

SHORTER NOTICES

RICHARD G. WOOD, Editor

The National Archives, Washington 25, D.C.

In the pamphlet, *How to Organize a Local Historical Society*, by Bertha L. Heilbron. *Bulletin* No. 9 of the American Association for State and Local History (Washington, November, 1944. Pp. 30, numbered 227-256), the interest of the archivist or custodian of manuscripts does not lie so much in the main body of the work as in the appendices. Here are printed two laws for constitutions for local historical societies, articles of incorporation for a county historical society, and an act authorizing local government aid for historical work. These are adapted from actual laws and may be compared to the model laws for a state archives establishment printed in *THE AMERICAN ARCHIVIST* (April, 1940, and April, 1944). Incidentally they point out the need of a current printed analysis of the various state and local archival laws.—R. G. WOOD

NEWS NOTES

KARL L. TREVER, Editor

The National Archives, Washington 25, D.C.

THE SOCIETY OF AMERICAN ARCHIVISTS

The following committee appointments for the year 1944-1945 have been announced:

Archival Buildings: Victor Gondos, Jr., chairman; Charlotte Capers, Leon de Valinger, Jr., Morris L. Radoff, William J. Van Schreeven.

Filing Equipment: Mrs. Virginia Leddy Gambrell, chairman; Grace L. Nute.

Information: Mrs. Elizabeth E. Hamer, chairman; Roger Thomas.

Institutional Archives: Walter Hausdorfer, chairman; Thomas T. McAvoy, William D. Overman, Thomas H. Spence, Jr.

International Relations: Gaston Litton, chairman; Fred W. Shipman, James F. King, William D. McCain.

Local Records: Harold S. Burt, chairman; Kenneth Blood, Dan Lacy, Virgil V. Peterson, Hermann F. Robinton.

Membership: Henry H. Eddy, chairman; Winnie Allen, Philip C. Brooks, Frances M. Hails, Margaret Pierson, Lancaster Pollard.

Municipal Archives: Richard B. Morris, chairman; Beatrice Decker, Albert B. Corey.

Program, Ninth Annual Meeting: Morris L. Radoff, chairman.

Publication Policies of Archival Agencies: Leon de Valinger, Jr., chairman; Christopher Crittenden, Preston E. Edsall, Alice E. Smith.

Records Administration: Philip C. Brooks, chairman; Christopher Crittenden, Harold S. Burt.

Uniform Legislation: A. R. Newsome, chairman; Richard B. Morris, Francis S. Philbrick.

Writings on Archives and Manuscripts: Karl L. Trever, chairman; Theodore C. Pease, Ernst Posner, Alice E. Smith.

Salvage of Records: Albert B. Corey, chairman.

Two committees will function jointly in behalf of the Society and the American Association for State and Local History:

Interneships: Herbert A. Kellar, chairman; Howard H. Peckham.

War Records Manual: Leon de Valinger, Jr., chairman of Committee on Publication Policies, with same personnel (see above).

The following applicants for membership were approved by the Council in January, 1945:

Sister Mary Celestine, R.S.M., Sisters of Mercy, Cincinnati, Ohio.

Rev. Jasper J. Chiodini, diocesan archivist, St. Louis, Missouri.

Edwin R. Flatequal, National Archives, Washington, D.C.

Elizabeth A. Leslie, assistant curator, Michigan Historical Collections, University of Michigan, Ann Arbor, Michigan.

Thornton W. Mitchell, National Archives, Washington, D.C.

Capt. P. T. Wright, USN (Ret.), Operational Records of the Navy, Washington, D.C.

Dwight H. Wilson, National Archives, Washington, D.C.

State of California, Office of the Secretary of State, Sacramento.

Reprints of the 1943 and 1944 *Writings on Archives and Manuscripts* may be purchased for twenty-five cents a copy from Lester J. Cappon, secretary of the Society, Alderman Library, University of Virginia, Charlottesville, Virginia.

The work of the Committee on the Salvage of Records has resulted in the following release being sent out by the War Production Board to all of its regional offices:

ARCHIVISTS PARTICIPATE IN PAPER SALVAGE PROGRAM

The Society of American Archivists called upon people everywhere, in a resolution passed at its annual business meeting at Harrisburg, Pennsylvania, on November 8, 1944 to dig out their accumulations of papers, to segregate the few valuable ones, and to give the remainder to the waste paper salvage campaign. Miss Margaret C. Norton, Archivist of Illinois and President of the Society, appointed Dr. Albert B. Corey, State Historian of New York, and Dr. Philip C. Brooks, of the National Archives, as a committee to prepare a statement concerning the campaign.

