, 56: 65-68 (Mar.-Apr., 1943).

Observations of a veteran dealer on various aspects of the development and preservation of manuscript collections.

BRITISH RECORDS ASSOCIATION. Modern records; what may we destroy? London, 1943. 5 p. (*Memorandum* No. 7.)

BRITISH RECORDS ASSOCIATION. Records: what should we try to save? London, 1942. 2 p. (*Memorandum* No. 3.)

BRITISH RECORDS ASSOCIATION. Salvage from solicitors' offices. London, 1942. 1 p. (*Memorandum* No. 4.)

ELLIOTT, ALFRED J. Records of the federal government. *Congressional record*, 89: A3313- A3315 (June 18, 1943).

A discussion of H. R. 2943, then pending, but since become law as Public No. 115, 78th Congress, superseding the general records disposal act of Aug. 5, 1939 (53 Stat. 1219) and the act with reference to the disposal of photographic records of Sept. 24, 1940 (54 Stat. 958).

GREAT BRITAIN. PARLIAMENT. HOUSE OF COMMONS. SELECT COMMITTEE ON THE DISPOSAL AND CUSTODY OF DOCUMENTS. Report, 1st-[3d]. London, 1942-1943.

This committee was appointed to examine all documents and records in the custody or control of any officer of the house and to report which of these could be destroyed and which were of sufficient historical interest to justify their preservation. It was instructed, in addition, to recommend methods for securing the safe custody of any classes of documents to be preserved. The second report includes an appendix under the title "Report from the Public Records Office on the House of Commons records in the Victoria Tower."

HAMILTON, J. D. DE ROULHAC. On the importance of unimportant documents. *Library quarterly*, 12: 511-518 (July, 1942).

A discussion of the question "What manuscripts are sufficiently important to warrant preservation?"

MCKENZIE, CARL H. An experiment in the retention and preservation of corporate records. Business Historical Society. *Bulletin*, v. 17, No. 1, suppl. (Feb., 1943), 23 p.

An account of an analysis made of the records of the Pennsylvania Telephone Corporation in order to establish schedules for the disposal of records.

MICHIGAN. LAWS, STATUTES, etc. A bill to amend the title and Section 5 of Act No. 271 of the Public Acts of 1913 entitled "An act to create the Michigan Historical Commission." Lansing, 1943. 5 p. (Michigan. Legislature, 62d. Sen. Bill 209.)

New legislation defining public records of the State and providing for the listing and disposal of documents, books, and papers more than ten years old.

U. S. CONGRESS. COMMITTEE ON APPROPRIATIONS. The National Archives. [Hearings . . . on the appropriation bill for 1944.] (Independent offices appropriation bill for 1944. Washington, 1943. p. 150-182.)

U. S. CONGRESS. JOINT COMMITTEE ON THE DISPOSITION OF EXECUTIVE PAPERS. Disposition of records by Department of Agriculture; report. [Washington] 1943. 2 p. (78 Cong., 1 sess. H. Rept. 573.)

U. S. CONGRESS. JOINT COMMITTEE ON THE DISPOSITION OF EXECUTIVE PAPERS. Disposition of records in Federal Works Agency; report. [Washington] 1943. 2 p. (78 Cong., 1 sess. H. Rept. 191.)

U. S. CONGRESS. JOINT COMMITTEE ON THE DISPOSITION OF EXECUTIVE PAPERS. Disposition of records, National Archives; report. [Washington] 1943. 1 p. (78 Cong., 1 sess. H. Rept. 216.)

U. S. CONGRESS. JOINT COMMITTEE ON THE DISPOSITION OF EXECUTIVE PAPERS. Disposition of records, sundry government departments; reports July 1942-June, 1943. [Washington] 1942-1943. (78 Cong., 1 sess. H. Repts. 2309-2311, 2347-2348, 2374-

