

## SHORTER NOTICES

RICHARD G. WOOD, Editor

The National Archives, Washington 25, D.C.

*The Report of the Board of Trustees of the Public Archives of Nova Scotia for the year ending November, 1943* (Halifax. King's Printer, 1944), by Professor D. C. Harvey, who has been archivist of Nova Scotia since 1931, follows along the same line as the previous reports: a letter of transmittal, a brief report of progress, a financial statement, appendices listing the donations and donors, and the publication of a small number of documents received by the archivist.

Reports of this character, while indicative of progress, are also indicative of the "historical repository" attitude toward the archives and archival establishments common to many countries and most states and provinces. Very few seem to have acquired the idea of the function of the archival establishment as a part of the administration of government.—EDWARD F. ROWSE

On January 1, 1943, the Schweizerisches Wirtschaftsarchiv, one of the oldest business archives of Europe, ceased to be a section of the State Archives of the Canton of Basel-Stadt and was placed under the authority of the State Education Department as one of the research collections of the state university. The transfer of the Wirtschaftarchiv from an archival to an educational agency undoubtedly has something to do with the fact that, in recent years, the archival activities of the institution have come to be overshadowed by the collecting and servicing of printed material pertaining to business and industry, a development that continued in 1943. The 34. *Bericht des Schweizerischen Wirtschaftsarchiv in Basel für das Jahr 1943* (Basel, 1944. 11 pp.) expressly states that it now serves "in the first place as a documentation center for the most pressing problems of the day." Some archival and manuscript material has been accessioned, but, in quantity at least, it is far surpassed by printed government documents, statistical material, and annual reports of business firms and corporations.—E. POSNER

## NEWS NOTES

KARL L. TREVER, Editor

The National Archives, Washington 25, D.C.

THE SOCIETY OF AMERICAN ARCHIVISTS

Report of the Secretary

November 8, 1944

This is the third meeting of our Society since the United States entered the present war. The convention at Hartford, Connecticut, in October, 1941, at which Dr. Waldo G. Leland delivered his timely address on "Historians and Archivists in the First World War," found our profession at least partially prepared for M-Day when it suddenly came two months later. The Society of American Archivists had already modified its program in accordance with the needs of the national emergency, as its records clearly show; since Pearl Harbor it has endeavored to function increasingly on behalf of the war effort and in relation to problems of peace as they may be anticipated. In no previous war has the significance of archives and historical records thereto been so widely recognized. The awareness in the United States of their value was doubtless sharpened by the growth of our profession during the decade of the 1930's and, as a result of this growth, trained personnel has been available in considerable measure for the emergency.

Although a government directive has greatly restricted attendance of members who are employed in federal agencies in Washington, it is not an irresponsible attitude of "business as usual" which brings us together at this eighth annual session. We meet, it is true, with an assurance of victory by the United Nations which we could not feel so confidently a year ago. If, however, any justification is required for large-scale discussion and intensified study of records and archival problems by Americans, we may point to our responsibility in this field at home and abroad. Although the lights are going on again in Europe, they will be burning dimly long after the Nazi hordes have ceased to perpetrate their destruction, both wanton and purposeful, of the records whereby men safeguard their civilized way of life. We have a personal touch with this situation through our members, civilian and military, who are contributing directly by their work in records administration, protection of historical materials, and in the operation of military government in occupied territory. Some have gone on special missions from their offices in this country; others are on prolonged assignments abroad in the field as well as at headquarters. A member of our Council writes that after eight months in the open he "could stand some civilized living" and be content "to sleep no more in wheat fields, olive groves, swamps, and on mountain

sides. I think," he continues, "that I can again get accustomed to sleeping in a bed and in a house, to shaving with hot water, and to taking baths." These men are going to bring back first-hand accounts of archival problems and historical records of their own that may enliven future programs. Meanwhile we have war and post-war duties at home too, partially illustrated by our program today and tomorrow. Since America has fortunately escaped invasion, the advancement of western culture rests to a large degree in our hands. In that undertaking the archivist's responsibility is basic.

The attendance at the present meeting, comparing favorably with last year's at Princeton, bespeaks the importance of this function of the Society in the opinion of its members. The evidence is all the more emphatic in view of the great national event in which everyone desired to participate yesterday and the calm though varied feelings with which we now face the results. The archivist enjoys creating important records occasionally as well as caring for them. Many of us had to vote and run to arrive in this "doubtful state" of Pennsylvania on time. It should be emphasized that our meeting in Harrisburg is an expression of our earnest desire to support the development of a state archival institution in Pennsylvania. Dr. S. K. Stevens' exposition of the need for a public records program for this commonwealth, presented earlier today, opens the way for our co-operation. Similar opportunities exist in numerous other states especially in the East and the Far West. The concern of the Society equally with historical manuscripts and archives is reflected in the sessions on arrangement of materials, publication of manuscripts, local archives and the local historian, care of maps, and the proposal for historical internships. That custodians of governmental archives and of manuscripts have many problems in common becomes increasingly evident; that their legal aspects present striking differences is suggested forcefully in Miss Norton's presidential address. We turn again to the subject of foreign archives and the war, on the Continent, as a sort of counterpart to the address of last year on British archives. A word of appreciation is due Chairman Howard Peckham and his Program Committee for the fruitful results of their planning.

Our Society also enjoys the benefit of another joint session with the American Association for State and Local History. Some of the objectives of the two organizations are closely alike. While many persons in attendance are members of both, the archivists welcome the opportunity to widen their acquaintanceship and to hear the program of the association. Last December the Society of American Archivists held a joint luncheon session with the American Historical Association during the latter's convention in New York City. The subject for discussion was Archive Problems of a Municipality, with a paper on "Municipal Administrative Archives" by Rebecca Rankin, and another on "Federal Archives" by Oliver W. Holmes. In view of the

movement in New York on behalf of a municipal archives, this was an important session, with a capacity attendance.

Outside the annual meetings the most tangible evidence of the Society's activities to most members is *THE AMERICAN ARCHIVIST*. Upon its continued and greater success depends much of our professional recognition and advancement. Subscribers to the magazine in the form of a variety of libraries are essential to its publication, and they are on the increase, as I shall point out in more detail later. We gratefully acknowledge the subvention renewed again by the University of Illinois which provides for operation of the editorial office there under the direction of Professor Theodore C. Pease. The book review service has increased, thanks to the efforts of Richard G. Wood, and the high caliber of the news notes has been maintained by Karl L. Trever. A Committee on Archival Research, set up last year, is endeavoring to bring about, by a canvass of the field and encouragement of potential authors, a larger influx of articles for consideration by the editor and his board for publication. Fifteen suggestions for possible papers were made to such potential authors, resulting in the preparation of several manuscripts submitted to the editor. It is too early to say how many of these will be published or how fruitful the work of this committee is likely to be. War service has diverted many of our members from writing, but as suggested previously, there should be an abundance of excellent material in the making by these colleagues of ours to swell the editor's files in the near future. The contents of *THE AMERICAN ARCHIVIST* have been criticized for the dearth of articles on techniques and the practical problems of the profession; likewise for a disproportionate number of articles on archives and archival materials in comparison with those on historical manuscripts and their repositories, as illustrated by the issues of the past year. Whatever the Committee on Research can do to remedy this situation, I believe that Professor Pease would remind us that he looks at his non-contributors with an impartial but challenging eye.

Beginning with the January, 1944, issue, each author has been supplied with reprints of his article instead of with extra copies of the number in which it appeared. Authors prefer the reprints; however, since they add considerable to the cost of publication which is on the increase in any case, it is not certain that they can be continued. The second list of "Writings on Archives and Manuscripts," for the year July, 1943-June, 1944, compiled by Karl L. Trever and Mary Jane Christopher, is published in the October issue of *THE AMERICAN ARCHIVIST*. Now that this compilation, the product of the Committee on Writings, is established as an annual event, I hope we shall long have the pleasure of looking forward to this bibliographical contribution each autumn. I take this opportunity to remind our members that reprints of the "Writings" for 1942-1943 are available and will be for 1943-1944



through the secretary's office at twenty-five cents per copy. The committee is also at work on a select list of publications on archives and manuscripts issued prior to June 30, 1942, when the annual lists began. During the past year President Norton has suggested the advisability of an annual report on record legislation passed with brief summaries and bibliographical citations to session laws and statutes. It might be confined to legislation sponsored directly by archivists but include all sorts of laws—for example, in relation to recording by photography, to papers and inks, and especially to county recorders and other county officers.

The activities of the Society's committees will be reviewed, as in my report of last year, under several general headings. The first is research and publication, which includes the "Writings" and the Committee on Archival Research, already discussed. The Committee on Publication Policies of Archival Agencies, Leon deValinger, Jr., chairman, has recently undertaken a new project. Foreseeing a movement throughout the country after the war for the writing and publication of war histories by the states and counties, individual firms, and various federal agencies, the committee "believes that these as yet unwritten histories would be of better quality than those of World War I if those in charge of their production had in their hands a guide or a manual suggesting methods to be used in the publication of such war histories." Principal subjects for discussion in the manual would be methods of compilation, chapter contents and arrangement, editorial procedure, methods of publication, use of illustration, selection of type style and paper, publishing and binding specifications, and bibliographies of recommended war histories and of editorial guides. If this project can be developed promptly and its product made easily available, it will meet a nation-wide need at the close of the war and for some time afterward.

Under the classification of committees concerned with special fields of records is the new Committee on Municipal Archives, of which Richard B. Morris is chairman. It grew out of the lively session of the Society with the American Historical Association, mentioned earlier in this report, at which the New York City project carried on by the Mayor's Municipal Archives Committee was presented. In the face of opposition by certain city officials, the municipal reference librarian on the mayor's committee appealed to our Society for support. Although our committee includes certain New Yorkers who by their prestige can aid the campaign for a municipal archives in their city, the Society of American Archivists aims to establish close relations with municipal archivists and other interested officials throughout the nation, to acquaint them with the purposes of the committee, and, in turn, to be kept posted by such officials of situations that need our support in preventing destruction of valuable city records and in fostering public interest in sound archival policy. The committee also proposes to ascertain in which municipi-

palities physical facilities for housing archives are thoroughly inadequate and which lack legislation insuring proper archival safeguards.

Pursuant to a proposal in my report of last year that the Society investigate the status of the archives of selected organizations in special fields such as education, religion, labor, fraternal work, etc., a Committee on Institutional Archives was appointed with Walter Hausdorfer as chairman. This committee of six prepared a questionnaire asking briefly for the name and address of the organization, person in charge of the archives or files, their accessibility and to whom, a brief history of the organization, housing, extent of holdings, discard policy, organization of archives, indexes, catalogues in existence, publication of documents, and possible deposit of older records not ordinarily kept in a research library. Each member of the committee canvassed organizations in one of the following fields: business firms and trade associations; Catholic archives; Protestant archives; educational institutions, *viz.* colleges and universities; patriotic organizations; and finally, labor organizations and fraternal societies. This committee's project has great potentialities in opening virgin fields of activity for the Society, not to mention the possible benefits to scholars in quest of original materials now virtually undiscovered or inaccessible. Within certain limits the returns from the questionnaire were encouraging. Although the project is only in its preliminary stage, already the problems ahead have become more clearly defined. I heartily recommend a careful reading of the committee's report (in the present issue of *THE AMERICAN ARCHIVIST*, pp. 80-82). To some of our members it will suggest helpful ideas which Dr. Hausdorfer and his co-workers will be eager to receive.

Planning and policy as a phase of the Society's activities are represented by the Committee on Archival Buildings, whose first endeavors under the chairmanship of Captain Victor Gondos were presented in a session at our annual meeting last year. During 1944 the committee continued to compile information of plans and programs for archival structures in the several states. Since the details of these developments can be read in the published report (see below, pp. 77-80), suffice it to say that post-war archival plans of this nature are meeting with encouragement in Connecticut, Colorado, Michigan, New York, Pennsylvania, Vermont, Washington, Wisconsin, and Hawaii. The papers read at the Princeton meeting of the Society were published as *Bulletin* No. 6 of the National Archives under the title "Buildings and Equipment for Archives." Also in the category of planning is the work of the Committee on Uniform Legislation, A. R. Newsome, chairman. The draft of its "Proposed Model Act to Create a State Department of Archives and History," submitted to the Council a year ago, was published in the April, 1944, issue of *THE AMERICAN ARCHIVIST*. A few reprints are available in the secretary's office. The committee has now in preparation a suggested model law for the establishment of a state agency exclusively archival in character.

The Committee on Local Records with Harold S. Burt as chairman, which evolved from a previous Committee on Training of Archivists, has been concerned with exploring ways and means of educating lay custodians of archival material in the local field. The new committee has charted its course somewhat in the light of the experience of Illinois and Connecticut in bringing the care, preservation, and disposition of local archives to the attention of local officials. One member of the committee, Mr. C. Kenneth Blood of the Illinois State Archives, attended the convention of the National Association of County Officials at Syracuse, New York, where he had an opportunity by personal interview to sound out their interest in the care of local archives. Mr. Blood presented the interest of our Society in local records so effectively to the officers of this association that we have the promise of an opportunity to participate in the program of their next convention. The Committee on Local Records hopes in the coming year to gather information from representatives of all the states in order to provide a complete picture of the work throughout the country. The committee has assembled at our present meeting an exhibit of some of the tools used in this educational program.

