

THE GENERAL ACCESSIONING POLICY OF THE NATIONAL ARCHIVES

The following statement has recently been issued by the National Archives to explain the general character of its policy governing accessions. The text was forwarded by Dr. Solon J. Buck, archivist of the United States, with whose permission the editor offers a reprint.

OFFICIAL CIRCULAR No. 46-25

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SUBJECT: General Accessioning Policy of the National Archives

A. *Basic Doctrine.*—The accessioning policies of the National Archives are derived from Congress' establishment of this agency to serve as the Government's instrumentality for the care of its important noncurrent records. It is hence conceived to be the responsibility of the National Archives to accept, preserve, and service any records of the Federal Government that are eligible for transfer under the standards established in subsequent sections of this circular.

B. *Pertinent Regulations of the National Archives Council.*—The National Archives Council has authorized the Archivist to requisition records of the following classes:

(1) Any archives or records that the head of the agency that has the custody of them may offer for transfer to the National Archives.

(2) Any archives or records that have been in existence for more than fifty years 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 the conduct of the regular current business of the said agency.

(3) 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.

(4) Any other archives or records that the National Archives Council by special resolution may authorize to be transferred to the National Archives.

C. *Eligibility of Records for Transfer.*—Any records of the Federal Government are eligible for transfer to the National Archives that fall within one of the classes defined by the National Archives Council as subject to requisition (see section B), that are noncurrent (see section D), and that are believed to have enduring value (see section E).

D. *Explanation of Noncurrency.*—1. Records are noncurrent when the use made of them in carrying on the activity in connection with which they

have been accumulated has ceased to be of such extent or character that the advantages of having them at hand in the office or offices in which that activity is carried on exceed the advantages of having them more generally available in a central archival repository. Note that "currency" is to be clearly distinguished from "activity." The use of records of one agency by another agency not its successor (such as the use of contract records of the War Department by the Justice Department in connection with anti-trust suits), the use of records by the public (such as the use of pension records for genealogical purposes), and the use of records by the agency that accumulated them for carrying on activities other than that in connection with which they were accumulated (such as the use of Navy Department civilian personnel records by that Department in the study of the demobilization of its civilian personnel following the last war) all constitute "activity" but are not considered to contribute to the "currency" of the records.

2. It is not believed to be practicable to apply any rigid formula in terms of services per thousand cubic feet as a means of distinguishing between "currency" and "noncurrency." If the separation of the records from the offices that have them will not impede the carrying on of the activity in connection with which they were accumulated, and if the service of the records for current purposes will not impose an undue burden on the National Archives, the records will be considered noncurrent even though their use in carrying on that activity is relatively frequent. On the other hand, even if their use in carrying on that activity is relatively infrequent, they will be considered current if such use is of such a nature as to impose an undue burden on the National Archives or to require the physical presence of the records in the agency in the interest of business efficiency.

E. Explanation of Enduring Value.

1. KINDS OF VALUES TO BE CONSIDERED.—All values of records to the American people, either directly or through their Government, whether for administrative, legal, research, scientific, or other purposes, will be taken into account in determining whether records have sufficient enduring value to justify their transfer to the National Archives.

2. DEGREE OF VALUE.—No formal definition of the degree of value required to make records eligible for transfer to the National Archives is practicable for obvious reasons. It may be said in general that any records that have sufficient value to justify their continued preservation by the Federal Government have sufficient value to make them eligible for transfer to the National Archives.

3. DURATION OF VALUE.—"Enduring" value is not necessarily "permanent" value in an absolute sense. Records will be considered to have "enduring" value if they must be preserved for an extended and presently undeterminable period.

F. Priority of Transfer.—It is obvious that there is in existence at present and is likely to be in existence at any given time in the future a much larger quantity of records eligible for transfer to the National Archives than it is or will be practical to accession at one time. Though any records that are *offered* for transfer and are eligible under the standards set forth above will be taken, it is necessary to establish certain priorities to govern the exercise of the mandatory powers of requisition set forth in section B above and the solicitation or encouragement of offers of transfer by members of the staff. These priorities are as follows, all other considerations being assumed in each case to be equal:

(1) Records in danger of loss, destruction, or substantial deterioration in their present custody should be transferred before records adequately cared for at present.

(2) Records of temporary agencies or of emergency activities should be transferred before records of the continuing activities of permanent agencies, for which a more responsible continuing custody within the agency may be assumed.

(3) Records in which the public or a number of Federal agencies have an interest and of which they can make present use should be transferred before records, the use of which or interest in which is substantially restricted to the agency that created them.

(4) Older records should be transferred before more recent records of the same general class.

(5) Records of national interest should be transferred before records of primarily regional or local interest.

(6) Records believed to have a greater degree of value should be accessioned before records believed to have a less degree of value.

The order of listing of the foregoing priorities is arbitrary and is not intended to indicate their relative importance.

G. Relation of Restrictions to Eligibility of Records for Transfer.—Though the existence of restrictions on the use of a given body of records may affect the relative desirability of its transfer at a given time in relation to the desirability of transferring other and unrestricted records also available for transfer at that time (see item 4 in section F, above), the existence of such restrictions does not make the records ineligible for transfer. The Archivist may, however, refuse to accession records the use of which is subject to restrictions believed to be unreasonable and contrary to the public interest.