The Society requests that public officials, business firms, and householders look through papers in attics, storerooms, and cellars, sort out materials of historical value, and turn the remainder over to the salvage campaign. It strongly recommends that correspondence, account books, diaries, photographs, and public documents be saved. Persons who hesitate to throw away any old papers for fear that they may destroy valuable materials are urged to get in touch with local historians, historical societies, state and national archival and historical authorities, or libraries for guidance in segregating valuable papers from the useless ones.

The Society is interested in the preservation of those documents, papers and letters which are essential to the carrying on of public business and to an understanding of our American heritage. It is concerned lest people in their enthusiasm for cleaning out cellars, attics, and storerooms throw out valuable manuscripts. On the other hand, valueless material should not be withheld from salvage collections when there is such

desperate need for paper. Probably the total volume of valuable papers will be relatively small in terms of the volume that should be savaged in the waste paper campaign.

THE NATIONAL ARCHIVES

Closer relations between archivists and archival institutions in the western hemisphere are being made possible by grants for internships or fellowships at the National Archives. Through the Interdepartmental Committee for Co-operation with the American Republics, funds have been made available for instituting a long-range program for bringing Latin-American archivists to the United States to work in the National Archives and to become acquainted with North American practices. Such fellowships are being offered to archivists in Chile, Cuba, and Mexico.

As announced in the previous issue of the News Notes, the National Archives and the Maryland Hall of Records were co-operating in the presentation of a short training course on the preservation and administration of archives for custodians of institutional and business archives to be offered by the American University in Washington, D.C., from June 11 to June 30. This course is designed to familiarize such custodians with the basic theories and processes of archival work. It will consist of supervised reading, laboratory work, and classroom instruction in the form of seventeen lectures on such topics as the evaluation and accessioning of archival material, repair and preservation, arrangement and description, reproduction and publication, and reference service. Special emphasis will be given to the problems of small institutions. On three days a week instruction and laboratory work will take place at the Maryland Hall of Records in Annapolis and on the other three days at the National Archives. The course will be conducted by Ernst Posner, adjunct professor of archives administration of the American University, Morris L. Radoff, archivist of the Maryland Hall of Records, and members of the staffs of the Maryland Hall of Records and the National Archives. The fee for the course, which carries three semester hours' credit, is thirty dollars.

Records relating to military affairs continue to predominate among National Archives accessions. Material received recently from the Navy Department includes Naval Intelligence records, among which are reports on subversive activities during the first World War, files of *The Japan Advertiser*, and reports and other records of naval attachés at various diplomatic posts, 1917-1933; records of the Philadelphia Navy Yard, 1827-1926, and the New York Navy Yard, 1842-1922; and records relating to the operation of the Federal Shipbuilding and Dry Dock Company at Kearny, New Jersey, by the Navy Department, 1941-1942. The War Department material received consists largely of field records and includes correspondence, maps, and other records of district engineers at Providence, 1800-1921, Albany, 1820-1940,

New York City, 1864-1934, Pittsburgh, 1890-1940, and Philadelphia, 1893-1936; and records of army commands, such as Fort Adams and Headquarters of the Coast Defenses of Narragansett Bay, 1865-1917, Forts Banks, Andrews, Strong, and Warren, 1866-1915, and Fort Huachuca and Headquarters of the 25th Infantry, 1867-1929.

FRANKLIN D. ROOSEVELT LIBRARY

Materials acquired recently by the Franklin D. Roosevelt Library include manuscripts, photographs, and prints relating to United States naval history; pamphlets and broadsides used in recent Democratic presidential campaigns; and sound recordings, motion pictures, photographs, and books on subjects connected with the present war. From the President was received a gift of some three hundred letters and twenty-two journals and notebooks of Commodore David Conner (1792-1856), commander of the Gulf Squadron during the War with Mexico. The papers cover the years 1812-1855 and touch upon every important period of Conner's life, from his service aboard the *Hornet* in the War of 1812 to his operations against the Mexican ports in the summer and fall of 1846. Some of the letters and most of the journals relate to his family and professional life in Philadelphia, where he was assigned to the navy yard, and in Washington, as an official of the Navy Department. They contain much material on the social history of the period. Other naval history items received from the President include a number of prints, engravings, and photographs of United States war vessels from the period of the Civil War to the present.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

This organization, sponsored by the United States Civil Service Commission, has presented several programs of value and interest to Washington archivists during recent months. At a session on the disposition of records in the field service held on December 22, 1944, Major Wayne Grover, Records Management Branch of the Adjutant General's Office, War Department, described the control of field records of the military establishment and Lt. Comdr. Emmett J. Leahy, USNR, Navy Department, Office of Records Administration, outlined the procedures now being followed in the disposition of navy field records. The presiding officer was Miss Helen Chatfield, archivist of the Treasury Department.