A final group of committees has been engaged in work essentially promotional in character. During the past year a Committee on Publicity was established with Mrs. Elizabeth E. Hamer as chairman. Hitherto the responsibility for publicizing the activities of the Society fell chiefly upon the secretary who already had his hands full with a multiplicity of duties. The purpose of the new committee, well expressed by the chairman in her report, is "to furnish information that may be of use to actual and potential members of the Society and to publicize the Society in order to build up its membership and increase its stature as a professional organization." Reviews that appeared in *THE AMERICAN ARCHIVIST* were clipped and sent to the author of the publication reviewed and to the reviewer. Likewise, sections of the News Notes not likely to come to the attention of those concerned were clipped. The committee handled publicity about the "Writings on Archives and Manuscripts . . . 1942-1943" and the reprint of this bibliography. The list of archival authorities in the states, mentioned in the secretary's report of last year, has been revised by the publicity committee and might well be considered for publication. The chairman also suggests that other committees send in notes of activities in their fields for possible spot press releases or for publication in various journals. Publicity on the present annual meeting is a result of this committee's work. If in the coming year its label is changed to Committee on Information (thus necessitating a cross reference in our files), be it known that such change is in deference to the chairman's advice that we Americans, being highly susceptible to publicity, have a strong aversion for the word which like "propaganda" makes us victims in spite of ourselves. Therefore I warn you to be on guard against the possible use of that more subtle word, "information"!

The Committee on International Relations, following up its suggestions of last year on increasing the membership of the Society abroad and accordingly securing a wider circulation for *THE AMERICAN ARCHIVIST*, has made proposals, in conjunction with the Membership Committee, for the creation of three types of foreign memberships: (1) Corresponding members—made up of the principal or leading archivists of foreign countries, to be designated by the Society, with no membership fee; (2) Regular foreign members—open to any interested individual, resident abroad, upon payment of an annual membership fee of, say, \$1.00 or \$1.50; (3) Foreign institutional members—open to archives, libraries and other agencies abroad, on payment of an annual fee fixed at not more than about \$3.00. These figures aim to allow for relatively low salaries in foreign countries and their unfavorable rate of exchange. The Committee on International Relations has been working on a list of foreign archivists and, through the co-operation of Miss Marian Forero of the Pan American Union Library, on translations of two publications of the National Archives into Spanish. Some thought has also been given to the preparation and translation of a leaflet on the aims and objectives of the Society for foreign readers. It is appropriate to note at this point that the Council voted last winter to present a complete file of *THE AMERICAN ARCHIVIST* to the National Library of Peru which had been destroyed by fire. This gift was sent through the good offices of the Library of Congress.

Turning now to a tally of individuals and institutions affiliated with and supporting the Society of American Archivists, I can report that through another war year we have registered a gain in every category. Dr. Philip C. Brooks, chairman of the Membership Committee, states that "it is reasonable to believe that the increases in membership are largely explained by a broadening of general interest in the selection, care, and utilization of archives and historical manuscripts." To his explanation I shall add the well planned efforts of his committee, based upon a careful survey of geographical, institutional, occupational, psychological, and historical factors (to mention only a few). If anyone should suspect that I am prejudiced in favor of the chairman, our former secretary, I make no denial; instead, I recommend a re-reading of the Membership Committee's excellent report for 1943 in *THE AMERICAN ARCHIVIST* of last January and a reading of their report of like caliber for 1944 in the present issue (pp. 83-84). The statistics for this year, to date, are as follows: 268 individual members, representing a net gain of 8 over last year's figures; 38 institutional members, representing a net gain of 4; 1 life member, who transferred from annual membership this year; and 81 subscribers, representing a net gain of 13. The number of honorary members is four, including two elected by the Council today. The greatest fluctuation naturally occurs in individual memberships. The stability of the lists of institutional members and of subscribers suggests the desirability of following up opportunities which may be expected to multiply from the in-

vestigations of the Committee on Institutional Archives. The report of the Membership Committee recommends a special effort next year "to enroll state institutions, business archivists, and county records officers among other groups and . . . to re-enlist persons who once have been members but have resigned. . . ." The proposals regarding foreign memberships have already been outlined.

At this point I want to place on record an expression of keen regret on behalf of the Society because of the death of two of our members and two former members—all widely known and associated with our organization from its earlier years. Alexander J. Wall, most of whose mature life was spent with the New-York Historical Society, passed away on April 15 of this year. Christopher B. Coleman, who died on June 25, was archivist, librarian, and historian for more than a score of years in the Indiana State Library and Historical Bureau. Edward J. Hughes, secretary of state of Illinois, whose death occurred on June 28, was also state librarian and a loyal supporter of the present Illinois state archives program. Douglas C. McMurtrie and early American imprints became virtual synonyms during the past decade. He died on September 29, with distinguished achievements in bibliography and history of printing. Was it his avocation which produced *Wings for Words* for the enjoyment of child and adult alike?

In closing this report I pass on to you the forethought of our News Notes editor that the Society of American Archivists will be ten years old in 1946. Would it not be fitting to commission someone to prepare a historical sketch of this first decade so that it might be presented shortly after the close of the period? If this task should be undertaken, we shall need to make a survey of our own archives and try to secure some from "field offices" which have long since ceased to function. It is my hope that this latter suggestion may embarrass some such ex-custodians here into action. In a final word of thanks to the officers and other members of the Society for their co-operation in the work of the year, I want to express a special word of appreciation to Miss Norton and to observe that this is the first time the secretary of our Society has had the privilege of making this acknowledgement to *Madame* President.

Respectfully submitted,

LESTER J. CAPPON, *Secretary*

#### Minutes of the Business Meeting, November 8, 1944

The Society convened in its annual business meeting in the Assembly Room of the Penn-Harris Hotel, Harrisburg, Pennsylvania, at 10 P.M., November 8, 1944, approximately sixty members attending.

The minutes of the previous business meeting were approved. The reports of the secretary, the treasurer, and the auditing committee were read and approved.

Voted, to adopt the proposed amendment to Section 6 of the constitution as approved by the Council and submitted to the members thirty days in advance of the present meeting. Section 6: "The dues of individual members shall be five dollars a year; of institutional members, ten dollars a year. Individual members may become life members, exempt from further dues, by payment of a fee of one hundred dollars," to be amended by adding "minus a credit of two dollars for each year's dues already paid as an individual member."

On recommendation of the Council that an amendment to the constitution be drafted to provide for foreign memberships in the Society, as proposed jointly by the Membership Committee and the Committee on International Relations in their reports, and that in the meantime the Society encourage such individual memberships at \$1.50 by supplying \$3.50 to make a total of \$5.00, voted, that the Society authorize the Council to appropriate the sum of \$100.00 for 1945 to be used to stimulate foreign memberships.

Voted, to approve the report of the resolutions committee, read by its chairman Helene H. Rogers, as follows:

Whereas the Committee on Program, Howard H. Peckham, chairman, has planned a schedule of stimulating sessions for the eighth annual conference of the Society of American Archivists, and

Whereas the Pennsylvania Committee on Local Arrangements, S. K. Stevens, chairman, has provided so adequately for our convenience and enjoyment during our sojourn in Harrisburg,

*Resolved*, that the Society hereby extends to the management of the Penn-Harris Hotel and to the members of the above named committees our grateful appreciation.

The Society of American Archivists having sustained a severe loss during the past year by the death of the following members and friends—Christopher B. Coleman, secretary of the Indiana State Historical Society and director of the Indiana Historical Bureau;

Hubert Hall, professor of history, University of London, friend and adviser to American students studying abroad;

Edward J. Hughes, secretary of state and state librarian of Illinois;

Douglas C. McMurtrie, director of the American imprints bibliography;

Alexander J. Wall, director of the New-York Historical Society;

*Resolved*, that we record grateful appreciation of their contribution to the fellowship and work of this Society and of their untiring endeavors in the preservation of and research in historical and archival records.

*Resolved*, that we extend the sympathy of the Society to their respective families and that a copy of these resolutions be sent to the families.

*Resolved*, that we extend our deep sympathy to Mr. James F. Kenney,

Dominion of Canada Archives, in the loss he has sustained by the death of Mrs. Kenney, whose charming personality will long be remembered by members of the Society.

*Resolved*, that we express our sincere sympathy to Mr. Victor Hugo Paltsits, honorary member of the Society, on the occasion of his recent bereavement, the death of Mrs. Paltsits, who was the friend of many of our members.

*Resolved*, that the Society of American Archivists urges public officials, business firms, and private individuals to co-operate with the patriotic waste paper salvage campaign and believes that this effort will bring to light many now abandoned records of historical and other research value. The Society strongly recommends that persons who have correspondence, account books, diaries, photographs, and other files will consult their local or state archival or historical authorities so that valuable records may be saved and the remainder turned in to the paper salvage drive.

Voted, to instruct the Council to handle acceptance of an invitation for a place to hold the ninth annual meeting, by mail ballot.

Mr. Harlow Lindley read a letter of greeting to the Society from Mr. Victor H. Paltsits, honorary member.

The report of the nominating committee was read by Mr. Lindley who presented the following slate: for president, Margaret C. Norton; for vice-president, Christopher Crittenden; for secretary, Lester J. Cappon; for treasurer, Helen L. Chatfield; for council member for a term of five years ending in 1949, Howard H. Peckham. There being no nominations from the floor, voted, that the secretary cast a unanimous ballot in favor of the above nominees.

The remaining council members continue to hold office for the following periods: Morris L. Radoff, one year ending in 1945; Herbert A. Kellar, two years ending in 1946; Philip C. Brooks, three years ending in 1947; Solon J. Buck, four years ending in 1948.

The meeting adjourned at 10:45 P.M.

LESTER J. CAPPON, *Secretary*

#### Minutes of the Council, November 8, 1944

The Council met at the Penn-Harris Hotel, Harrisburg, Pennsylvania, at 4:45 P.M., November 8, 1944, the president, secretary, treasurer, and Philip C. Brooks, Herbert A. Kellar, and Morris L. Radoff attending.

The following qualified applicants were elected to membership in the Society: Rev. William J. Gauche, Armando di Girolamo, Sidney Goldmann, W. Edwin Hemphill, Mrs. Robert Newton Krebs, Karl Kretzmann, Dorothy F. Lucas, Wade O. Martin, Jr., Franklin M. Morgan, Thomas F. O'Con-



nor, Henry Lyttleton Savage, Lewis H. Thomas, Wilbur K. Thomas, William J. Van Schreeven, and William J. Wilson; the Church Historical Society, Philadelphia; College of Charleston Library, Charleston, S.C.; and Department of Archives, Louisiana State University, Baton Rouge.

The Council discussed the possibilities of giving encouragement to local records officers in improving their service in the preservation and care of records and of the opportunity, by so doing, of interesting such officers in membership in the Society.

Voted, to refer to the committee on local records the suggestions that local records officers might be encouraged to improve their service through a manual prepared for this purpose; through contacts made with them by their state archivists; through the aid of a group of archivists prepared, on call, to make a survey of local conditions and problems in a particular county or other local subdivision; by carrying a section on local records in *THE AMERICAN ARCHIVIST*; and by co-operation with the National Association of County Officials and with the National Finance Officers Association.

The encouragement of foreign memberships was discussed with reference to the joint proposal of the Committee on Membership and the Committee on International Relations in their reports (see below, pp. 82-83). Mr. Brooks pointed out the interest of the American Council of Learned Societies in foreign archivists and of the Allied Control Commission in Italy and other occupied territory in working with native archivists of those countries. It was suggested that the Society might offer membership to foreign archivists at \$1.50 and appropriate the balance of \$3.50 on the regular \$5.00 membership dues during the year 1945 until the constitution could be amended to provide for foreign memberships.

Voted, that an amendment to the constitution be drafted to provide for foreign memberships, as proposed jointly by the Membership Committee and the Committee on International Relations in their reports, and that the following motion be proposed at the annual business meeting: That the Society authorize the Council to appropriate the sum of \$100.00 for 1945 to be used to stimulate foreign memberships.

Voted, that the president of the Society be requested to communicate with the proper officials in the Department of State to offer the co-operation of the Society in acquainting foreign visitors interested in archival problems with the activities of archival agencies in the United States.

Voted, to elect to honorary membership in the Society the following persons: Joaquín Llaverías y Martínez, director of the National Archives of Cuba and historian, and Hilary Jenkinson, secretary and principal assistant keeper of the British Public Records and honorary secretary of

the British Records Association; and to instruct the secretary to notify these persons of their election.

The secretary read the letter of notification of the American Documentation Institute that the Society of American Archivists should elect a member to represent the Society in the institute, to succeed Mr. Vernon D. Tate. Mr. Tate and Mr. Oliver W. Holmes were nominated.

Voted, to re-elect Mr. Tate to represent the Society in the American Documentation Institute for a term of three years or until the annual meeting of the year 1948.

Voted, to authorize the secretary to order one hundred reprint copies of the "Writings on Archives and Manuscripts, July, 1943-June, 1944," by Karl L. Trever and Mary Jane Christopher, printed in the October, 1944, issue of THE AMERICAN ARCHIVIST, to be offered for sale at twenty-five cents per copy.

Discussion on the advisability of the Society's taking action on behalf of salvage of historical and archival records in danger of destruction in the waste paper campaign led to a recommendation that a Committee on Salvage of Records be appointed and that a resolution be proposed to the business meeting for passage, to be directed to public officials in states and counties, to directors of the waste paper campaign, and to the public generally.

The meeting adjourned at 6:45 P.M.

LESTER J. CAPPON, *Secretary*

#### Minutes of the Council, November 9, 1944

The Council met at the Penn-Harris Hotel, Harrisburg, Pennsylvania, at 9 A.M., November 9, 1944, the president, vice-president, secretary, treasurer, and Philip C. Brooks, Herbert A. Kellar, Howard H. Peckham, and Morris L. Radoff attending.