H. Relation of Available Resources of Space, Equipment, and Personnel to Accessioning Policy.—It is conceived that the resources available to the National Archives for the acceptance of records should be determined by the quantities of records that should be transferred rather than that the accessioning policies should be determined by the resources available at a given time.

Recommendations made as to the transfer of records should not therefore be based on the availability of space, equipment, or personnel. If a determination is made that a body of records is suitable for transfer and if the resources available at the time are not adequate to accommodate the records, it then becomes an administrative responsibility of the appropriate officers of the National Archives to obtain the needed resources or to defer the transfer until such time as they shall be available.

I. *Agency Responsibility with Respect to Records Offered for Transfer.*—It is expected that agencies offering records for transfer to the National Archives will offer them by complete and logical units, that all records comprised within the limits of the date span and description of the records offered will be included, that the records will be in good order at the time of transfer, and that the agency will bear the cost of bringing to Washington any records not in the Washington metropolitan area that are offered for transfer. Unless these conditions are met as nearly as it may be reasonable to expect in the total circumstances of any particular case, records will not be accepted for transfer except in instances in which the public interest makes it highly desirable that they be placed in the custody of the National Archives.

J. *Construction of this Circular.*—The principles set forth in this circular are those believed to accord with the intent of Congress in establishing the National Archives and to be likely best to serve the public interest in normal circumstances. Exceptions will be made, however, when it is apparent that the application of these principles in a special instance will not be in the public interest. For example, records will not be accessioned, though non-current and of enduring value, if it is obvious that they can be kept and used to better effect in the agency that has custody of them than in the National Archives. On the other hand, records of liquidated emergency agencies that do not have enduring value may be accessioned if no other appropriate custody for them is available and if it is apparent that it will be in the public interest for them to be kept by the National Archives for the period for which they must be retained.

K. *Application of the General Accessioning Policy to Special Classes of Records.*—In subsequent Official Circulars there will be set forth the standards for appraising the noncurrency, the value, and the suitability for transfer of records of certain special classes of records under the general policy announced herein.

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NEWS NOTES

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THE SOCIETY OF AMERICAN ARCHIVISTS

The Ninth Annual Meeting of the Society of American Archivists will be held on November 6 and 7, 1945, at Indianapolis, Indiana. Headquarters are to be established at the Hotel Severin, and the hosts will be the Indiana Historical Bureau, the Indiana State Library, and the Indiana Historical Society. Mr. Howard H. Peckham is chairman of the Committee on Local Arrangements. The Program Committee consists of Miss Bertha Josephson, Ohio State Archaeological and Historical Society, Ohio State Museum, Columbus 10, Ohio, the chairman; Mrs. Herbert P. Gambrell, Captain Victor Gondos, Ernst Posner, and Morris L. Radoff.

There will be a joint session with the American Association for State and Local History, which will hold its annual meeting on November 7 and 8, at the same place.

THE NATIONAL ARCHIVES

Recent additions to records in the National Archives include Post Office Department registers and journals, 1828-1934; drawings and photographs of federal buildings no longer in the possession of the government, 1885-1945; records of the Chesapeake and Ohio Canal Co. and the Canal Towage Company for the fifty years prior to the purchase of the canal by the government in 1938; records of the District Court for the Southern District of New York, 1789-1912; and a small group of Interior Department records, 1854-1879, relating to colonization of free Negroes and the suppression of the slave trade, which were received from the Library of Congress. As the result of a recent transfer from the State Department, the records of that department in the custody of the archivist are nearly complete through the year 1929. Among other material recently transferred to the National Archives are selective service records of the first World War, central files of the Adjutant General's Office, 1917-1925, records of the Great Lakes Naval Training Center, 1911-1939, and Office of War Information records, 1941-1944.

The series of *Reference Information Circulars*, describing materials in the National Archives relating to strategic geographic areas and to subjects such as disposition of surplus property and termination of economic control by government agencies following the first World War, is now available for

general distribution. As long as the supply lasts the *Circulars* may be obtained upon request from the Assistant Administrative Secretary, The National Archives, Washington. Also available are "Let's Look at the Record," by Solon J. Buck, reprinted from the *American Archivist*, and *The Proposed Government Film Repository*, by John G. Bradley.

German surrender documents signed at Luneburg, Reims, and Berlin are being viewed by hundreds of people daily at the National Archives, after having been unveiled by Maj. Gen. Anthony C. McAuliffe in a colorful ceremony. They have been incorporated into the current exhibit, "President Roosevelt and International Cooperation for War and Peace," made up of Franklin D. Roosevelt Library materials and federal records. The surrender documents will soon be available in facsimile as a publication of the National Archives and will be sold by the Superintendent of Documents.

The opening up of Japan by Commodore Matthew Galbraith Perry is pictured in the logbooks of his flagship and of the other vessels that made the first visit of a United States fleet to Tokyo Bay ninety-two years ago, in letters from the commodore, in the first treaty signed by the United States and Japan, and in many other items on the subject that are on display in the exhibition hall of the National Archives.

The famous Indian Treaty of Greene Ville, signed on August 3, 1795, by General Anthony Wayne and chiefs of many of the northwest Indian tribes, was made available by the National Archives to the Treaty of Greene Ville Sesquicentennial Commission for the celebration at Greenville, Ohio, of the 150th anniversary of the signing, August 1 through August 3.