- 2377, 2395, 2399, 2410-2412, 2467, 2493-2494, 2530-2531, 2575-2577, 2645-2650, 2717-2719; 78 Cong., 1 sess. H. Repts. 4-6, 91-93, 101-103, 133, 190-191, 215-218, 243-244, 269-270, 319, 349, 402-404, 457-458, 480-481, 484, 511-512, 554-555, 573-576.)
- U. S. CONGRESS. JOINT COMMITTEE ON THE DISPOSITION OF EXECUTIVE PAPERS. Disposition of records, Treasury Department; report. [Washington] 1943. (78 Cong., 1 sess. H. Rept. 215.)
- U. S. CONGRESS. JOINT COMMITTEE ON THE DISPOSITION OF EXECUTIVE PAPERS. Providing for the disposal of certain records of the United States government. [Washington] 1943. 7 p. (78 Cong., 1 sess. H. Rept. 559.)
- Recommends the passage of H. R. 2943, recently become law as Public 115, 78th Congress, changing the procedures relating to the disposal of certain records.
- U. S. LAWS, STATUTES, etc. An act for the disposal of certain records of the United States government. [Washington] 1943. 3 p. (Public No. 115, 78th Congress.)
- A significant feature of this legislation is that, under provisions relating to the preparation, submission, and approval of disposal schedules, agencies may be granted continuing authority to dispose of, after the lapse of specified periods of time, future accumulations of records of a specified form or character that apparently will not, after the lapse of the period specified, have sufficient value to warrant their further preservation by the government.
- WEEDING THE LIBRARY. *Illinois libraries*, 25: 203-210 (June, 1943).
- Certain sections of this article are of interest to archivists.

PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

- BRITISH RECORDS ASSOCIATION. First aid to damaged manuscripts. London, 1942. 2 p. (*Memorandum* No. 6.)
- BRITISH RECORDS ASSOCIATION. Old parchments. London, 1942. 1 p. (*Memorandum* No. 5.)
- CIBELLA, ROSS C. Conservation in the special library. *Special libraries*, 34: 52-53, 67 (Feb., 1943).
- Has a short section on the conservation of business records.

ARRANGEMENT AND DESCRIPTION OF RECORDS AND HISTORICAL MANUSCRIPTS INCLUDING PUBLISHED FINDING AIDS

General Discussions

- PHILADELPHIA BIBLIOGRAPHICAL CENTER AND UNION LIBRARY CATALOGUE. COMMITTEE ON MICROPHOTOGRAPHY. Union list of microfilms; a basic list of holdings in the United States and Canada. Supplement 1. Philadelphia, 1943. 243 p.
- POWELL, LAWRENCE C. Resources of western libraries for research in history. *Pacific historical review*, 11: 263-280 (Sept., 1942).
- VAN SCHREEVEN, WILLIAM J. Information please: findings aids in state and local archival repositories. *American archivist*, 5: 169-178 (July, 1942).

United States in General and Federal Government

- ALDEN, JOHN R. The eighteenth century Cherokee archives. *American archivist* 5: 240-244 (Oct., 1942).

The documents that were seized by the North Carolina militiamen during the Revolution and that are now part of the papers of the Continental Congress are here described with a brief account of the record-making practices of the Cherokees.

BANE, SUDA L. The dedicatory exercises of the Hoover Library. *American archivist*, 5: 179-184 (July, 1942).

The nucleus of this library's collection is the files of the various war and postwar organizations in which Hoover was active. This article describes in a general way some of these files and indicates something of their value for research.

COLBY, MERLE E. Final report on disposition of unpublished materials of WPA Writers' Program, April 8, 1943. [Washington, 1943.] 12 p.

CROCKETT, FLORENCE T. Census microfilms in D.A.R. library. *National historical magazine*, 77: 408 (Aug., 1943).

ELIOT, MARGARET S., comp. List of manuscript accessions in various depositories in the United States received during the year 1940. (American Historical Association, *Annual report*, 1941, v. 1. Washington, 1942. p. 191-331.)

[FOOR, FORREST L.] Materials in the National Archives relating to food production and distribution, 1917-1940. [Washington] 1943. 13 p. (National Archives. *Reference information circular*, No. 17.)

Distribution is restricted to officials of the federal government.

[FOOR, FORREST L.] Materials in the National Archives relating to forest products. [Washington] 1943. 7 p. (National Archives. *Reference information circular*, No. 19.)

Distribution is restricted to officials of the federal government.

[FOOR, FORREST L.] Materials in the National Archives relating to small business. [Washington] 1943. 9 p. (National Archives. *Reference information circular*, No. 20.)

Distribution is restricted to officials of the federal government.