Voted, to appoint Leon deValinger, Jr., as a member of the Editorial Board for a term of four years ending in 1948.

The secretary, on occasion of a recent proposal of a historical society to exchange publications with the Society of American Archivists, presented to the council a list of present exchanges, which includes organizations eligible for institutional membership in the Society, and raised the question of what the policy of exchanges should be. The council advised that proposals for new exchanges be referred to the editor and

Voted, that the Council instruct the secretary to recommend to the editor that as a general rule the Society not accept exchanges of THE AMERICAN ARCHIVIST with individuals or institutions that are eligible for membership.

Miss Bertha E. Josephson, on invitation of the Council, joined the meeting to present her plan for internships for archives, libraries, and historical depositories and to ask for the support of the Society in adopting the plan and putting it into practice. The Council decided to postpone action until the plan was set forth in detail and discussed at the evening joint session of the Society with the American Association for State and Local History, and to meet in special session after this joint meeting.

The proposed budget for 1945 was presented, discussed, amended, and approved.

As a result of discussion of certain items of income and expenditure in relation to the annual meeting and to publication costs,

Voted, that the secretary negotiate with committee on local arrangements to sell space to exhibitors at the annual meeting.

Voted, that the Council expresses its approval to the editor of THE AMERICAN ARCHIVIST for the success of the experiment of sending out reprints and recommends that this practice be continued; and that the Council further recommends that these reprints be sold at cost to authors who order them in advance of publication.

The meeting adjourned at 10:20 A.M.

LESTER J. CAPPON, *Secretary*.

#### Minutes of the Council, November 9, 1944

The Council reconvened at 10:45 P.M., the same members in attendance as at the previous session.

On invitation of the Council, Mr. Leon deValinger, Jr., appeared at the meeting to present a proposal of his Committee on Publication Policies of Archival Agencies that it co-operate with the American Association for State and Local History through a joint committee to prepare a manual on form and style as a guide to the preparation of state and local histories of the second World War which, it is anticipated, will be produced in large numbers after the war. Mr. deValinger submitted a letter from Mr. Luther H. Evans stating that Mr. Waldo G. Leland had expressed the interest of the American Council of Learned Societies in this project and had suggested that such a joint committee should be represented on the recently created Council on War History, of which Mr. Guy Stanton Ford is chairman.

Voted, that the Committee on Publication Policies of Archival Agencies be designated *pro tempore* the Society's representation on the proposed joint committee with the American Association for State and Local History, for the preparation of a war history manual.

The Council, having discussed the proposal for archival and historical internships in the light of the session on this subject held just previously,

Voted, that the president appoint persons to a joint committee with the American Association for State and Local History to study the idea of archival and historical internships and to report back to the Council.

In view of the fact that the Society's only life member, Lieutenant Colonel Handy B. Fant, transferred from annual to life membership during the past year, the secretary recommended that the amendment to Section 6 of the constitution adopted at the last annual business meeting of the Society be made retroactive in his case.

Voted, that Section 6 of the constitution as recently amended to provide for transfer from individual annual membership to life membership be made retroactive in the case of Lieutenant Colonel Handy B. Fant, that he be credited with two dollars for each year's dues paid before he became a life member, and be refunded the total amount.

On recommendation of the secretary as suggested by the News Notes editor,

Voted, that after consultation by the president and the secretary, some person be commissioned to write a history of the first decade of the Society and present it on the tenth anniversary meeting of the Society.

Voted, that the secretary be instructed to canvass the members of the Society immediately in regard to a place for the ninth annual meeting.

On recommendation of Mr. Brooks,

*Resolved*, that the Council of the Society of American Archivists extends its greetings to Major Wayne C. Grover, Captain William D. McCain, Mr. Fred W. Shipman, and Captain Asa M. Thornton, and other archival advisers to the Armies in occupied areas, and expresses its deep appreciation of the importance of their work in promoting the care and preservation of cultural treasures.

The meeting adjourned at 12:15 A.M.

LESTER J. CAPPON, *Secretary*

## Financial Statement

December 31, 1942, to December 31, 1943

Balance on hand, December 31, 1942 .....\$1,505.61

*Income:*

New memberships .....\$ 435.10

Renewals of membership ..... 1,235.00

## THE AMERICAN ARCHIVIST:

Subscriptions ..... 385.00

Sale of back issues ..... 163.75

Seventh annual meeting ..... 460.90

Income for the calendar year, 1943 .....\$2,679.75

Less two returned checks ..... 10.00

Net income .....\$2,669.75

Total to be accounted for .....\$4,175.36

*Disbursements:*

Secretary's office .....\$ 230.29

Treasurer's office ..... 100.00

Publication fund ..... 1,224.52

Committee on Membership ..... 86.09

Committee on Business Archives ..... 6.30

Program Committee ..... 40.21

Annual meeting ..... 406.10

Disbursements for the calendar year, 1943 .....\$2,093.51

Balance per books, December 31, 1943 .....\$2,081.85

Add outstanding checks ..... 654.07

Balance per Tradesmen's National Bank, December 31, 1943 ..\$2,735.92

## THE AMERICAN ARCHIVIST

## Budget for the Calendar Year 1945

	General	Publications	Total
Balance, December 31, 1942 .....	\$ 352.20	\$1,153.41	\$1,505.61
Income, 1943 .....	1,120.00 <sup>1</sup>	1,549.75	2,669.75
Total assets, 1943 .....	1,472.20	2,703.16	4,175.36
Expenses, 1943 .....	868.99	1,224.52	2,093.51
Balance, December 31, 1943 .....	603.21	1,478.64	2,081.85
Estimated income, 1944 .....	700.00	1,300.00	2,000.00
Total assets, 1944 .....	1,303.21	2,778.64	4,081.85
Estimated expenses, 1944:			
Publications (\$1,200) <sup>2</sup> .....		1,350.00 <sup>3</sup>	
Secretary's office (\$250) .....	250.00		
Treasurer's office (\$100) .....	100.00		
Committees (\$150) .....	125.00		
Annual meeting (\$100) .....	100.00		
Total estimated expenses, 1944 ....	575.00	1,350.00	1,925.00
Estimated balance, December 31,			
1944 .....	728.21	1,428.64	2,156.85
Estimated income, 1945 .....	650.00	1,250.00	1,900.00
Estimated assets, 1945 .....	1,378.21	2,678.64	4,056.85
Proposed budget, 1945			
Publications (\$1,200) <sup>2</sup> .....		1,350.00	
Secretary's office (\$250) .....	250.00		
Treasurer's office (\$100) .....	100.00		
Committees (\$150) .....	250.00 <sup>4</sup>		
Annual meeting (\$100) .....	100.00		
Total proposed budget, 1945 .....	700.00	1,350.00	1,950.00
Estimated balance, December 31, 1945 .	\$ 678.21	\$1,328.64	\$2,006.85

Approved by the Council, November 9, 1944

LESTER J. CAPPON, *Secretary*<sup>1</sup> Includes receipts for luncheons and dinners at annual meeting.<sup>2</sup> Budget figures for 1944 are shown in parenthesis for purposes of comparison.<sup>3</sup> Increased cost of publication of THE AMERICAN ARCHIVIST.<sup>4</sup> Including \$100 to stimulate foreign memberships.

### Report of the Committee on Writings on Archives and Manuscripts

The second annual list of Writings on Archives and Manuscripts compiled by Karl L. Trever and Mary Jane Christopher, under the supervision of the Committee on Archives and Manuscripts, was forwarded to the editor of *THE AMERICAN ARCHIVIST* for publication in the October issue on September 23, 1944. This list, covering the period July, 1943-June, 1944, included 261 entries, about thirty more than are found in the first annual list (see *THE AMERICAN ARCHIVIST*, October, 1943, pp. 273-288). Although it is not possible to state whether or not this increase in the number of entries represents an actual increase in the number of books and articles written in the field during the year, it seems quite clear that archivists and custodians of manuscripts have a right to feel proud of that contribution they have made to the literature of their field under war-time difficulties. Certainly the future of publication in our field looks bright, and the post-war era undoubtedly will see considerable growth in the size and volume of the annual list of writings.

No meetings of the whole committee were held during the year, but the Washington members were able to meet with the compilers on June 22, 1944, to discuss some suggested changes involved in the compilation of the forthcoming list. Agreement was reached on all points, and a letter indicating the nature of the changes proposed was sent by the chairman to all members of the committee. On approval of the committee, these changes were incorporated in the 1943-1944 list, and it is believed that the compilation has been considerably strengthened as a result. Members of the Society of American Archivists are urged to forward their comments, suggestions and criticisms concerning the 1943-1944 list to the compilers at the National Archives. The committee will be pleased to consider all ideas received before the compilation of another list is undertaken.

The committee has not forgotten that it is charged by the Council with the duty of getting out a select list of writings on archives and manuscripts published prior to June 30, 1942. Although most of the titles to be included in such a basic compilation have already been selected, and some classification of them has been done, the demands upon the time of the compilers have prevented completion of the project this year. There is every reason to anticipate the issuance of this bibliography before the Society's convention in 1945.

KARL L. TREVER, *Chairman*

### Report of the Committee on Archival Buildings

The Committee on Archival Buildings of the Society of American Archivists was established on July 17, 1943, when the chairman accepted the appointment of Dr. R. D. W. Connor, the president of the Society. After the seventh annual meeting of the Society in Princeton, New Jersey, November 15 and 16, 1943, the newly elected president, Margaret C. Norton, reappointed the chairman for the ensuing year. Besides the writer, the original members of the committee included Miss Norton, Dr. Ernst Posner, William J. Van Schreeven, and Leon deValinger, Jr., all of whom joined the committee in the last half of 1943. After her election to the presidency Miss Norton withdrew, and at the end of the year Dr. Posner relinquished his place due to the press of duties on other committees of the Society as well as his professional work.

For assistance rendered to the committee, particularly as regards publication, the chairman desires to express the deepest appreciation to the archivist of the United States, Solon J. Buck, and to Mrs. Elizabeth Hamer and Florence Nichol. For other forms of aid rendered thanks are due to Leon deValinger, Jr., Oliver W. Holmes, and Karl L.



Trever, as well as to the several dozen archival correspondents in the country at large who promptly and courteously answered inquiries as to the status of their programs.

The committee inaugurated a projected continuing service of compiling and publishing the latest information of plans and programs for archival structures in the several states. With some notable exceptions, replies from the states were far from indicating a flourishing condition with respect to post-war archival plans.

In Alabama, Mrs. Marie B. Owen, the director, reported the expenses were so heavy in connection with the erection of the World War Memorial building, which houses the Department of Archives and History, that the stack space from the basement to the roof of the building could not be completed. The post-war planning board anticipates the completion of this job, modernly equipped, as amongst the first of the post-war projects. In addition, wings were planned on the east and west side of the building, but the completion of these at an early date is doubtful.

At the request of the State Post-War Planning Commission of Connecticut, State Librarian James Brewster submitted a proposal for the construction of a wing to the present State Library building with a view to housing the archives. The size of the wing is to be about 106 feet long by 84 feet wide, and seven stack floors high. The construction is to conform to the latest practice with reference to fireproof vaults and sub-basements, and the building is to be equipped with the most modern facilities and with photographic laboratories. The proposed expenditure would total approximately one and a half million dollars.

In Colorado the offices of the state archivist have been recently remodeled and, in addition, architectural plans have been completed for new record and storage vaults in the State Museum building. The plans and specifications were prepared by Architect H. W. J. Edbrooke of Denver, Colorado. The plans were reviewed by Mrs. Adelaide Minogue of the staff of the National Archives, and by your committee chairman, with a view to suggesting possible modifications to State Archivist Herbert O. Brayer. The fire-resistant vaults will be built in the sub-basement of the State Museum building and will occupy two floors, each with about 1600 square feet of gross area, or a total of 3200 square feet. The gross content will be about 32,000 cubic feet. The walls of the vaults consist of 13-inch brick with an inside lining of 4-inch *Natco* structural glazed tile, making an overall thickness of 17 inches. All structural steel work is fireproofed with concrete, and the floor slabs are of 7-inch thick reinforced concrete. There is only one exterior opening to the vaults on each floor, and these are protected against fire by rolling steel doors as well as fire-resistant vault doors, which are connected to wall or ceiling by fusible links so doors will close automatically in case of fire. A fire signal system is to be installed as well as the usual chemical extinguishers. The archival equipment includes an all-steel fumigating chamber of about 180 cubic feet capacity, which appears larger than necessary for a small plant, and the delousing will be accomplished with vacuum fumigation, using a mixture of ethylene oxide gas and carbon dioxide gas. Next to the chamber is a small fumigating machine room. There is no natural light. Artificial lighting is provided by fluorescent lighting fixtures in 3-lamp, 40 watt, continuous strip units. In addition, provision is made for a cleaning hood, film cases, cabinets, transfer shelves, bookcases, work tables, stacks, incinerator, and other usual equipment.

Although the Maine legislature authorized the construction of a new State Library building, or a wing addition to the existing structure, no actual appropriation has been made. Post-war plans are therefore still in abeyance.

In Nebraska the legislature voted a levy to raise funds for a historical society building, but it will take time before the requisite funds accumulate. Governor Dwight Griswold

has intimated, however, that this project will be one of those pressed in the near future. The Executive Board of the Nebraska State Historical Society is organizing the prosecution of the projected work. No definite details are available at this time.