THE FRANKLIN D. ROOSEVELT LIBRARY

The Franklin D. Roosevelt Library has recently received from Mrs. Roosevelt a considerable body of letters and papers relating to the period of her residence in Albany, January, 1929-February, 1933, and to the latter part of the Washington period, January, 1938-April, 1945. Mrs. Roosevelt's gift of her White House correspondence supplements a previous gift of similar materials covering the earlier years, and the library now has her Washington papers for the entire period 1933-1945. She has also given the library the many thousands of letters of condolence received by her following President Roosevelt's death and a scrapbook of memoranda and drafts of his speeches of the period 1929-1938, originally compiled by Marguerite Le Hand. Miss Grace Tully, personal secretary to President Roosevelt at the time of his death, has given the library a volume containing the first and final drafts of his 1933 inaugural address.

The Women's Division of the Democratic National Committee has given the library the correspondence and other papers of its national headquarters office in Washington for the years 1936-1944. In these files are letters from

party workers in the states to officials of the headquarters staff, with copies of the replies, on the many aspects of maintaining a political organization and running campaigns. Copies of speeches made during the several presidential campaigns, samples of campaign literature used, and lists of members are also included.

The papers of President Roosevelt that were in the White House at the time of his death, amounting to approximately nine thousand cubic feet, are now in storage awaiting settlement of his estate, after which it is expected that they will be deposited in the library.

LIBRARY OF CONGRESS

Among the recent accessions to the Division of Manuscripts in the Library of Congress the following may be noted: a manuscript volume of the "Standing Orders" of the House of Lords, British Parliament [c. 1748]; nine documents pertaining to British fortifications and finances, 1755, including one signed by George III; contemporary copy of orders of Major General William Shirley to Colonel Thomas Dunbar, August 12, 1755; letters to Governor Horatio Sharpe from Robert Dinwiddie, August 25, 1755, and from John Stanwix, April 10, 1760; twelve letters of Tobias Lear to Robert Brent and others, April, 1794, to December 14, 1915; one box of papers of Benjamin Homans, 1796-1840; commission of William C. C. Claiborne as governor of Louisiana, signed by Thomas Jefferson and James Madison, May 25, 1801; three reels of microfilms of correspondence (1823-1825) of Heman Allen, U.S. Minister to Chile, Archivo Nacional, Chile; five letters (originals or reproductions) of James K. Polk to Alfred Flournoy, January 31, 1827, to September 14, 1835; one box of papers of Theodore Parker, 1832-1863; two volumes of records of Company F, Thirteenth Regiment, Massachusetts Volunteers, United States Army, 1861-1864; one volume of records of expenditures for articles published in *Collier's Weekly*, kept by Peter F. Collier's secretary, 1905-1911; one volume diary of William Howard Taft, October 14 to November 9, 1907; one folder of papers of Alexander Meikeljohn, 1909-1923, including nine letters of Woodrow Wilson; and one box of papers of Royal Meeker, 1911-1922, including letters of Woodrow Wilson. Valuable additions were made to the Biddle family papers, the Shippen family papers, and to the papers of Henry Ward Beecher, Robert C. Ingersoll and Frederick Haynes Newell already in the division.

Fifty thousand photographs and their negatives have been deposited by the American Red Cross in the Library of Congress. These date from the beginning of the century to 1933.

John G. Bradley, formerly chief of the Division of Motion Pictures and Sound Recordings at the National Archives, has been appointed director of the Motion Picture Project of the Library of Congress.

U.S. BUREAU OF THE BUDGET

The bureau has issued recently a management bulletin under the title *Agency Liquidation or Reduction; a Procedural Guide*. It presents on pp. 13-14 recommended steps for records disposal and transfer under such conditions. Although intended for the use of federal agencies, it should be of some value to officials in state and local governments.

Miss Helen L. Chatfield, formerly archivist of the Treasury Department, has been appointed records officer for the Bureau of the Budget.

RECORDS ADMINISTRATION DIVISION, NAVY DEPARTMENT

At the headquarters office in Washington, emphasis is being placed almost exclusively on correspondence management and records retirement. The correspondence management service, which has already saved over 650 man-years of personnel time by developing form letters and other correspondence shortcuts and by simplifying casualty notifications and many other operations involving extensive correspondence, has been assigned most of the manpower of the division. Its efforts are being concentrated on assisting the Bureau of Naval Personnel in streamlining the paperwork required to return more than three million naval personnel to civilian life. Perhaps the most significant feature of the work being done from the archivist's point of view is planning the procedures so that the ultimate disposition of documents is determined before they are created and so that a minimum of documents find their way into the files for permanent preservation. In one case it was possible to forestall the retention of sixty-five percent of the documents which formerly found their way into the files.

On V-J Day the division had authorized schedules for the retirement of records of nearly all bureaus and offices in the Navy Department, of nearly three thousand different activities in the shore establishment, and of over six thousand vessels of the United States Fleet. Attention is now being centered on applying the schedules and on preparing or revising such other schedules as may be necessary.

Outside Washington, records of decommissioned activities are already flowing in increased quantities to records management centers in Philadelphia, Los Angeles, and New York. Plans have been prepared for obtaining additional space and personnel needed to screen the records received and for designating a records officer in each naval district to expedite the transfer of records to the centers. The establishment of the records center at Pearl Harbor for the Pacific Fleet has been postponed until it is known whether the center at Los Angeles can serve the fleet adequately under peacetime conditions.