In January the conference heard a discussion of records administration in relation to the administrator. Participants on the panel were John Q. Cannon, administrative assistant to the attorney general, Gus Moe, chief budget examiner, Budget Bureau, Miss Dorothy Daggett, Records Analysis Section War Production Board, and T. Terry Beach, records officer U.S. Coast Guard.

The presiding officer was John F. X. Britt, management analyst, Office of Records Administration, Navy Department.

The February meeting consisted of a panel discussion of the evaluation of records by Robert Ballentine, Records Management Branch, the Adjutant General's Office, Miss Elizabeth Drewry, the National Archives, and Cyril Paquin, Records Division, Foreign Economic Administration. Philip C. Brooks of the National Archives presided.

The Committee of Standards of Performance of the conference has issued a report on *Standards of Performance for Typical Tasks Performed in Mail and File Rooms*.

OFFICE OF RECORDS ADMINISTRATION, NAVY DEPARTMENT

With a view to greater effectiveness in operations and better utilization of personnel, Lt. Comdr. Emmett J. Leahy, USNR, director of records administration, reorganized his staff in February. In the new organization, Lt. Herbert E. Angel, USNR, continues as assistant director, with primary responsibility for planning and reviewing programs, and he also continues as staff specialist on controlled issuance of circular letters and administrative reference.

At the headquarters of the Office of Records Administration in Washington, the staff is divided into a Correspondence and Records Management Service and a Microfilming Service, with Lt. Edmund D. Dwyer, USNR, and Lt. Ken M. Davee, USNR, respectively, as officers in charge. Lt. Dwyer's immediate assistants are Lt. Charles H. Niemann, USNR, Correspondence Management; Lt. (jg) Charles A. Sterman, USNR, Current Records Management; and Miss Adeline V. Barry, Noncurrent Records Management, who have immediate responsibility for the programs indicated. Lt. Davee has as his assistant officer in charge Lt. J. H. Lane, USNR.

Outside the headquarters office and reporting to the director are (1) the Navy Department Records Center in Washington (formerly Naval Records Depository No. 1), Lt. Paul L. Bishop, USNR, officer in charge; (2) the Naval Records Management Center, Eastern Division, in Philadelphia, Lt. Everett O. Alldredge, USNR, officer in charge; and (3) the Naval Records Management Center, Western Division, in Los Angeles, Lt. (jg) Lewis J. Darter, USNR, officer in charge.

Since its establishment in October, 1941, the activities of the Office of Records Administration have brought about the release for other assignment of 741 persons (man-years), 473,717 square feet of space, and 35,241 units of office equipment, all having a value estimated at \$5,252,556. The savings have more than doubled from year to year. In the nine months of the fiscal year 1942 in which the office operated, the savings were \$303,132; in 1943,

they were \$720,001; in 1944, they were \$1,998,208; and in the first half of the fiscal year 1945 (through December 31), they were \$2,231,215. The total savings during the thirty-nine-month period were divided as follows:

Salaries of personnel released	\$1,241,248
Value of space released	504,139
Value of office equipment released	1,029,563
Net savings from use of microfilm for engineering drawings	2,399,016
Elimination of unessential operations and material costs	78,590
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	\$5,252,556

Recent inventories show that 367,535 square feet of space in the Navy Department in Washington—one square foot of every nine—is occupied by filing equipment. Navy Department records would occupy double or more the space they now require if 83,683 square feet had not been released by transfers to Naval Records Centers, 48,151 square feet by transfers to the National Archives, and a large, but unknown, amount of space by the scrapping of obsolete records. Three fourths of the space now occupied by files is required for 40,019 filing cabinets. The other quarter of the space is taken by thousands of plan, card, visible, document, insulated, and other types of files.

U.S. BUDGET BUREAU

The Budget Bureau is distributing a series of *Management Bulletins* on the subject of records control. These short pamphlets are in the nature of check lists for the evaluation and improvement of agency records programs. The four bulletins recently issued cover fiscal records, personnel records, property records, and records retirement.

ALABAMA

Mrs. Marie B. Owen, director of the Alabama State Department of Archives and History, announces the appointment of Miss Maud McLure Kelly, of Birmingham, to the archives staff. Miss Kelly will visit the court houses of the state "for the purpose of investigating the condition, housing, age and extent of county records." Under the laws of Alabama, county officials may deposit their noncurrent records with the Archives Department.

COLORADO

The first annual report of the Colorado State Archives is available upon application from the State Historical Society of Colorado, the State Museum, Denver.

DELAWARE

On January 25, Leon deValinger, archivist of Delaware, presented an interim report on the progress of archival work in the state at a regular meeting of the Public Archives Commission. Among the topics discussed were the classification of records, the publications program, the war history collection, the collection of sound recordings, the repairing of records, and the testing of paper and ink for use in public records offices.