The archival projects contemplated for New York as well as Vermont were reported by the chairman in the July, 1944, number of *THE AMERICAN ARCHIVIST*. Henry H. Eddy is serving as a records surveyor and consultant for both states for the purpose of establishing the actual amount of space required. Prior to the present space survey, tentative sketches were drawn for the New York project which was estimated to cost one million dollars, but preliminary plans have been held in abeyance pending detailed knowledge as to the nature and size of the problem. Dr. Albert B. Corey, the director, is proceeding with the accumulation of facts and figures.

From Ohio's Harlow Lindley comes the plaintive report that "it is impossible to give you any information which would be of value in a report of the Committee on Archival Buildings since we have no buildings, no vaults, and no equipment. . . . We hope something will be done at the next State General Assembly which meets in 1945."

The chairman attended the annual meeting of the Pennsylvania Federation of Historical Societies in Harrisburg, May 20, 1944, and participated in the passing of a resolution requesting the Post-War Planning Commission and the legislature to approve plans for the construction of an archives building on a scale commensurate with the dignity and importance of the commonwealth of Pennsylvania. Since that time the superintendent of public instruction, Dr. Francis B. Haas, has recommended that the commission allocate one million dollars for a Pennsylvania archives building. Dr. Arthur C. Bining of the University of Pennsylvania is now heading a Committee on Archives and History, which is functioning as a post-war planning group under the State Council of Education. The chairman also visited Dr. Bining in Philadelphia and discussed the project with him.

Vermont is actively engaged in pressing plans for erecting an archives addition to its present building which houses the historical activities of the state. Lieutenant W. W. Freeman, USNR, an architect whose firm was retained by the Vermont authorities for the preparation of studies of the proposed annex, had several conferences with the chairman and requested the committee to furnish data on some existing modern archival structures, as well as data on all available literature on the subject of vaults and requirements for archives in general. Mr. Henry H. Eddy, retained as consultant for the Vermont project was also provided with data relating to stack equipment sizes and capacities.

The collection of photostatic prints assembled by the committee, and housed in the National Archives, was inspected by various visitors interested in the subject, and calls were received from Hawaii and foreign archives for reproductions of modern plans and specifications and attendant data.

Director Edward P. Alexander reports that in Wisconsin, post-war building plans called for an addition to the existing building of the State Historical Society, which is presently shared by the University Library. The nature of the problem has completely changed direction because of the probability that the legislature will provide for a separate building for the library. Such a development will greatly increase the space available for the state archives in the present structure, and will lead to an enlivened program for accessioning the noncurrent records of the state departments, although some modernization of facilities will be in order in any event.

Among the less fortunate states which definitely report that they have no archival building plans, programs, or fancies afoot at this time are the following, Arizona, California, Delaware, Georgia, Massachusetts, New Hampshire, New Jersey, South Carolina,

South Dakota, West Virginia, and Wyoming. Other commonwealths were not heard from at the time of going to press. Delaware, of course, has a new modern plant, and it is known that Michigan and Washington are actively pushing plans for modern archives buildings.

The chairman of the committee undertook to review all significant published material on archival structures and, in pursuance of this policy, three state publications were reviewed in the July, 1944, number of *THE AMERICAN ARCHIVIST*, namely the projects planned for Vermont, New York State, and Michigan.

The sole publication for the year was the editing and issuance of the three papers relating to archival buildings and equipment, read at the seventh annual meeting of the Society of American Archivists in Princeton, November 15, 1943. These papers by the two committee members and Mr. Louis Simon, were enabled to receive national distribution through the courtesy of the National Archives. They were printed at the Government Printing Office, and issued as National Archives *Bulletin* No. 6, *Buildings and Equipment for Archives*.

The *Bulletin* was nationally distributed to libraries, archival establishments, universities, technical publications, and private individuals interested in the field. Favorable mentions and reviews were received in various publications including the *Weekly Bulletin* of the Michigan Society of Architects, *The Catholic Historical Review*, and the *Journal* of the American Institute of Architects, and others. It is, no doubt, the first booklet of its kind published in America.

VICTOR GONDOS, A.I.A., *Chairman*

### Report of the Committee on Institutional Archives

Realizing that in the short time available and the limited means of investigation only a sample and exploratory survey could be made, the committee considered only a selected group from each of the following types: business organizations, including corporations, trade associations, and chambers of commerce; religious, under the general heads of Catholic and Protestant; educational institutions, comprising colleges and universities; patriotic societies, hereditary and a few others; labor organizations, and fraternal societies. Along with the questionnaire devised by the committee a brief definition of archives from the *Manual* of Muller, Feith, and Fruin, and a letter were sent to each institution circularized.

The questionnaire called for the name and address of the organization, the name and title of officer in charge of the archives or files, what access could be had to the materials by qualified researchers, a brief history of the organization, housing, extent of holdings, discard policy, organization of the records, indexes, catalogues in existence, publication of documents, and possibility of the deposit of older records not ordinarily preserved in a research library.

The ratio of replies to the number of organizations circularized varied from fifteen to fifty per cent. Because the institutions selected were judged representative, in spite of the small return in some instances, the survey as a preliminary exploration might be considered successful. Unfortunately the data on patriotic societies are not available for inclusion in this report.

Some general observations based on a study of replies may be offered. The most apparent and expected revelation was lack of understanding of what archives are, and the difference between them and historical manuscripts. The Society of American Archivists has a large task ahead of it in educating non-governmental organizations in the nature and preservation of archives, if, of course, it wishes to broaden its sphere of professional

activity. One reason for such extension of interest was apparent in increasing opportunities for the employment of archivists in these fields. There is much to be done, as Dr. Gates, for example, observes in connection with educational institutions, "Rarely is there evidence of a systematic policy with reference to the transfer of records from administrative offices to the archives." The questions of proprietary interest in letters of administrative officers, and of proper custody of official records also indicate a need for enlightened policy.

Some highlights of the survey may be briefly indicated. Freedom of access to records by qualified research workers is surprisingly general, although most corporations and some churches place limits on the date and type of records which may be consulted. The custodians of records for the Catholic church are often the chancellor of the diocese or his associates; for colleges and universities, a curator under the librarian or director is in charge of some documents, but there is wide divergence in control of administrative departmental records; in corporations, files of important papers are sometimes in the care of archivists, but more often are controlled by the secretary, legal department, or officer of the division; in labor unions the secretary, treasurer, or local officeholders are in charge; and in fraternal societies, the supreme secretaries.

Housing is accordingly varied: for convenience of officers in the case of records of occasional reference, and in vaults or storage quarters for noncurrent papers. Where church archives, for example, and university archives are preserved in some part of the library, there is apt to be more care given them than if they are stored in a basement or other such quarters as are available.

Although some irregularities are apparent, due to lack of continuous policy, discarding is usually not practiced in religious institutions. The Catholic church, since 1918, has had a Code of Canon Law governing procedure. In educational organizations no policies have been formulated, but the University of Washington follows state government practice. Business houses have varying periods for keeping records: some limit the types to accounting, board minutes, correspondence, and essential summary records that are kept indefinitely; some base the period on the statute of limitations; one mentions the use of microfilm as a substitute. Fraternal societies discard after three to ten years; labor organizations do not indicate a definite policy.

The organization of archives follows the general policy of treatment in custody and housing. Considerable regional and administrative variation seem to govern the nature and degree of organization of Catholic archives. The best example of current practice is in the archdiocese of Boston. Catholic colleges and seminaries likewise having older records, such as Notre Dame, are developing schemes. Archives of communities of religious persons, rich in historical data, such as those of the Jesuit provinces, and the Paulist Fathers, are being organized. Almost all Protestant archives are organized, the usual pattern being by subject or title of the court, and chronologically. In educational institutions, where materials are turned over to libraries, they are well organized by curators, but the state of what is in dead storage and not transferred is not indicated. Corporate and trade association practice, in the case of noncurrent records, seems to be storage in warehouses, or other available space, without much consideration for convenience of access or of consultation. Inventory records in more or less detail are sometimes made. Fraternal records are kept chronologically, and in one case, by local council. Union archives are arranged by date, but in the case of agreements, sometimes by subject, and by locals, by year.

Very few indexes or guides to Catholic archives have been published, but where an archivist is in charge, adequate guides exist. For Protestant churches catalogues or indexes have been published for the Moravian church, Southern Province (1942),

Presbyterian church (1915, 1943), United Lutheran church, Historical Society (1885), with manuscript guides available in most cases. Educational institutions report card catalogues, calendars, and a few printed catalogues. Fraternal societies and labor unions report no indexes or catalogues published or in manuscript. A similar lack of publications of documents also is general. Except for excerpts in histories, or proceedings, few items have been made public. The notable exception is the minutes of ecclesiastical courts of Protestant churches.

As some of the churches have historical divisions, archives have been transferred to them. In the case of Catholic archives, the early records of the archdioceses of Detroit, Cincinnati, and New Orleans, and the dioceses of Vincennes and Hartford are kept in the University Archives of the University of Notre Dame, as those of the diocese of Rochester are in St. Bernard's Seminary in that city. Similarly Protestant archives are sometimes in seminaries, and sometimes in historical societies, as the Presbyterian, Lutheran, Reformed, and Baptist. Corporate records have been transferred, in some cases to historical societies, to state libraries; in other cases, to universities. Fraternal societies likewise have transferred materials, as the Polish Roman Catholic Union of America, to the Archives and Museum organized by the union in 1935, and the National Grand Lodge of the International Order of Good Templars, materials to the New York Public Library. A few unions express qualified interest in the idea of transfer.

Mention was made at the beginning of this report of the large educational task that challenges archivists. Some organizations have expressed interest in and intent to do something about preserving and putting archives in order. Such leads should be followed up by the Society and efforts made to suggest qualified individuals. More technical literature on archival practice and procedure in non-governmental organizations is needed. More archivists with proper subject background are in demand. Archivists must educate leaders in the various types of organizations in the meaning and importance of archives. There is interest, and there are archival materials. If the Society meets these institutions half way, its advice and help will be welcomed. At the same time, practices and policies that have been worked out by some of the organizations may suggest improvements in the treatment of government archives.

The committee recommends continuance of its work, follow-up of instances where interest is expressed, establishment of closer contact with societies interested in the preservation of historical materials in the various fields represented, and study of the possibility of training experts or consultants to aid institutions in organizing and conserving their archives.

WALTER HAUSDORFER, *Chairman*

### Report of the Committee on International Relations

Proposals, rather than accomplishments, again mark the end of a year's work of the international relations committee. Last year the committee called attention to the desirability of securing a wider circulation abroad for *THE AMERICAN ARCHIVIST* and at the same time called attention to the necessity for establishing a realistic membership fee for foreigners that would take into account the frequent fluctuations of foreign exchange and the generally lower salaries abroad. This committee is pleased to announce its agreement with suggestions of the chairman of the membership committee that this problem be met by proposals to the Council for the creation of the following types of foreign memberships:

1. *Corresponding Members*—made up of the principal or leading archivists of foreign countries, to be designated by the Society. No membership fee.

2. *Regular Foreign Members*—open to any interested individual, resident abroad, upon the payment of the annual membership fee of, say, one dollar or one dollar and fifty cents.

3. *Foreign Institutional Members*—open to archives, libraries and other agencies abroad, on the payment of an annual fee fixed at not more than about three dollars.

This committee is in hearty agreement with the suggestion made by a member of the committee on honorary members, and other members of the Society, that the names of the following foreign archivists be proposed to the Council for honorary membership—the veteran head of the Cuban archives, Captain Joaquín Llaverías, and our eminent English colleague, Mr. Hilary Jenkinson. Captain Llaverías, in securing a new building to house the collection over which he has presided for several decades, has at last realized an old hope. The new National Archives building of Cuba was dedicated and opened to the public in impressive ceremonies a few weeks ago, which were attended by delegates from many adjacent countries. It seems very fitting that the Society should also so honor Mr. Jenkinson, for his advancement of archival science by precept and publication.

For the use of the Society, this committee has been working on a list of foreign archivists. Suggestions for enlarging the list would be very welcome.

Through the generous interestedness of Miss Marian Forero, of the staff of the Pan American Union Library, work is going forward on translations of two publications of the National Archives into Spanish. Some thought has also been given to the preparation and translation of a leaflet on the aims and objectives of the Society for foreign readers. The committee hopes thus to stimulate greater interest abroad in the work of the Society.

GASTON LITTON, *Chairman*

### Report of the Committee on Membership

In the first five years of the Society's existence it was taken for granted that the membership would always fall in a highly restricted field and that a total individual and institutional membership of about three hundred was really as much as could be expected. When the war came the curtailment of peace-time activities and the departure of many members into military service or war jobs actually reduced our membership. Since 1941, however, it has been possible to increase the membership slightly each year and since the last annual meeting we have slight gains in all categories. The membership committee has endeavored to broaden the scope of its campaigns and by careful selection of prospects to achieve a higher percentage of returns. Available time and other factors, however, have prevented the committee from engaging in anything like as aggressive work as had been hoped. Therefore it is reasonable to believe that the increases in membership are largely explained by a broadening of general interest in the selection, care, and utilization of archives and historical manuscripts. If this assumption is sound we should hope for even greater growth in post-war years.

Present enrollment figures as of Nov. 8, 1944, are 268 annual individual members as compared with 260 at the time of the annual meeting last year; 1 life member compared with none last year; 4 honorary members, double last year's figure; and 38 institutional members compared with 34 a year ago. There are 81 subscriptions to *THE AMERICAN ARCHIVIST* compared with 68 last year. There has not been an opportunity to make a detailed analysis like the one accompanying last year's membership committee report. It is evident that the largest turnover takes place among individuals. That is one reason why it is especially desirable to build up the number of institutional members. As compared with a year ago the classification of members into occupational



categories has not materially changed. There are a few welcome additions of technicians in the manuscript repair field. Our representation among business archivists still should be enlarged. Probably the greatest potentiality for gains in number is in the field of nonofficial historical manuscript collectors and custodians. As to geographical distribution there is no significant change. We are still concentrated more in the Middle Atlantic area than is desirable. I hope especially that the Far Western representation will be increased.