In July, Lt. Ken M. Davee, officer in charge of the microfilming service, was sent to Europe, where he established a microfilm center in London

similar to the one already in operation at Pearl Harbor. The London center, assisted by a branch laboratory and a crew of microphotographers in Paris and mobile microfilming units working at several points in Germany, serves naval activities in the United Kingdom and on the continent and is chiefly engaged in filming German technical and naval documents. Lt. Davee established contact with other American units and individuals concerned with microfilming, including the Joint Army-Navy-Air Document Center in London, Sargent Child, archivist for the Reparations, Deliveries, and Restitutions Division of the U. S. Group, Control Council, in Frankfurt, and Commander T. B. Kittredge, historian for the commander of naval forces in Europe, and arranged for the London center to co-ordinate its work with theirs. Meanwhile, in the Pacific, plans for establishing an additional microfilm center at Guam were abandoned with the victory over Japan, and instead steps were taken to provide microfilming service to the forces which will occupy Japan.

Several shifts of personnel were required by the changed conditions. Robert A. Schiff was assigned temporarily from the headquarters office to establish the new records management center in New York; L. Robert Jones was detailed from the headquarters office to serve temporarily as records officer of the Bureau of Ordnance, succeeding Miss Jane Chick, who had resigned; and T. T. Beach, formerly records officer for the Coast Guard, joined the staff as an analyst specializing in current records management. Lt. Paul L. Bishop, officer in charge of the records center in Washington, was transferred to Pearl Harbor as officer of the center to be established there, and when the establishment of that center was deferred, he was subsequently transferred to the center at Los Angeles. Meanwhile, Lt. (jg) Lewis J. Darter, officer in charge at Los Angeles, was transferred to Washington to replace Lt. Bishop. Lt. J. Hamilton Lane, assistant officer in charge of the microfilming service in Washington, was transferred to Pearl Harbor as officer in charge of the microfilming center there, relieving Ens. Giles A. Wilkinson, who returned to Washington for duty in the microfilming plant.

WAR DEPARTMENT RECORDS BRANCH, ADJUTANT GENERAL'S OFFICE

A note published in the summer issue of *Military Affairs* indicates that the scope of the Historical Records Section, originally established in the War Department Records Branch of the Adjutant General's Office for the concentration of Army Service Force materials only, has now been extended. The enlarged mission, directed by the assistant chief of staff, G-2, at the request of the Historical Branch, G-2, will provide for the eventual custody of all historical materials prepared under the War Department historical program for the second World War. Representatives of the several forces have met with Col. Allen F. Clark, Jr., chief of the Historical Branch, G-2, for dis-

cussion of retirement policies. Proposed examples of the type of papers to be preserved in this section (in addition to copies of every study or monograph prepared) include files assembled for research purposes, certain of the notes made in the course of historical investigation, preliminary drafts of historical studies, and criticisms on such studies. The section operates under the general direction of Maj. Hugh M. Flick, chief of the War Department Records Branch, and under the immediate supervision of Capt. Thurman Wilkins.

HISTORICAL PROPERTIES SECTION, OFFICE OF THE ARMY HEADQUARTERS

A Historical Properties Section has been established in the Office of the Army Headquarters Commandant in Washington to provide for the collecting, control, and preservation of combat paintings, photographs, and other trophies of historical interest acquired by the War Department during the second World War. The section is directed by Capt. Herman W. Williams, Jr., formerly assistant curator of paintings at the Metropolitan Museum of Art.

TRAINING PROGRAMS IN RECORDS AND ARCHIVES ADMINISTRATION

The two-semester course on the history and administration of archives offered in the past by the School of Social Sciences and Public Affairs of the American University, in co-operation with the National Archives, will again be given this year under the leadership of Dr. Ernst Posner, professor of history and archives administration and dean of the graduate school at the university. The course will consist, as in previous years, of lectures by Dr. Posner and guest instructors, term papers, and a field trip to a nearby state archival agency. Guest lecturers for the first semester include Almon R. Wright, Solon J. Buck, and Oliver W. Holmes of the National Archives, and St. George L. Sioussat of the Library of Congress.

Another course offered by the American University in co-operation with the National Archives will deal with the arrangement, classification, and indexing of government records. It will be conducted by Miss Helen L. Chatfield, record officer of the Bureau of the Budget. The course is open to persons who have had records experience or who have taken a companion course entitled the Management of Records.

Students and government employees in Washington will have the opportunity again this year to take the course on records management procedure offered by Messrs. Muller, Donaldson, and C. T. Smith at the Graduate School of the Department of Agriculture.

Columbia University has announced in its *Bulletin of Information* that Professor Shepard Clough and associates will offer a three-credit course each session of the coming school year on the subject of business archives.

An interesting development in the training of historians, which includes instruction in the collection and care of various types of records, is seen in the Institute for Local Historians conducted June 25-30 of this year under the auspices of the New York State Division of Archives and History. Albert B. Corey, state historian, stated in the July issue of *New York History* that "the germinal idea upon which the Institute is founded is that in each community, regardless of size, there are to be found many opportunities for trained local historians. . . . Not only do local historians need to know what kinds of records, manuscripts, books, pictures and artifacts to collect and how to collect them, and how to discover what is significant in the history of the community; they need also to know how they can put the materials and information at their command to the best use. This requires a special kind of training which the Institute is designed to provide. . . ." The instruction staff of the institute was drawn chiefly from the Education Department in Albany, supplemented by Miss Janet McFarlane, acting director of the New York State Historical Association, and other historical leaders of the state.