The Public Archives Commission announces the publication of the *Calendar of Kent County Delaware Probate Records, 1680-1800*. This volume of 558 pages of text and an index of 133 pages contains a wealth of historical information. It can be purchased from the commission at the Hall of Records, Dover, for six dollars per copy.

INDIANA

Howard H. Peckham, curator of manuscripts at the William L. Clements Library, University of Michigan, and member of the Society of American Archivists, has been appointed director of the Indiana Historical Bureau, succeeding the late Christopher Coleman.

IOWA

The Iowa Department of History and Archives is urging the legislature now in session to pass a bill establishing a War Memorial Building Commission to plan for the post-war construction of an archives building. The commission, if created, would provide for the erection of "a modern hall of archives . . . free from all ordinary hazards" in which the state could preserve and make available for use its records, particularly those pertaining to Iowa's participation in the Civil, Spanish American, and World Wars. Designed as an addition or annex to the present State Historical Memorial and Art Building, the structure would cost approximately \$900,000.

MARYLAND

The Hall of Records announces the acquisition of the Charles County Maryland court and land records. The court records from the beginning of the county in 1658 to 1788 have already been transferred to the Hall of Records. About one-third of the earlier land records have also been transferred and the rest will come as photostated copies of the originals are returned to the county seat at LaPlata. The Charles County records have for long been regarded as one of the most complete sets of early county records in America. As soon as they have been repaired and put in order they will form, with the records of the Register of Wills at Charles County which are already at the Hall of Records, one of the most valuable collections at Annapolis.

Dr. Raphael Semmes, Maryland historian and authority on the colonial period, has been appointed editor of the *Archives of Maryland*, which are published by the Maryland Historical Society. Dr. Semmes, who becomes the fifth editor since 1883, when the society began publishing them by authority of the state, succeeds Dr. J. Hall Pleasants, who had been editor since 1927. A Baltimorean, Dr. Semmes is a graduate of the Harvard University Law School and holds a doctorate in history from the Johns Hopkins University. He taught history for several years at Trinity College, in Connecticut, and at the University of Virginia, and later was director of the Baltimore Municipal Museum and librarian of the Maryland Historical Society.

During his term as editor, Dr. Pleasants completed sixteen volumes, to bring to sixty-one the total number of volumes of the archives, which contain the original texts of many executive papers and the proceedings of the Maryland Assembly, and the courts. Dr. Pleasants was relieved of his editorial duties at his own request, but will continue as one of the vice-presidents of the society.

NEVADA

Miss Jeanne Wier, secretary of the Nevada State Historical Society writes that "we are concentrating all our energies during this Legislative session on getting a building and I think we have an excellent chance of success. Until we have more room it is useless to talk of getting further legislation enacted toward a better archiving system." The sixteenth biennial report of the society presents some facts about the need for a state records and historical building in Reno.

NEW YORK

The New York Historical Society has announced its intention to publish its General Horatio Gates Papers, 1726 (1750-1803) 1816, in a series of eleven or twelve volumes. The important decade of the Revolution accounts for the bulk of the material, with some five thousand letters to and from Gates, including 148 letters from Washington alone. Although this is by far the largest and most important collection of Gates material in existence, several hundred Gates letters and related documents have been located in a dozen other libraries. In order that the society's publication may be as definitive as possible, an attempt will be made to arrange for the inclusion of that material in the projected volumes and the editor of the society will welcome information from any source concerning other extant Gates material, particularly in private collections.

The New York Historical Society also announces the preparation of "A Dictionary of American Artists to 1860" and solicits data on unrecorded artists for inclusion in that book. The work will be as complete a listing as possible of every painter, illustrator, cartoonist, sculptor, wood carver, sil-

houettist, engraver, lithographer or other type of graphic artist who worked in America in or prior to 1860 or was born not later than 1840. If you know of such an artist—however insignificant he may be—the society will appreciate receiving from you information about him, *and the source or sources of your information*. Communications should be addressed to the editor of the society, Charles E. Baker.

WISCONSIN

A guide to manuscripts of the Wisconsin State Historical Society, edited by Alice E. Smith, curator of manuscripts, has been published by the society to facilitate the use of manuscripts in its famous collections.

With the exception of the Draper manuscripts, all classes of manuscripts and records owned by the society, personal papers, archives of federal, state and local governments, and records of organizations, have been treated in one alphabetical sequence in the guide. No attempt was made in the guide to evaluate the manuscripts in the collections, nor to interpret information in them. The small book is designed principally to tell what information is included in the 720,000 pieces and 2,500 volumes housed in the society's manuscript division.