Letters have been sent to about 250 selected persons and institutions as prospective members. Their names were obtained from the other members of the committee, from the generous response of the members of the Society to requests for suggestions, from reference works such as the valuable *Handbook of Historical Societies* published by the AASLH, and from some surprising and unexpected sources. In membership work the most useful devices have been found to be personal letters to prospectives, enclosing a leaflet about the history and activities of the Society and a list of selected articles from THE AMERICAN ARCHIVIST. The quarterly journal is, of course, the most tangible thing we have to offer. Thus it helps the membership campaigns, but that should work both ways, for the increase of numbers and kinds of members should enhance our potentialities to produce good articles for publication.

Some years ago the Society took over the stock, more than three hundred copies, of the *Preservation of Local Archives*, a leaflet prepared by the Public Archives Commission of the American Historical Association in 1932. It is in a few respects out of date—this Society should have revised it. But it is a valuable publication, and we have tried to place the copies where they will be most useful. Notices of its availability have been issued by the Society, and this summer a notice appeared in the *American Historical Review*. As a result a small but rather steady flow of requests have come in. Perhaps a dozen copies have been distributed individually in the last few months, and 180 copies were sent to the new Division of State Archives of the Colorado State Historical Society. Every inquirer has been considered a prospective member and in fact practically every one has applied for membership after receiving information about the organization.

The committee has some typed copies of a list of state archival authorities compiled a year ago and is eager to keep it up-to-date for use in membership work. Archival authorities of about twenty-seven states are represented by memberships or subscriptions and all of them should be actually members. The committee is eager to keep the list up-to-date and will appreciate the receipt of information on changes in organization or personnel. Most of these are learned of through the News Note editor of THE AMERICAN ARCHIVIST.

Membership in foreign countries has, of course, been drastically reduced by the war. It is doubtful that much can be done about it until the restoration of free communications, except possibly in Canada and Latin America. There is considerable activity in Canada toward the establishment or expansion of provincial archives and inquiries already received indicate that we may be of some assistance to our good neighbors to the north. The chairmen of this committee and of the committee on international relations have collaborated in preparing a plan of enlisting the interest of the many capable archivists in Latin America, where we now have only two members.

It is hoped that in another year the membership committee can make a special effort to enroll state institutions, business archivists, and county records officers among other groups. A special drive to obtain subscriptions to THE AMERICAN ARCHIVIST from libraries would be profitable. As has been suggested, the membership committee is vitally interested in any possible means of broadening the field covered by material in THE AMERICAN ARCHIVIST and providing a larger stock of articles from which the editor can select, for obviously no other factor is so significant in membership work as the quality of the journal. The committee will appreciate suggestions as to ways and



means of increasing membership, both in order to enlarge the personal and financial resources of the Society and to extend its services to an ever increasing body of record conscious persons.

PHILIP C. BROOKS, *Chairman*

### Report of the Committee on Publicity

The Committee on Publicity is a new committee of the Society. It was created after the 1943 annual meeting in response to a demand for a separate committee that could devote its entire attention to publicity for the Society. Mrs. Elizabeth E. Hamer of the National Archives was named chairman in May, 1944, and Mr. Sherrod E. East of the War Department, Washington, D.C., and Mr. Roger Thomas of the Maryland Hall of Records, Annapolis, were appointed members.

The purpose of the committee, as viewed by its chairman, is to furnish information that may be of use to actual and potential members of the Society and to publicize the Society in order to build up its membership and increase its stature as a professional organization.

Except for one meeting of the committee, held in Washington on October 28 for the purpose of mapping in detail the publicity for the annual meeting, the committee did not meet as a body during the year. The chairman conferred with committee members and officers of the Society by letter and all other activities of the committee were also handled by correspondence.

Obviously the work of the committee during its first year was experimental. There was no well-defined program but a few projects were undertaken and plans were made for others. To create good will for the Society among members and non-members, reviews that appeared in *THE AMERICAN ARCHIVIST* were clipped and sent with the compliments of the Society to the author of the publication reviewed and to the reviewer. Response to this practice insofar as appreciative replies were concerned was gratifying, but the writer has not had time to check with the chairman of the Committee on Membership or with the secretary to see whether non-member recipients of clippings were so moved that they rushed to join the Society. Sections of the News Notes not likely to come to the attention of those concerned were also clipped. For instance, the note about the appointment of a new director of the National Archives of Mexico was sent with a letter of felicitation. This and other letters to Spanish-speaking Latin-American countries were translated into Spanish by Gaston Litton of the National Archives. In the future when such appointments come to the attention of the Publicity Committee or of any member of the Society, it would be well to notify the president so that such letters of congratulations could come from the head of our organization.

Publicity about the sixteen-page bibliography, "Writings on Archives and Manuscripts, July, 1942-June, 1943," which was reprinted from *THE AMERICAN ARCHIVIST*, was handled by the committee. Letters were written and some review copies were sent to about twenty-five editors of historical and library publications giving them information about the availability of the reprint for twenty-five cents and asking them to print some notice of it in their journals.

Karl L. Trever, News Notes editor of *THE AMERICAN ARCHIVIST*, turned over to the Publicity Committee a list of archival authorities in the states as of May, 1944. This was revised as necessary and can be printed in *THE AMERICAN ARCHIVIST* if it is felt that there would be general interest in it.

The only records turned over to the present chairman when she took office consisted of some correspondence between the secretary and the president of Walter B. Snow and Staff, Inc., about an article on the Society for publication in *Weston's Record*. A partial

draft of such an article has been made by the chairman. It would be highly desirable to have a story about the Society in *Weston's Record* because it goes to about twelve thousand keepers of local records. It has been suggested to the committee that it also write a popular blurb on the Society, somewhat less sedate than our present leaflet, to be used as a hand-out. This might also be translated into Spanish for use in Latin America by the Committee on International Relations. Articles specially angled for certain groups could also be written and in the coming year the Publicity Committee should give attention to this.

Although final decision to hold the eighth annual meeting of the Society came too late to permit the publication of notices in professional journals, coverage of the meeting itself was for the first time in the history of the Society planned in advance and carried out with some success. Four press releases were written by the chairman. An advance story on the meeting was mailed to about seventy-five newspapers east of the Rockies; covering letters pointing out subjects or persons of local interest were sent with about half of these releases. Another advance story angled for the Pennsylvania, New York, New Jersey, and Delaware papers was given to about twenty-five editors. The other two releases sent from Washington were concerned with Dr. Halvdan Kohr's speech on the fate of Norwegian archives in the war and Miss Margaret C. Norton's presidential address on "Some Legal Aspects of Archives." All these stories were used, as clippings from several papers showed, but how extensively the committee does not know.

The hero of the publicity committee is Roger Thomas. With no help from his fellow committee members but with generous assistance from Dr. S. K. Stevens and his staff, Mr. Thomas covered the Harrisburg front to the gratification of everybody except Mr. Thomas, who was left but little free time to enjoy the meeting. As a result of his industry, all the sessions were accurately reported in the Harrisburg papers and several stories were sent out over the wires of the various press associations.

After the meeting, the chairman of the publicity committee compiled news notes reporting upon the election of officers and the naming of two honorary members of the Society. These notes were sent to about thirty professional journals. It is hoped that such notes can be issued quarterly and the committee would welcome the receipt of information appropriate for them.

Some possibilities for the future work of this committee have already been indicated and a few more might be mentioned. The attention of business or trade periodicals might be called to articles in *THE AMERICAN ARCHIVIST* that they might wish to abstract or reprint. Herbert Brayer's paper, "I've Been Working on the Railroad," for instance, should be of great interest to some railroad journals. The committee should also take steps to see that the Society is listed in various handbooks or directories of technical or professional societies. Revision of the *Preservation of Local Archives*, prepared by the Public Archives Commission of the American Historical Association and published in 1932, would be highly desirable. It would not, of course, be the function of the publicity committee to undertake this, but the committee would have a definite interest in such a publication for it should be an effective public-relations document. If the Society hopes to make its influence felt, such a document should receive a wide, free distribution and with this the committee could help. If the Society cannot finance the publication, funds for the purpose might be obtained, for instance, through the American Council of Learned Societies.

In closing, a word should be said about the name of this committee. Americans are probably the most susceptible people in the world to publicity, but they don't like to have it so labeled. Their reaction to "publicity" is something like their reaction to "propaganda": they feel that there is something shady about it, that somebody is trying to put something over on them. Since there is already a Committee on Public Relations, which

has nothing to do with the relations of the Society to the public, it is proposed that a more politic name for this committee might be the Committee on Information. This name has at least two virtues: it avoids "publicity" and it implies a somewhat wider scope than "Committee on Publicity" does—a scope the committee should have if it is to render to the Society the most effective service possible.

ELIZABETH E. HAMER, *Chairman*

The joint luncheon conference of the Society of American Archivists and the American Historical Association scheduled for December 28, 1944, was called off by the Committee on Local Arrangements of the American Historical Association at Chicago because the Stevens Hotel considered the advance reservations insufficient to warrant setting up a dining room. This action was taken too late to make possible the reorganization of the meeting. However, it is hoped that the remarks of the three scheduled speakers can be published in the next number of *THE AMERICAN ARCHIVIST*.

#### THE NATIONAL ARCHIVES

The archivist of the United States has proposed that a building be constructed in the suburbs of Washington for the central housing of records of the federal government that are no longer needed in the offices which they have accumulated but that will have to be preserved, at least for a considerable period, for legal, administrative, or research uses. It is estimated that, in addition to the records now in the National Archives, there will be at least two million cubic feet of such records in existence at the end of the war, including the service records of all the men and women who will have served in the armed forces, and that less than one tenth of them could be housed in unoccupied space in the National Archives building. The proposed public records building would be a part of the National Archives establishment, but much of the space in it would be allocated to other agencies of the government for use by them in storing and servicing records that should remain in their custody for the time being.

Some interesting records have recently been added to the substantial body of scientific material in the National Archives. The Weather Bureau has transferred the records of Cleveland Abbe, professor of meteorology in the Weather Bureau from 1871 to 1916. They included Abbe's correspondence with leading geographers, astronomers, and meteorologists, 1863-1916; plans drawn for submission to the Cincinnati Chamber of Commerce for a weather service in that region, 1868; copies of weather maps he made in 1870—the first weather maps made in the United States; and his weather forecasts, 1871-1872. A small but significant body of records of Arnold Hague, for the period 1884-1916, have been transferred by the Geological Survey. They relate principally to the survey's explorations of the Yellowstone Park area, which were carried out under Hague's direction.

As a result of records administration programs in the War and Navy Departments for the transfer to the National Archives of all noncurrent records of enduring value, the National Archives has received in the last few months more than ten thousand cubic feet of records relating to military affairs. Included among the Navy Department records transferred are the general correspondence files of the Bureau of Aeronautics, 1930-1942, and records of the Hydrographic Office, 1854-1925. Records received from the War Department include noncurrent files, ranging in date from 1813 to 1942, from almost fifty army posts and organizations throughout the country.

A new illustrated *Circular*, No. 6, published by the National Archives, consists of a brief statement of the history and activities of the institution and a descriptive catalogue of the material displayed in its exhibition hall. Copies may be obtained from the assistant administrative secretary.

The National Archives Council on November 9, 1944, adopted a new resolution in lieu of its resolution of July 28, 1942, defining classes of material to be transferred to the National Archives and establishing regulations governing such transfers.

The new resolution differs from the resolution that it replaces in two respects. First, the archivist's power to requisition records of Class III is made subject to exception on a different basis than heretofore. The new definition of Class III reads as follows in comparison with the old definition:

(*New*) Any archives or records of any Federal agency that has gone out of existence unless the head of the agency that has the custody of them certifies in writing to the archivist that they must be retained in his custody for use in performing transferred functions of the discontinued agency or in liquidating its affairs.

(*Old*) Any archives or records of any Federal agency that has gone out of existence unless its functions have been transferred to the agency that has the custody of the records.

Second, a proviso has been added at the end of the resolution in order to empower the archivist to assume control without any formality of government records found not to be in the legal custody of any other government agency.

#### THE FRANKLIN D. ROOSEVELT LIBRARY

Presidential papers received recently at the Franklin D. Roosevelt Library consist chiefly of sections of the White House files relating to the Casablanca Conference of January, 1943, and the President's Hawaiian Islands-Alaska trip of July-August, 1944. The Casablanca Conference is represented by White House personnel rosters and expense accounts; itineraries and maps; ship and station "newspapers"; radio press bulletins; aircraft crew rosters, flight records, and positions reports; correspondence (chiefly messages to and from the President and the military and naval personnel in charge of

arrangements); security orders; state department aide-mémoire on conference business; press releases and press conference reports; and photographs taken en route and at the conference scene. For the Hawaii-Alaska trip there are schedules and maps; memoranda to the President from the naval officers in charge of arrangements; ships' "plans of the day"; position and weather reports; and press conference reports and lists of newspaper correspondents. Accompanying this material is a draft of the President's Bremerton, Wash., speech of August 12, 1944, bearing numerous additions and changes in his hand. Additions made by the President to the library's naval manuscript collection include a signed drawing by Robert Fulton of a torpedo designed by him in May, 1813; a "rough order book" of H. M. S. *Valiant*, May 15-June 22, 1790; and the signal log of the German cruiser *Frankfurt*, January 29-March 15, 1917. The President has also given the library a photostatic copy of a journal of three houseboat cruises taken by him in Florida waters in 1924, 1925, and 1926 with members of his family and others.