The Universidad Feminina De Mexico, now beginning its third year, has issued an announcement of courses in archival and library work constituting a three-year curriculum in each of those fields. The curriculum in archives, which represents an expansion of courses offered in previous years, includes paleography, archival science, archival sources of Mexican history, epigraphy, numismatics, sigilography, manuscript repair and reproduction, and publication techniques.

ARCHIVES AND MANUSCRIPTS IN EUROPE AND THE PACIFIC

Some day the history of the place of archives and manuscripts in the second World War will be written. It will be an account of many Allied and enemy efforts to protect and preserve national and international cultural heritages on the one hand, and of extensive activity, sometimes most secret, to discover, seize, and utilize for military and political purposes the current and non-current records of governmental agencies, private business firms, and individuals. The facts for such a story will be gathered from many sources: from the records of repositories themselves, from the records of political and military agencies of governments, from the records of the church, from the records of scholarly organizations and associations, from personal diaries and reports and from accounts in the press. It will be the story of a host of men, many at present unknown, who have labored ceaselessly, often in face of grave danger, to preserve records in spite of military action, willful destruction, and the inevitable carelessness of troops in the field.

There have been many tragic losses—the burning of the Neapolitan archives at the hands of the Germans, the destruction of more than two

hundred libraries throughout Europe, the reported loss of nearly forty per cent of the Polish archives. Yet, without minimizing such losses, it is probably safe to say that much more has been saved for posterity than even the most hopeful archivist ever anticipated. Much archival material that was evacuated to caves, mines, castles, parish houses, churches, air raid bunkers, and private homes is now being found by allied representatives. In Germany alone more than five hundred different emergency repositories of art and archives have been located. In the caves of Ehrenbreitstein, for example, were found archives of Luxembourg dating back to 1242, archives of the House of Orange, removed from the palaces of The Hague and Amsterdam, and records of numerous Rhineland cities. Vast quantities of Dutch art and archives have been found under the hill of St. Peter's at Maastricht, and large portions of the valuable Jewish manuscripts, formerly in the Rothschild and Oppenheim collections, have been located as a part of Alfred Rosenberg's loot at Hungen.

Reports from Italy indicate that because of large scale evacuations far less damage has been inflicted on archives than the ferocity of military action and civil strife in that unhappy country would indicate. Indeed, word has been received recently that Italian ministerial archives, removed to the north by the Germans and their Fascist allies, have been found there in great bulk and in surprisingly good condition. The head of the Italian archives service, Emilio Re, has made an inspection of them in company with Allied officers and has submitted recommendations on the subject of their removal south. Although several of the regional repositories of the Archivi di Stato have been destroyed or severely damaged, most of their contents appear to have been saved by evacuation. Temporary protection from the elements, thefts, and abuse, together with rehabilitation, and transfer back to former repositories or to other places of safety pending the construction of new buildings seem to be the main tasks now confronting archivists in that country.

In Germany huge deposits of governmental, industrial, party, and personal records have been located by Allied officials. At times completely intact, these materials have already proved of inestimable value to civil as well as military administrators in the various zones of occupation. Thus the press has reported the discovery of the personal files of such figures as Himmler and Rosenberg, the secret archives of the German Police Administration of Brandenburg, the complete roster of Allied prisoners in German hands, the records of the German Foreign Office, the Patent Office, and the several ministries, and the records of the great I. G. Farben industrial organization.

As stated in an earlier issue, Sargent B. Child, formerly national director of the Historical Records Survey, is now in Europe serving as archives advisor with the Monuments, Fine Arts, and Archives Branch of the Reparations, Delivery, and Restitution Division of the U. S. Group, Control Council

for Germany. Others known to be serving with Child in Germany are Capt. Lester K. Born, formerly assistant professor of history at George Washington University and one time assistant archivist with the Historical Records Survey; and Harold J. Clem, formerly professor of European history at Maryland University. A number of other men are slated to join in the work in the near future.

The *American Historical Review*, in its section of news notes for the July issue, has furnished us news of some of the archivists in France:

Pierre Caron . . . has retired as director of the National Archives. . . . Charles Braibant, formerly chief of the archives of the ministry of marine, is inspector general of archives and libraries. Georges Bourgin of the National Archives has retired. Camille Bloch, formerly director of the war archives at Vincennes, is alive and well. . . . Philippe Lauer, formerly chief of the manuscript service of the Bibliothèque Nationale, retired, is safe and well. . . .

In the Pacific theater, Major Arthur E. Kimberly, formerly chief of the Division of Repair and Preservation at the National Archives, has been engaged on special detail in a survey of the archives, records depositories and libraries in the Manila area for the Counter-Intelligence Operations Section of USAFFE. He has been assisted in the work by Dr. Gabriel A. Bernardo, librarian of the University of the Philippines. Major Kimberly's report indicates that considerable loss and damage has occurred to Philippine archival and manuscript collections and that the present conditions of storage for many of those that remain are extremely precarious. Major Kimberly has made definite recommendations in a report, a copy of which has been forwarded to the National Archives, looking toward the immediate betterment of the conditions of storage and prescribing first aid treatment of damaged materials. A long range plan for the cultural reconstruction of the islands, submitted by Dr. Bernardo to President Osmena, includes provisions for the rehabilitation of archives, while other plans being considered for the rebuilding of Manila include provision for the construction of a special archives building in a proposed government center.