FRIEDMANN, ROBERT. The Mennonite historical library of Goshen College. *American-German review*, 9: 12-14 (Dec., 1942).

Includes a description of manuscript materials in this library.

HILL, ROBERT W. The Schwimmer-Lloyd collection. New York. Public Library. *Bulletin*, 47: 307-309 (May, 1943).

Describes a collection of materials relating to the peace and women's suffrage movements in the early twentieth century.

HISTORICAL RECORD SURVEY. NEW JERSEY. List and index of presidential Executive Orders, unnumbered series. Newark, 1943. 388 p.

This guide serves as a finding medium for the many manuscript executive orders in the National Archives and the Adjutant General's Office, Miscellaneous Branch.

HUBER, ELBERT L. War Department records in the National Archives. *Military affairs*, 6: 247-254 (Winter, 1942).

Also reprinted by the National Archives.

JOERG, W. L. G. The Lafora map of the frontier of New Spain in 1766-67 in the National Archives: a preliminary examination. (American Scientific Congress, 1940, *Proceedings*, v. 9. Washington, 1943. p. 65-66.)

An abstract.

LARSON, HENRIETTA M. Some unexplored fields in American railroad history. Business Historical Society. *Bulletin*, 16: 69-79 (Oct., 1942).

Discusses business records and other source materials of interest to the historian.

LIVINGSTON, MARY W., and LEO PASCAL. Preliminary inventory of the War Labor Policies Board records. Washington, 1943. xvi, 22 p. (National Archives. *Preliminary inventory*, No. 4.)

- MICHIGAN. UNIVERSITY. WILLIAM L. CLEMENTS LIBRARY OF AMERICAN HISTORY. Guide to the manuscript collections in the William L. Clements Library, comp. by Howard H. Peckham. Ann Arbor, 1942. 403 p.
- MICHIGAN. UNIVERSITY. WILLIAM L. CLEMENTS LIBRARY OF AMERICAN HISTORY. Thomas Jefferson, 1743-1943; a guide to the rare books, maps, and manuscripts exhibited at the University of Michigan. Ann Arbor, 1943. 32 p. (*Bulletin*, No. 38.)
- MUNDEN, KENNETH. List of records of the Bureau of Insular Affairs relating to the Dominican Customs Receivership, 1905-1940. Washington, 1943. xi, 29 p. (National Archives. *Special list* No. 5.)
- MUNDEN, KENNETH. Records of the Bureau of Insular Affairs relating to the Philippine Islands, 1898-1935; a list of selected files. Washington, 1942. xii, 91 p. (National Archives. *Special list* No. 2.)
- MUNDEN, KENNETH. Records of the Bureau of Insular Affairs relating to the United States Military Government of Cuba, 1898-1902, and the United States Provisional Government of Cuba, 1906-1909; a list of selected files. Washington, 1943. xiii, 43 p. (National Archives. *Special list* No. 3.)
- MUNDEN, KENNETH, and MILTON GREENBAUM. Records of the Bureau of Insular Affairs relating to Puerto Rico, 1898-1934; a list of selected files. Washington, 1943. xi, 47 p. (National Archives. *Special list* No. 4.)
- STARK, MARIE C. Materials for research in the files of international claims commissions. *American neptune*, 3: 48-54 (Jan., 1943).
Based on an examination of record groups in the National Archives.
- U. S. NATIONAL ARCHIVES. Accessions of the National Archives during the fiscal year ending June 30, 1942. (*Annual report*, 1941-42. Washington, 1943. p. 57-79.)
- U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to labor and labor problems. [Washington] 1942. 16 p. (*Reference information circular*, No. 10.)
Distribution is restricted to officials of the federal government.
- U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to labor migration during the first World War and the post-war period. [Washington] 1943. 5 p. (*Reference information circular*, No. 15.)
Distribution is restricted to officials of the federal government.
- U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to Portuguese possessions in Africa and in the Atlantic. [Washington] 1943. 4 p. (*Reference information circular*, No. 18.)
Distribution is restricted to officials of the federal government.
- U. S. NATIONAL ARCHIVES. Materials in the National Archives relating to transportation. [Washington] 1943. 17 p. (*Reference information circular*, No. 16.)
Distribution is restricted to officials of the federal government.
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