Fred W. Shipman, director of the Franklin D. Roosevelt Library, who returned early last summer after completing a mission to Italy and Sicily as archival adviser to the Subcommittee on Monuments, Fine Arts, and Archives of the Allied Control Commission, has just returned from a similar mission in France and other areas of Europe. During his absence from the library, Assistant Director Edgar B. Nixon is acting director. Henry H. Eddy, archivist on the library staff since July, 1943, has been appointed senior state archivist in the Department of History and Archives of New York state.

#### THE LIBRARY OF CONGRESS

The Division of Manuscripts has received and shelved in the manuscripts stack the greater part of its collections which, as a measure of safety, had been in war-time storage outside of Washington. It is expected that this work will soon be completed.

Letters and documents selected from the recently acquired John Cleves Short collection of papers of the Short, Symmes, Harrison, and allied families have been on exhibition in the Library of Congress. The papers of the Short, Symmes, and Harrison families constitute a collection so large (about 13,000 pieces), so varied, and so rich in content as to justify extended description. John Cleves Symmes, in whose business affairs is to be found the origin of an important segment of this collection, was the father of two daughters. The younger married William Henry Harrison. More than fifty of General Harrison's letters, with several written by his wife and by his sons, are found in the collection, as are many business papers of the Harrisons. The elder daughter of Judge Symmes married Peyton Short, of Surrey County, Virginia. A very large part of the collection is made up of papers of Peyton Short and of his sons, John Cleves Short (who seems to have constituted himself the

family archivist), and Charles William Short, physician and scientist. The correspondence of these men and their kinsmen, with their friends and business associates, supplemented by voluminous records in the form of accounts, ledgers, contracts, and other legal papers, forms a rich storehouse of material for the history of the crossing into the Mississippi Valley of the commonwealth builders and men of enterprise who followed the first pioneers across the Alleghenies. The papers of Peyton Short's brother, William Short, already owned by the Library of Congress are greatly amplified by those in the new collection, particularly with regard to Short's later life as a man of wealth in Philadelphia. One of the most interesting single items in the collection is a copy, in William Short's hand, of a catalogue of Thomas Jefferson's books.

Among the recent accessions of the Manuscripts Division mention should be made of the following: twenty-five papers of James McHenry, including his diary at the Constitutional Convention; seventy-two papers of Zachary Taylor, 1818-1840; an order and letter book of the U. S. Army Medical Department, Sixth Corps, Army of the Potomac, 1862-1865; two boxes of papers of Charles Henry Webb, 1870-1900; three letter books containing diplomatic correspondence of Frederick T. Freylinghausen, 1882-1883; five boxes of papers of or relating to Susan B. Anthony, 1883-1934; and four boxes of papers of the American Press Association, 1890-1898.

#### OFFICE OF PRICE ADMINISTRATION

A memorandum issued by the Office of Price Administration, dated August 28, 1944, on disposal of "Record Board" file material to cultural institutions, reads in part as follows:

The overcrowded files of most of the War Price and Rationing Boards have been relieved by official permission to dispose of certain large masses of material no longer needed for current operations. On the other hand, the boards designated as Record Boards have been instructed to hold these masses of material in the expectation that they may be turned over to a State or dependency of the United States or to any appropriate educational institution, library museum, or historical, research, or patriotic organization that has made application for them through the archivist of the United States.

A general authorization granted by Congress permits disposal of the following within three months of their filing or on termination of the agency: (a) all record copies of all applications, supplemental applications, registration of applicants, appeal documents and related documents, all involving or implementing rationing of tires, automobiles, sugar, typewriters, gasoline, rubber footwear, bicycles, fuel oil, coffee, stoves, shoes, processed foods, meats, fish, fats and oils, and firewood; (b) all duplicate record copies of all activity reports, submitted periodically, relating to or implementing the rationing of the above listed commodities.

## OFFICE OF RECORDS ADMINISTRATION, NAVY DEPARTMENT

With schedules for the orderly and periodic retirement of their records prepared for most of the Washington bureaus and offices of the Navy Department, the Office of Records Administration is concentrating its attention on the scheduling of records of other shore activities. Many of these activities have already been decommissioned and many others will follow before V-Day, when wholesale decommissioning can be expected. Schedules approved by Congress offer a means whereby records of decommissioned activities may be retired promptly, often by the activities themselves, thus preventing the accumulation of unmanageable backlogs of orphaned records. The Office of Records Administration will develop these schedules in three stages: (1) for types of activities, such as air stations and training schools, of which there are ten or more individual activities; (2) for large activities (personnel over five hundred), ranging from one to nine in number, not scheduled in stage 1; and (3) for all remaining activities. Stage 1 scheduling, consisting of thirty-seven schedules covering approximately 2,700 activities, will be completed by January 1, 1945. Stage 2 and 3 scheduling will begin immediately thereafter and are planned for completion by June 30, 1945.

The Navy now maintains three depositories for the processing and storage of records: Naval Records Depository No. 1, established in Washington in February, 1942; Naval Records Management Center, Eastern Division, established in Philadelphia in January, 1944; and Naval Records Management Center, Western Division, established in Los Angeles in July, 1944. From their establishment through September 30, 1944, these depositories had received 153,000 cubic feet of records. Of these, 62,000 cubic feet or 40 per cent had been disposed of, 50,000 cubic feet by scrapping, 8,000 cubic feet by transfer to one or another activity within the Navy, and 4,000 cubic feet by transfer to the National Archives. Another 24 per cent, or 37,500 cubic feet, of the records in the depositories consist of personnel jackets, medical records, and the like which must be preserved for many years, if not permanently. If these long-lived records are left out of account, the depositories have disposed of 54 per cent of all records received, leaving only 53,500 cubic feet on hand at the present time to be examined and disposed of when their value has ended.

No immediate let-up is in sight in the transfer of records to the depositories. The program for eliminating backlogs of noncurrent records in the shore establishment was continued in November with a "blitz" campaign in the New York district which in two weeks scrapped five hundred cubic feet of records and sent 14,500 cubic feet to the Philadelphia Center for processing. Similar campaigns are planned for January and February in districts having headquarters in Boston, Chicago, Charleston, Miami, New Orleans, San



Juan, Puerto Rico, and the Canal Zone. Meanwhile, to provide more space for processing records of the department in Washington, an additional building containing 22,000 square feet of space has been acquired for Naval Records Depository No. 1, bringing the space available in that depository to 38,000 square feet.

With the organization phase of their work largely over, general shifts have been made in the personnel of the depositories. Lt. (jg) Lewis J. Darter, assistant officer in charge at the Philadelphia center, has been assigned as officer in charge at the Los Angeles center. Lt. Paul L. Bishop, acting officer in charge at Los Angeles, has been assigned as officer in charge of the depository in Washington, succeeding Chief Specialist Herbert H. Randall, who has been assigned to Philadelphia to assist Lt. (jg) Everett O. Alldredge, officer in charge there. The staffs of the centers have been strengthened by the allocation of two additional enlisted men's billets to each to handle medical records. Forest R. Shonkwiler, pharmacist's mate, third class, formerly on the staff of the National Archives, has been assigned to one of the Los Angeles billets, and William E. Sawyer, pharmacist's mate, third class, formerly a member of the history faculty of Clarkson College of Technology at Potsdam, New York, has been assigned to one of those at Philadelphia.

Most of the enlisted men stationed at the depositories will be specialists primarily in archival work. This has been recognized by the Bureau of Naval Personnel, which has established four new petty officer ratings known as "Specialist X (Archivist)." Enlisted men may be promoted from one to another of these ratings when they have served in the depositories for prescribed periods of time and have demonstrated knowledge of such subjects as Navy organization and regulations; Navy correspondence, reports, forms, publications, and filing systems; the moving, shipping, preservation, and housing of naval records; the preparation of records transfer request, disposal lists and schedules, and descriptive lists; and current records management, microphotography, and other fields in which the Office of Records Administration operates.

Microfilm is being used so extensively by the United States Fleet and by shore activities in the Pacific Ocean Area that the Office of Records Administration has been obliged to set up a microfilm unit under the commander of the service forces of the Pacific Fleet at Pearl Harbor. This unit, staffed initially with two officers and eleven enlisted men, will install and service microfilm equipment and explain Navy microfilm programs. These programs employ microfilm chiefly to provide copies of engineering drawings needed for the repair of ships, planes, and ordnance; to copy documents as a means of speeding various administrative processes on ship and ashore; and to copy documents, which can then be scrapped to save critically needed space. Lt.

Joseph P. Brennan, officer in charge of microphotographic service in the Office of Records Administration, is serving temporarily as officer in charge of the Pearl Harbor Microfilm Unit.

#### AMERICAN HISTORICAL ASSOCIATION

The association's committee on the publication of the annual report has voted to publish as Volumes 2 and 3 of the report for 1944 a calendar of the American Fur Company papers, 1831-1849, compiled some years ago under the direction of Grace Lee Nute of the Minnesota Historical Society. The calendar will be preceded by a preface by Miss Nute and a reprint of her article on the papers of the American Fur Company from the April, 1927, issue of the *American Historical Review*.

Archival materials and historical manuscripts were the focus of several meetings at the convention of the American Historical Association in Chicago on December 28 and 29. At a luncheon conference of the Latin-American Group, Professor William S. Robertson of the University of Illinois read a paper entitled, "The Memorabilia of Augustín de Iturbide," in which was discussed the fate of certain later papers of the Mexican emperor, particularly the manuscript of his self-justification which is represented by variant printed versions. The Lexington Group, interested in railroad history, had an informal meeting attended by approximately fifty persons who discussed the several steps being taken to preserve railroad archives and the problems incidental to the use of such materials.

#### TRAINING PROGRAMS IN RECORDS AND ARCHIVES ADMINISTRATION

The program for the training of archivists inaugurated four years ago by the American University, Washington, D.C., with the co-operation of the National Archives, is being continued in the present academic year. In announcing the courses offered the university authorities noted that:

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

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

For persons desiring to specialize in the administration of current records, the university now offers a series of courses, which upon the fulfillment of the general academic requirements, will lead to the degree of Associate in Administration with a major in records administration. This series includes a two-year sequence of four courses in the field of records administration and a parallel sequence of courses in public administration designed to give an understanding of general problems of public administration indispensable as a background for the student of records administration. The university offers the following courses in records administration with lectures by Helen L. Chatfield, archivist of the Treasury Department and treasurer of the Society of the American Archivists, and Ernst Posner, adjunct professor of archives administration at American University:

**MANAGEMENT OF SPECIAL TYPES OF GOVERNMENT RECORDS:** In this course accounting, statistical, and other special types of governmental records as well as special forms of records, such as maps and films, are considered from the point of view of the problems they cause in record keeping.

**MANAGEMENT OF GOVERNMENT RECORDS:** This course is designed to aid the student to gain a basic knowledge of work with records and files. Topics treated include the history, organization, and functions of records offices and archival agencies; the origin and nature of documentary material; and reference service.

**ARRANGEMENT, CLASSIFICATION, AND INDEXING OF GOVERNMENT RECORDS:** This course deals with the systems of arrangement, classification, and coding of records on the basis of names or subject matter; the organization of reference units; the preparation of indexes and other finding aids; and the interrelationship of the records of an agency. Some practice in devising classification and indexing systems is afforded.

**ORGANIZATION AND PROCEDURE FOR THE HANDLING OF GOVERNMENT RECORDS:** This course explores the organization of mail and records units, their processes and their co-ordination with each other and the rest of the agency through lines of procedure.

For students interested in archives administration the university offers a graduate course in the history and administration of archives under the leadership of Mr. Posner and members of the National Archives staff. During the first semester the history and present state of archives administration in the most important European countries, in the British dominions, in Latin America, and in the United States are covered. Each of the lectures devoted to a single country deals with the history of archival activities and archival agencies since the French Revolution; with the way in which archival agencies are organized and function; with the recruitment and training of their personnel; with their physical plants and equipment; with the appraisal and transfer of records; and with the practices of arrangement and description. The main phases of archival development in the United States, including the present state of archival administration in federal, state, and local governments, and

the administration of institutional and business archives and of manuscript collections furnish further topics of discussion. During the second semester a study is made of the history of the literature of archives administration; the principles and nomenclature of archives administration; the official status and functions of a public archival agency; the buildings and equipment suited for archival agencies; the appraising, assembling, elimination, rehabilitation, arrangement, description, service, and use of archives and historical manuscripts; the reproduction, editing, and publishing of manuscript material; the protection of local and semi-public archives; and the war and post-war problems of archival agencies.

The Graduate School of the U. S. Department of Agriculture is offering this year a course in records management procedure. It is conducted by Linwood E. Donaldson, Office of Plant and Operations, Department of Agriculture, William Muller, archivist of the Army Air Forces, and Charles T. Smith, records and procedure analyst in Mr. Donaldson's office. This course furnishes instruction in the organization of messenger service; the handling, recording, and control of mail and telegrams; the briefing, indexing, classification, and filing of records; the searching for records and the operation of charge-out systems; office equipment and housekeeping methods; and the appraisal, retirement, scheduling, and reduction of records.

The Navy Department has recently conducted a six-weeks training course in microphotography for the instruction of its enlisted personnel at records management centers of the department. Because the first ten days of this course constituted an independent unit designed to give a general introduction to the field an opportunity was given to some non-Navy personnel in Washington agencies to hear the lectures in this unit.