COLORADO

Acting under authorization granted by the General Assembly, the board of directors of the State Archives of Colorado created the position of assistant state archivist effective July 1 and employed Sara Celeste Albright in the new position. Miss Albright, formerly a member of the library staffs of Vanderbilt University, of Ohio State University, and Union College, is to have charge of the State Documents Division. An index to territorial and state documents is being prepared.

DELAWARE

The annual report of the Public Archives Commission of Delaware for the fiscal year ending June 30, 1945, has been published and is being distributed. Of special interest to many will be the large section devoted to the war history collection activities of the commission.

Through the co-operation of Mr. Gorman Walsh, director of Radio Station WDEL, the Public Archives Commission has received a number of sound recordings of significant events which have taken place in Delaware during the period of the war. These have served to point out to the commission the potentialities of this type of documentary material, with the result that the commission has purchased from the Library of Congress a number of recordings of folk songs, music, and dialects recorded by that institution's sound truck in 1941. The archivist is now studying the technicalities of sound recording and making inquiries regarding suitable equipment with the idea of establishing a section for carrying on this phase of work permanently.

FLORIDA

The University of Florida announces the establishment of the P. K. Yonge Library of Florida History. Its foundation is the collection of Floridiana brought together during the past forty years by Philip Keyes Yonge and his son, Julian C. Yonge, of Pensacola, Florida. This collection is one of the most comprehensive and valuable in the state, comprising rare books, maps, manuscripts, newspaper files of the last century, and other documentary materials, all relating to Florida.

MARYLAND

The Maryland Hall of Records Commission has issued as No. 3 of its publications an *Index of the Maryland Line in the Confederate Army, 1861-1865*. The index, which sells for one dollar, was compiled by Mrs. Charles Lee Lewis, state historian, United Daughters of the Confederacy, Maryland Division.

Interesting material acquired recently by the Maryland Historical Society includes papers of Col. Moses Rawlings, 1777 to 1804 relative to his service as deputy commissary in charge of prisoners at Ft. Frederick; papers and letters taken in prizes, 1778-1780; 204 papers of James McHenry, aide to General Washington and secretary of war; papers of Capt. Benjamin Jenne describing trade with Mediterranean and West Indian ports, 1793-1804; business papers of Nicholas Hickman, 1835-1837; business records of George Law Harrison, 1853-1881; roll and minute books, 53rd Regiment, Maryland Volunteer Infantry, 1855-1861; and numerous photographs of Baltimore scenes and historically prominent men and women of that city.

MICHIGAN

Forest H. Sweet, P.O. Box 156, Battle Creek, Michigan, invites the co-operation of private and institutional Lincoln collectors in the preparation of a Lincoln directory. The directory will list collectors and describe collections in some detail.

The Michigan Historical Collections, University of Michigan, has received through Judge Louis C. Crampton the papers of General George Owen Squier. The collection includes letters, West Point notebooks, Johns Hopkins notebooks, journals, and other miscellaneous manuscripts of this army officer and inventor. Other acquisitions obtained earlier in the year are additions to the Mortimer E. Cooley Collection, additional Peter White correspondence, and the Korean correspondence of the J. M. B. Sill family.

MISSISSIPPI

At the April meeting of the Board of Trustees of the Mississippi Department of Archives and History, Miss Charlotte Capers, acting director of the department since March, 1943, was elected director, effective until the return of William D. McCain, director-on-leave.

Recent manuscript acquisitions of the Mississippi Department of Archives and History include: business papers of Baker and Moss, commission merchants in Natchez, Mississippi, 1839-1849; letters and business papers of Abijah and David Hunt, commission merchants of the Natchez District, 1804-1840; letters and legal documents of William McKendree Gwin, chiefly concerned with land litigation, 1863-1865; letters of Governor W. C. C. Claiborne of Louisiana to Governor David Holmes of the Mississippi Territory, 1803-1813; letters of Governor John M. Stone to the Mississippi state Senate, making nominations for various state appointments, 1877-1890; personal and business letters of Daniel Price Porter, Hinds County lawyer and secretary to the Mississippi state Senate in 1865; papers of the Davis Land Company, a corporation formed to take care of certain debts of Jefferson Davis by the sale of lands belonging to him, 1889; papers of William Priestly, Madison County merchant and justice of the peace, 1833-1899; letters of Jefferson Davis, written to J. M. Holmes, George Torrey, and John Milton, 1863-1871; letters and literary papers of Cora E. Carey, Marshall County resident, including one letter from Sherwood Bonner and eleven letters from Edward McDowell, husband of Sherwood Bonner, 1808-1909.

NORTH CAROLINA

The State Department of Archives and History was reorganized on August 1, 1945, to provide for three divisions, as follows: (1) the Division of Archives and Manuscripts with Mrs. Charlie Huss Lovejoy as head; (2) the

Division of Publications with D. L. Corbitt as head; and (3) the Division of Public Displays with Mrs. Joye E. Jordon as head. New employees in the department include Miss Frances Williamson and Miss Nanora Newborn.