The University of Illinois Division of University Extension, in co-operation with the Illinois Civil Service Commission, is offering a short course in January, 1945, on state record making for file clerks, stenographers, office managers, and others who create and keep records. The instructor is Margaret C. Norton, archivist of Illinois and president of the Society of American Archivists. Lectures deal with the purposes of records; what happens when records are not properly kept; the qualities of a good record system; the materials from which records are made; the reduction and disposal of records; and the application of photographic processes to record keeping.

Between June 11 and June 30, 1945, a short course on the preservation and administration of archives will be offered by American University with the co-operation of the National Archives and the Maryland Hall of Records. The course will be designed to meet the needs of institutional as well as state

archivists. The instructors will be Mr. Posner of American University, Morris L. Radoff, archivist of Maryland, and certain members of the National Archives staff. In addition to the usual lectures and reading, the course will provide for actual "laboratory" experience in the National Archives and in the Maryland Hall of Records. Information on this "summer session" in archives work can be obtained from the American University or from the National Archives.

#### INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

This informal organization sponsored by the Federal Work Improvement Program of the United States Civil Service Commission opened its 1944-1945 series of meetings on September 22. Topics to be discussed by the conference this season include (1) segregation of records at the time of filing; (2) control of technical records; (3) control of field records; and (4) mechanization in records work. The principal speaker at the first meeting was Stuart Portner of the National Archives, who gave a talk on the demobilization of war records. At the second meeting, held on October 27, Lt. Charles Nieman described the Navy Department's program for reducing records through correspondence control, and Solon J. Buck, archivist of the United States, spoke on the archival situation in Latin America. At its third meeting held November 24, the conference heard a discussion by James W. Cummings of the National Archives on the control of special types of records, and an illustrated talk on work improvement programs by Charles E. Bish, director of civilian training, Adjutant General's Office. From time to time papers, reports, and other documents presented to the conference which appear to be significant contributions to the records administration field are processed for limited distribution. Recent issuances of this sort include *Microfilm—Its Possibilities and Limitations*, *The Organization and Management of Records in Federal Agencies*, and *Control and Utilization of War Records*.

#### CATHOLIC CHURCH ARCHIVES

The editor is indebted to Rev. John Tracy Ellis, managing editor of the *Catholic Historical Review*, for the following notes on archival activities in Catholic institutions:

The rich collection contained in the archives of the archdiocese of St. Louis, found at 3810 Lindell Boulevard, St. Louis, is now in process of being indexed by the Rev. Jasper J. Chiodini. This collection is especially extensive for the history of the Catholic church in the Mississippi Valley.

The systematic cataloguing of the extensive collection in the archives of the University of Notre Dame is going forward under the direction of the Rev. Thomas T. McAvoy, C.S.C., archivist. The work is presently being con-

centrated on the papers of the archdiocese of New Orleans which are important especially for the French and Spanish regimes in Louisiana.

The archives of the diocese of Cleveland will soon be indexed in preparation for the writing of a history in connection with the celebration of the centennial of the diocese in 1947.

A Rockefeller grant has been given to the Rev. Honorius Provost, assistant archivist of Laval University, Quebec, for work in archives administration in the United States. He will spend about six months in the United States, studying and observing archival methods at the National Archives and other institutions.

An excellent catalogue of the materials housed in the Santa Barbara Mission Archives at Santa Barbara, California, has been made by the archivist, the Rev. Maynard Geiger, O.F.M. It will be published as *Bibliographical Study* No. 1 of the American Academy of Franciscan History.

Georgetown University has received as a gift from Miss Mary A. Benjamin, director of the famous Benjamin firm, dealers in autographs and manuscripts, a rare collection of autographed letters and manuscripts of Catholic churchmen. The collection has been named in honor of Father Talbot, a longtime friend of the Benjamin family.

## FOREIGN NEWS

### *Argentina*

Announcement was made in an earlier issue of THE AMERICAN ARCHIVIST of the establishment in Buenos Aires of the Archivo Gráfico de la Nación. This agency was organized by the government for the purpose of preserving the photographic record of events relating to the life and history of the country and its institutions. The archivo has now issued an interesting twenty-seven page pamphlet by Sergio Chiáppori describing its organization and objectives.

### *Brazil*

A new building including the latest scientific equipment for the preservation of archives is being planned for the Arquivo Nacional in Brazil. For nearly forty years the arquivo has been housed in the National Museum building located on the Plaza of the Republic. The new building, it is reported, will be located in this same plaza, but will cover a much larger area.

### *Canada*

On June 1, 1944, an afternoon's session of the Canadian Historical Association's annual meeting was devoted to "The Problem of Public and Historical Records in Canada," and the discussion is reported on pp. 40-45 of the printed *Report*. Professor George W. Brown, who had stimulated interest

with an article bearing the same title in a late issue of the *Canadian Historical Review*, opened the colloquium and was followed by Major Gustave Lanctot, dominion archivist, and representatives who spoke for the provinces. In conclusion the Archives Committee, which presented the report, stated:

It was the view of this meeting that, while there were some signs of improvement, the situation in general was a deplorable one, and that the Association should take whatever steps it could to draw this to the attention of public authorities and others who might assist in bringing about an improvement.

As part of a proposed post-war program, Major Lanctot suggested a survey of all public and private archives in Canada as a feature of the government's rehabilitation program, one step toward which was already being taken in a government-sponsored inventory of the archives of the Séminaire de Québec.

D. E. Cameron, librarian of the University of Alberta, reports that just prior to the outbreak of the war the provincial government of Alberta was considering the organization of a provincial archives. Although the building became impossible, the project is still kept in mind and there is now a standing committee under the chairmanship of President Robert Newton of the University of Alberta, which will report to the government and make recommendations. The interest in archives was increased a few months ago when Professor Morton, archivist of the province of Saskatchewan, addressed a meeting of Alberta department heads on the subject. The current activity of Robert E. Gard, fellow of the Rockefeller Foundation, on behalf of the collection of materials for local history at the University of Alberta has also aided the cause of archives.

### *China*

Although published in 1935, several articles recently noted in issues of the first volume of *Chinese Administrator* are indicative of the interest in archives and records administration that may be expected in post-war China. The most interesting of these was written by Kan-Nai-Kuang on "Unification of Current Documents and Archives: An Experiment" and is to be found on pp. 390-395 of the issue for July-September, 1935. Another old but interesting article, describing the archives section of the Palace Museum in Peking, was noted recently in the second volume of *Monumenta Serica: Journal of Oriental Studies of the Catholic University of Peking*, pp. 167-190.

### *Cuba*

The newly constructed building for the Archivo Nacional of Cuba in Havana was dedicated on September 23, 1944. The exercises were attended by representatives of the principal archival establishments of the Caribbean countries including the archivist of the United States and the chief of the Division of State Department Archives of the National Archives, and the



principal address was delivered by the president of the Republic of Cuba, Fulgencio Batista. The archives section of the Corporación de Bibliotecarios, Archiveros y Conservadores de Museos del Caribe held a number of sessions in Havana during the week following the dedication, and in connection with the first of these sessions the archivist of the United States presented to the Archivo Nacional of Cuba reproductions of a number of documents of Cuban interest in the National Archives of the United States and proposed the development of a comprehensive program for the exchange of reproductions of archival material among the nations of the Western Hemisphere. The Archivo Nacional of Cuba has issued a pamphlet containing the administrative regulations of the agency under the title *Reglamento general e Interior del Archivo Nacional de la Republica de Cuba*.

### *Great Britain*

Notice has been received to the effect that, war-time conditions permitting, the British Records Association would hold its twelfth annual meeting in London on November 14, 1944. The twelfth annual report, which was distributed to members prior to this meeting, reveals to some extent the war-time activities of British archivists. In addition to preventing the destruction of valuable record materials during salvage drives, the association has nearly completed the microphotography of early probate registers, although "flying bombs and other difficulties have at times delayed progress." In order to facilitate its work, the association has combined its committees on (1) post-war dangers to records; (2) sanctity of the archives group; (3) inspection of local repositories; (4) preservation of war records; and (5) repair service for English archives into one new committee designated as the committee on reconstruction. Among the projects being considered by this committee are the possibility of establishing a repair center for archives, with facilities for training, and the formation of a publications section for the association.

Miss Ethel Stokes, honorary secretary of the Records Preservation Section and member of the council of the British Records Association, died October 20, following an accident during a blackout.

The June, 1944, issue of the *Contemporary Review* carries an article by Hilary Jenkinson, secretary of the Public Record Office, entitled "Reflections of an Archivist." After defining archives and the duties of the archivist Mr. Jenkinson sets forth what amounts to his "profession of faith" when he undertakes to determine whether archives are "sufficiently numerous and . . . the care of them [is] sufficiently important and difficult technically" to warrant the cost and effort necessary to build up a large and influential group of archivists in Great Britain.

Welsh Church authorities have transferred to the National Library of Wales two million documents weighing thirty tons. They are the archives of four

ancient, and two modern dioceses and include bishops' registers dating from 1397. The archivist of the library believes that even the Public Record Office has never "received either such a massive bulk of records or a collection of such vast historical significance" at one time.

### *Italy*

During his recent mission in Italy, Fred W. Shipman, director of the Franklin D. Roosevelt Library, secured for the library of our own National Archives a file of *Notizie degli Archivi di Stato: Bollettino Bimestrale a Cura del Ministero dell'Interno* (Notes Concerning the Archives of State: Bimonthly Bulletin issued by the Ministry of the Interior). Publication of this archival journal was begun in July, 1941, and was continued through at least June, 1943, the date of the last issue that Mr. Shipman was able to obtain. Each issue contains about sixty pages of text somewhat larger in format than THE AMERICAN ARCHIVIST, and includes sections devoted to archival legislation, accessions, inventories and registers, news of activities of archives of public and private bodies, notices of current publications, and miscellaneous articles and notes. Significant material in the nine issues at hand will be summarized in a later issue of THE AMERICAN ARCHIVIST.

### *Mexico*

The Third National Congress of Librarians and first of archivists was held in the Palace of the Belle Arts, Mexico City, October 21-28, 1944. A printed agenda of the congress reveals that the archivists were concerned in their sessions with the discussion of archival legislation, both federal and state, the centralization and co-ordination of archival activity in Mexico, the techniques and procedures for handling noncurrent records, the qualifications, training and compensation of archivists, and the general internal administration of archival establishments. The congress elected as members of its permanent commission Lic. Jiminez Rueda, president; Raimundo Solis Rivera, vice president; and Ignacio Rubio Mané and Luis González, general secretaries.

### CALIFORNIA

Clyde A. Duniway, historian, educator, and founding member of the Society of American Archivists and of the American Association for State and Local History, died at Palo Alto on December 24. During his career Dr. Duniway served as president of the Universities of Montana and Wyoming and of Colorado College. He also served as director of the American University Union in London and as chairman of the department of social sciences and professor of history at Carleton College. His research work led him to many archival institutions and created an abiding interest in the preservation of historical materials, particularly local records.

## COLORADO

Herbert O. Brayer, archivist of Colorado, and his assistant, Vergil Peterson, have been investigating various types of stack and filing equipment for use in the new archives depository now under construction at the Colorado Historical Society. During the past quarter the archives took a more active interest in the county record situation and, at the request of the board of directors of the society and certain county officials, Mr. Peterson has made a survey of the county archives problem throughout the state. Meanwhile, the accumulation of original materials dealing with the range cattle industry of the Rocky Mountain region has been continued by Mr. Brayer.

Miss Dorothy Taylor, supervisor of records for the Denver and Rio Grande Western Railroad, had on display at the annual meeting of the Society of American Archivists blue prints of a special two-car train that is being constructed by the railroad for use in microfilming records located in the various on-line agencies and divisions. The train consists of an elaborate and comfortably furnished personnel car capable of accommodating a supervisor, three microfilm operators and their assistants, and a cook, and a photography car which will house the microfilm equipment and supplies. It is anticipated that this unique train will be in operation by Spring. The Denver and Rio Grande Western already has microfilmed some nineteen million records in its own laboratories where a strict cost analysis is maintained on all projects.

## CONNECTICUT

James Brewster, librarian of the Connecticut State Library, reports that a "valuable papers" policy for over \$2,500,000 has been issued on the state records and archives housed in the state library. Said to be the largest policy of its kind ever written, this insurance covers the state for all loss, destruction, or damage to the records except for "wear and tear, gradual deterioration, and war risk." War risk is separately covered by the state on all of its property. It is well understood that no monetary payment could recompense the state for the loss of certain archives, but the state authorities felt that this new type of insurance was worth while.

Lewis De Witt Ruscoe, town record clerk of Stamford, working under the direction of Selectman George T. Barrett, has achieved considerable prominence in his state because of his work in salvaging many valuable historical and administrative documents from a two-hundred-year-old accumulation of town records in the cellar of the town hall. Mr. Ruscoe has appraised, listed, and classified thousands of important items and then placed them in packets bearing dates and contents of each. To facilitate the handling of the mass records retained he has also made a comprehensive list of particularly important documents with recommendations for their ultimate safekeeping.

In order to prevent the disorderly accumulation of town records in the future he and Mr. Barrett are reported to have sponsored legislation permitting officials to dispose of records proved valueless.

#### DELAWARE

The State Archives Commission has been assisted during the year by the Materials Laboratory of the State Highway Department in making tests to determine the best and most durable paper for records. The tests were run in accordance with the latest methods advocated by the American Society of Testing Materials and included tests for bursting strength, folding endurance, resin content, ash content, and base weight.

#### FLORIDA

Materials relating to Florida in the National Archives is the subject of an article published in the October issue of the *Florida Historical Quarterly*.