OREGON

The Oregon State Library has been given an initial sum of \$15,000 which will permit the appointment of a professionally trained archivist and allow a reasonable amount for secretarial and other assistance. An archives department will be established in conjunction with the library, and the plan is for the archivist (1) to advise the administrative department in the matter of discarding records that are of no historical or administrative value; (2) to prepare estimates on the basis of a careful survey of the space requirements of the archives for the future; and (3) to make plans for a comprehensive archives bill to be submitted to the state legislature in 1947.

PENNSYLVANIA

In a communication to the editors, Mr. S. K. Stevens, state historian of the newly formed Pennsylvania Historical and Museum Commission, writes, "Things have been happening recently in Pennsylvania with regard to its historical and archival program." Mr. Stevens supplied the following statement:

The picture has changed almost completely since the November, 1944, meeting of the Society of American Archivists and the American Association for State and Local History in Harrisburg, Pennsylvania. There can be no doubt that the meetings gave impetus to some of the changes.

The regular biennial session of the Pennsylvania General Assembly met from January to June, 1945, and resulted in two important pieces of legislation. Governor Edward Martin, who has taken a keen personal interest, approved introduction of legislation, which was adopted, providing funds for a William Penn Memorial building as a unit of the state capitol group. This building, a post-war project, will provide quarters for a new state museum and the public records of the state, as well as offices for the historical functions formerly carried on by the Pennsylvania Historical Commission. While detailed plans are not yet prepared, the general plan indicates that the William Penn Memorial will permit separate facilities for the museum and archival functions of the state government, with approximately \$2,500,000 available for the entire structure. The location will permit of further expansion and development as the need is evident.

In view of the fact that the archives of the state which are now centrally administered are confined to three small rooms, the significance of the public records portion of the building to the development of this part of the state's program is obvious. The existing Pennsylvania State Museum is antiquated and entirely inadequate for the museum collections and their use by the public.

The great importance of Pennsylvania in the economic and cultural development of the United States long has demanded a better state museum.

Of equal importance to the future development of these new projects was legislation consolidating the former State Archives Division and the State Museum Division of the Pennsylvania State Library with the Pennsylvania Historical Commission. All three agencies were placed under a newly-created Pennsylvania Historical and Museum Commission, which was enlarged and made an independent administrative unit directly under the governor of the state. Nine members of the commission are appointed by the governor, with the superintendent of public instruction an ex-officio member. The members serve without salary.

Members of the first commission were named recently by Governor Martin. Hon. James H. Duff, attorney general, was designated chairman. Other members include Miss Frances Dorrance; Richard N. Williams, 2nd, acting director of the Historical Society of Pennsylvania; A. Atwater Kent, Jr., active in the work of the Atwater Kent Museum; Charles J. Biddle; Charles G. Webb; Edgar T. Stevenson; and Thomas Murphy. The members of the commission held their first full meeting on October 4. Details of administrative organization and future plans are yet to be worked out.

The proposed building and the administrative reorganization which accompanied it promise much for the future of historical, archival, and museum activities in Pennsylvania. A definite integration of related functions of the state will be possible as never before, and adequate housing will be provided.

J. Knox Milligan, manager of the Archives Publishing Company of Pennsylvania, Inc., Harrisburg, and formerly state supervisor of the Pennsylvania Historical Survey, announces that the publication of the *Inventory of the County Archives of Pennsylvania* is to be resumed with the appearance of the seventeenth and eighteenth volumes, on Bradford and Lehigh counties, in September. The present program contemplates the publication of the remaining volumes in the series under the auspices of the county governments of the commonwealth. The appearance and character of the volumes is to be similar to that of the previously published volumes. The announcement states that "the forthcoming volumes will incorporate not only the resources of the Pennsylvania Historical Records Survey, but the results of new research, revised editorial work, and a careful re-examination of the subject matter incorporating the most recent legislation concerning Pennsylvania county government."

VIRGINIA

Colonial Williamsburg has in preparation an index to the *Virginia Gazette*, published in Williamsburg from 1736 to 1780. This compilation, which was begun by the late Hunter D. Farish, is now under the direction of Lester J. Cappon, research editor of the Institute of Early American History and Culture, Williamsburg, Virginia. He would appreciate receiving infor-

mation about any copies of the *Virginia Gazette* in institutions or private hands with whom the project has not had correspondence. Colonial Williamsburg desires to obtain photostats or photoprints of such copies.

WYOMING

The Wyoming Stock Growers Association has presented to the University of Wyoming their complete files for the years 1873-1920. Now located in the library of the university, this collection is probably the most complete of its kind. Letters, letter press books, minute books of the executive committee and annual meetings, circulars, early newspapers, including one volume of the *Northwestern Live Stock Journal* edited by Asa Mercer, round-up maverick books, reports of stock inspectors, scrapbooks, brand books, and many pictures are among the materials included in the files. With other historical collections in the library, the Stock Growers papers are open for the use of qualified scholars.

Miss Lola Homsher, formerly with the Wyoming State Historical Department and later Wyoming representative for the Western Range Cattle Industry Study, Denver, Colorado, has been appointed archivist in the library.