#### ILLINOIS

The Illinois State Library has reported that the Archives Division handled 3,833 reference requests during the fiscal year ended June 30, 1944. Consultant service visits involving archival materials totaled sixty-nine.

#### INDIANA

Margaret Pierson, chief of the Archives Division of the Indiana State Library, reports that the division has just received 175 volumes of General Land Office records covering the early 1800's. These had been stored in the basement of the State House and were discovered last summer.

#### MARYLAND

The Maryland Historical Society has received the large collection of Perine Papers, 1825-1939, consisting of the voluminous correspondence of David M. Perine (1796-1882), his son, E. Glenn Perine (1829-1922), and other members of the family. The collection includes 157 letters from Roger Brooke Taney, ninety-eight from John Beale Bordley, J. A. McN. Whistler, and Thomas Sully. A letter from Dr. Albert T. Bledsoe describes a visit to Jefferson Davis in prison in 1866; in another Judah P. Benjamin discusses the practice of law in England in 1871. George Washington's sister, Betty Lewis, asks her brother to buy her a "chariot" in Philadelphia, and other Washington relatives write about their domestic concerns. There are many papers dealing with the Mexican Claim Cases, the Union Bank Crisis, and

the estates of Charles Carroll of Carrollton, Robert Oliver, Moses Sheppard, R. B. Taney, and others.

Important additions to the society's extensive group of Ridgely Papers include letters from Charles Ridgely (1830-1872) while a student at Harvard, 1848-1849, from his sister, Eliza R. White, on trips abroad, and from members of the Stewart family describing conditions in Civil War times. There is a letter from Severn Teackle Wallis while a prisoner at Fort Warren in 1862, and a series from General John E. Wool discussing methods of procedure during the Civil War.

The Maryland State Fireman's Association has created a committee on archives charged with the task of cataloguing, describing, and photographing firemen's historical records.

### MICHIGAN

Mrs. Elleine H. Stones, chief of the Burton Historical Collection of the Detroit Public Library, reports that the collection has acquired the following manuscripts during the past eighteen months:

A large group of letters written to President Grover Cleveland and his secretary Henry T. Thurber of Detroit, by cabinet members, Congressmen, and the general public, 1892-1897; 25 letters from Mrs. Grover Cleveland, Washington, D.C., to Mrs. Don Dickinson, Detroit, 1888-1890; additional Duffield Family Papers, including those of Dr. Morse Stewart and his wife, Isabella Graham (Duffield) Stewart; a small group of letters and papers, 1766-1814, of Isabella (Marshall) Graham, early New York philanthropist and grandmother of Mrs. George Duffield of Detroit; personal papers and manuscript maps of John Farmer, Detroit map maker and surveyor; records of the Woodward Avenue Improvement Association, Detroit; 2,000 letters of Emily Virginia Mason, sister of Michigan's first governor; some Cass Family Papers, 1795-1804, including letters written by the parents of Lewis Cass following their emigration from New Hampshire to Marietta, Ohio; letter books and miscellaneous manuscripts from the estate of Richard P. Joy; additions to the James F. Joy and Stevens Thomson Mason Papers; an 1850 Diary of Isaac Burr; a group of papers, 1862-1865 of William H. Brearley, Detroit newspaper man; minute books of Utica, Michigan, First Congregational Church, 1837-1943; three James Witherell letters dated 1808, 1811, and 1814; records of research on the vocabulary of Ojibway Indians, compiled by Laura (Parks) Taylor; two Anthony Wayne letters dated Detroit, 1796; two letters written from Detroit, 1808, 1809, by John Anderson; 59 letters and documents relating to the activities of William Lyon Mackenzie and others in the Patriots War; a letter written by Major Henry Gladwin from Detroit, October 7, 1763, telling of conditions just before the siege of Pontiac; a journal of a tour from Boston to Michigan, 1858, and a typescript copy of the unpublished chronicles of the Bement family by Josiah G. Leach.

## MISSISSIPPI

The Charles F. Heartman collection of material relating to the Negro and slavery, consisting of some ten thousand printed titles and more than five thousand manuscripts is now catalogued and available for use to research workers. The collection is housed at The Book Farm, Route 3, Hattiesburg, Mississippi.

## MISSOURI

W. Francis English, director of the Western Historical Manuscripts Collection of the University of Missouri, writes that the collection has been enriched by the addition of: the memoirs of T. W. Westlake, a Confederate soldier, who went with General Jo Shelby into Mexico at the end of the Civil War; the correspondence, committee minutes, and manuscript materials of the chairmen of committees and of the various members of the Missouri Constitutional Convention of 1943-1944; letters of William Hirth, Missouri farm leader and organizer of the Missouri Farmers Association; letters and other manuscript materials of Dr. Jacob Warshaw, teacher, writer, and member of the Department of Spanish of the University of Missouri.

Mrs. Dorothy B. Mullett has recently become assistant director of the Western Historical Manuscripts Collection.

Brenda R. Giesecker, acting librarian of the Missouri Historical Society, reports that the Missouri Historical Society has recently acquired the correspondence of Noah M. Ludlow and Mathew C. Field, prominent early theatrical figures in St. Louis, Mobile, and New Orleans. The documents include about five hundred letters, diaries and journals of the two men from 1843 to 1878. Three journals of Field relate to experiences on a trip to the Rocky Mountains in 1843 with Sir William Drummond Stewart. Prompt books, playbills, and 165 pieces of early music used in the theater round out the collection.

## MONTANA

Mrs. Lucinda B. Scott, secretary of the Historical Society of Montana, has issued an appeal to students and descendants of Montana pioneers to contribute or loan to the society diaries, letters, photographs, manuscripts, and other records relating to the history of Montana.

Information on the territorial papers of Montana in the National Archives is included in an article by W. Turrentine Jackson in the October issue of the *Pacific Northwest Quarterly*.

## NEW HAMPSHIRE

Major Otis Hammond, director of the New Hampshire Historical Society for thirty-one years, retired on September 30, and died the following day.

## NEW MEXICO

Plans for a state archives building will be presented to the next meeting of the legislature by the boards of the School of American Research and the Museum of New Mexico. The School of American Research will offer to the state free of charge a site for the building, ten to twenty acres in size, north of Santa Fe. The need for such a building was outlined to the boards by the president and director, Dr. Edgar L. Hewett. The museum already houses irreplaceable Spanish and territorial records, and the scope of its collections and those of the Historical Society of New Mexico would be enlarged when the proposed building is in operation.

## NEW YORK

Miss Dorothy Barck, librarian of the New-York Historical Society and founding member of the Society of American Archivists, has been elected president of the American Association for State and Local History.

Among the manuscripts recently acquired by the New-York Historical Society are five previously unpublished letters of Lee, Meade, and Lincoln regarding General Hooker's assignment and the Dahlgren raid; twenty-two letters of War of 1812 commanders; Comstock papers relating to the Chinese trade; records of the Imperial Mexican Consulate at New York, 1865-1867, including four volumes of letters received from the Mexican Ministry of Foreign Affairs; five volumes of embassy, consular, and sundry letters received, and letter press copies of letters from Don Luis de Arroyo, consul general. These records were preserved by Chevalier Charles Frederick de Loosey, Imperial Austrian consul general at New York after the death of Emperor Maximilian.

John R. Russell has announced that the Rhees Library of the University of Rochester recently had deposited with it some 530 manuscripts of George Washington Patterson, nineteenth-century New Yorker and Congressman, 1877-1879. The papers supplement the Thurlow Weed papers, also on deposit at Rhees Library, since they include forty-six letters from Weed himself. The collection contains about the same number of letters from William H. Seward in regard to the Chautauqua Land Office at which Patterson was agent.

The work of the New York Committee on Business Records is described by Thomas C. Cochran, executive secretary of the committee, in the *Bulletin* of the Business Historical Society for November, 1944. The committee was formed about three years ago under the leadership of Shepard Clough of Columbia University. A summary of Mr. Cochran's report is printed in *Publishers' Weekly* for November 25.



The Scriven Foundation has placed at the disposal of the New York State Historical Association at Cooperstown the Fennimore House, a mansion of forty-six rooms. It will serve as a new central quarters for the association, and vast storage space will be available in the basement and third floor as well as in the main rooms of the house. Even the swimming pool will be turned into a reading room and fireproof vault for rare books and manuscripts.

Albert B. Corey, state historian, gives suggestions to local historical societies on the canons for the collection of local records in an editorial in the October issue of *New York History*.

#### NORTH CAROLINA

The governing board of the State Department of Archives and History met on August 25 and approved budgetary estimates for an increased appropriation for the 1945-1947 biennium and a draft of a revised organic act for the department, which has been prepared for introduction into the next session of the General Assembly.

#### OREGON

The Oregon Committee on the Conservation of Cultural Resources is interesting itself in the general problem of state archives administration by circularizing a number of state agencies requesting information as to the space required for the storage of their records. It is hoped that a comprehensive archives program for the state may be formulated on the basis of the facts revealed by the survey.

Records of the Oregon Diocese of the Episcopal Church have been transferred for permanent preservation in the Oregon Historical Society. The records include the files of the bishop's office and numerous photographs, official publications, and scrapbooks.

#### PENNSYLVANIA

Through the State Council of Education several committees for post-war planning with regard to education have been appointed. The Committee on Archives and History headed by Arthur C. Bining, president of the Pennsylvania Historical Association is one. S. K. Stevens, state historian, and Col. Henry W. Shoemaker, state archivist are consultants to the committee. The committee has held two meetings and presented a report to the October Education Congress in Harrisburg. Its principal objective is securing an adequate state archives and history building after the war. In this connection the editor of *Pennsylvania History* wrote in the October issue:

Any consideration of the future well-being of historical activity in Pennsylvania cannot escape the conclusion that the lack of adequate facilities for the proper care

of public records, state and local, and for the preservation in a central depository of historical manuscripts and other source materials has been a stumbling block to progress in Pennsylvania history. Had a suitable building been available, much of the destruction of public records and valuable historical manuscripts and other historical material which has gone on in the past several years could have been prevented. In view of the fact that no guarantee of safe storage could be provided in Harrisburg, it has been impossible for state officials to present a strong case for preserving records. . . .

No state comparable to Pennsylvania in historical importance, in wealth, or in population has been so lax in its approach to this matter in the past. It is time for the situation to be corrected, and the establishment of the Bining committee is the most encouraging step toward real accomplishment. . . . The superintendent of public instruction has recommended to the Postwar Planning Commission recently appointed by Governor Martin that one million dollars be set aside for a proposed building.

Since this was written, Governor Martin has announced that his administration was considering the erection of a new state archives building on the state capitol grounds as a memorial to William Penn, founder of Pennsylvania. It would appear from the wording of the release, however, that the memorial building will be planned to house the state library and the state museum as well as the archives.

#### RHODE ISLAND

William G. Roelker, director and librarian of the Rhode Island Historical Society, was the principal speaker at the annual meeting of the Historical and Philosophical Society of Ohio on December 4.

#### TEXAS

Virginia Leddy Gambrell, director of the Dallas Historical Society, has been appointed a member of the Texas State Library and Historical Commission, the governing body of the Texas State Library of which the Texas archives is a branch.

#### VIRGINIA

Under legislation passed by the 1944 General Assembly the governor has appointed a Virginia World War II History Commission with an appropriation of \$12,500 for the biennium 1944-1946. The twelve-man commission elected Lester J. Cappon, consultant in history and archives at the University of Virginia and secretary of the Society of American Archivists, as director (on a part time basis) and W. Edwin Hemphill as assistant director. Headquarters are at the University of Virginia Library. The project will survey and collect records and data on Virginia's participation in the war and on the impact of the war upon the state in preparation for the writing of a war history.

## WEST VIRGINIA

Miss Norma L. Springston has resigned as librarian of the Department of Archives and History to accept a position with the Federal Reserve Bank Library in Chicago. Mrs. Emily J. Wigent is now serving as secretary for the Department.

The biennial report of the Department of Archives and History for the period ending June 30, 1944, is now available for distribution.

## WISCONSIN

For more than twenty years the chief need of the Wisconsin State Historical Society has been additional space to house its collections. Last year Keyes D. Metcalf, librarian of Harvard University, and Theodore C. Blegen, dean of the graduate school of the University of Minnesota, made a survey of the libraries of the society and of the University of Wisconsin which are housed together in the State Historical Society building. The report pointed out, among other things, that the Historical Society had been unable to care for the state archives adequately because of lack of storage space, and recommended that certain temporary remodeling be done now and that in a few years the legislature should be asked for funds to build a new building to house the Manuscripts Division and the archives. During the past year officials of the university have considered the Metcalf-Blegen recommendations and rejected them. Instead, the university is asking for some \$1,600,000 to build a separate university library across the street from the Historical Society building and connected with it by a tunnel. If this new building is erected, the society will have plenty of space for some time to come and can "begin taking action to solve the problem of properly caring for the state archives." The society will probably have to ask the legislature for some \$500,000 to enable it to make certain alterations in the old building to make it fit changed conditions.

The September issue of the *Wisconsin Magazine of History* includes a very interesting description of the Richard T. Ely manuscripts accessioned not long ago. The news note is accompanied by a picture of the manuscripts on receipt and a picture of a vault showing how bound volumes are shelved and unbound materials are arranged in boxes at the society. The Ely collection was contained in twenty-six large packing boxes of records, including correspondence, diaries, family histories, scrapbooks, etc. The correspondence alone is said to contain more than 120,000 pieces.

Nearly two hundred volumes of records telling the story of the Holt Lumber Company of Oconto, Wisconsin, have been presented to the society. It is said by some to be the finest single collection of lumber industry source material known. Some of the records are blackened and scarred as they survived the Chicago fire of 1871.