WRITINGS ON ARCHIVES AND MANUSCRIPTS

JULY, 1944-JUNE, 1945

This bibliography is the third compiled under the supervision of the Society's Committee on Writings on Archives and Manuscripts by Karl L. Trever and Mary Jane Christopher of the National Archives staff. It represents an attempt to assemble for convenient reference, in classified form, a record of the literature relating to archives and manuscripts that was issued during the period stated above. Some items issued prior to July 1, 1944, are included, however, which for one reason or another could not be entered in the earlier compilations. Categories of materials excluded from the bibliography and principles of classification remain the same as in previous lists [THE AMERICAN ARCHIVIST, VI (October, 1943), 273-288, and VII (October, 1944), 293-312]. The list of headings used in this bibliography is reproduced here for the convenience of the reader.

- I. General Literature
- II. Filing Techniques and Administration of Current Records
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
 - A. United States in General and Federal Government
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- IV. Buildings and Equipment for Archival and Manuscript Depositories
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- VIII. Application of Photographic Processes to Work with Records and Historical Manuscripts
- IX. Service, Use, and Publication of Records and Historical Manuscripts
- X. Special Physical Types of Records and Historical Manuscripts
- XI. Archives, Archival Agencies, and Manuscript Depositories in Time of War

I. GENERAL LITERATURE

- 1. ANGLE, PAUL M. The university library and its manuscript collection; an excursion into other people's business. *Library quarterly*, 15: 123-130 (Apr., 1945). A plea to librarians to formulate well considered and well co-ordinated programs of manuscript collecting, instead of trying to accumulate heterogeneous masses of paper.
- 2. BENJAMIN, MARY A. Title to autographs and the institutional seal. *The Collector*, 57: [113]-117 (July-Sept., 1944). A discussion of title to estrays and the problem of using property marks on manuscripts to prevent loss. The comments of St. George L. Sioussat, Robert W. Hill, Bertha E. Josephson, Newman F. McGirr, Caroline Dunn, Curtis W. Garrison, and Atcheson L. Hench on Miss

- Benjamin's proposal were published in the same journal, 57: 145, 148 (Oct.-Nov., 1944).
3. BIBLIOGRAFÍA de historia de America (1942-1944). *Revista de historia de America*, No. 18, p. 441-524 (dic., 1944). The section on "Archivologia y ciencias auxiliares de la historia" is found on p. 446-457.
 4. BUCK, SOLON J. "Let's look at the record." *American archivist*, 8: 109-114 (Apr., 1945). A paper read by the archivist of the United States before the Literary Society of Washington, D.C., Dec. 9, 1944. A discussion of the meaning of the term archives and of the work of archivists. Also available as a reprint from the National Archives.
 5. [COCHRAN, THOMAS C.] Collecting old business records. *Publishers' weekly*, 146: 2057-2058 (Nov. 25, 1944). An abstract of a report, published in the June issue of the *Bulletin* of the Business Historical Society, describing the work of the New York Committee on Business Records.
 6. COLE, ARTHUR H., and THOMAS C. COCHRAN. Business manuscripts: a pressing problem. *Journal of economic history*, 5: 43-64 (May, 1945). Arthur H. Cole in his section of this article, "The Accumulated Development of Unsolved Problems," outlines in broad terms developments during recent decades in the handling of business manuscripts. Thomas C. Cochran summarizes the methods used and the results attained in the newest organized effort, "The New York Committee on Business Records."
 7. COLKET, MEREDITH B., JR. The inviolability of diplomatic archives. *American archivist*, 8: 26-49 (Jan., 1945). A discussion of the position of such records in time of war.
 8. JENKINSON, HILARY. Reflections of an archivist. *Contemporary review*, 165: 355-361 (June, 1944). A "profession of faith" in the importance of the role of archives and archivists in modern society by one of England's leading archivists.
 9. KAHN, HERMAN. Librarians and archivists—some aspects of their partnership. *American archivist*, 7: 243-251 (Oct., 1944). A reply to Randolph Church's paper printed in the July, 1943, issue of the same journal, p. 145-150.
 10. NORTON, MARGARET C. Some legal aspects of archives. *American archivist*, 8: 1-11 (Jan., 1945). Presidential address delivered at the annual meeting of the Society of American Archivists in Harrisburg, Nov. 8, 1944.
 11. WRITINGS on archives and manuscripts, July, 1943-June, 1944. *American archivist*, 7: 293-312 (Oct., 1944).

II. FILING TECHNIQUES AND ADMINISTRATION OF CURRENT RECORDS

12. ANGEL, HERBERT E. Highlights of the field records program of the Navy Department. *American archivist*, 7: 174-180 (July, 1944). With the noncurrent records of the department proper under control, the Office of Records Administration has placed increasing emphasis on a records retirement program for the shore establishment and the fleet. This article describes the functions of the regional naval records depositories and their work to date.
13. D'ARAUJO, IGNEZ B. Record keeping at home and abroad; a study of contrasts. *Filing bulletin*, 13: 33, 35-38, 41, 44-45 (Jan.-Feb., 1945). An address given at the annual Filing Conference in Chicago in which Senora d'Araujo, an employee of the Brazilian government and an interne at the National Archives during 1940, compares Brazil's record-keeping practices with that of other countries.

14. COURSE on "Creation of records." *Illinois libraries*, 27: 231-237 (Apr., 1945). Syllabus of the in-service training course presented last January by the Illinois Civil Service Commission for the benefit of chief clerks, head file clerks, secretaries and other persons responsible for the care of records.
15. GLOBE-WERNICKE Co., Cincinnati. Filing supplies sales training course. Cincinnati, 1944. 182 p. Although designed for the training of company salesmen, this manual contains several sections of interest to records administrators.
16. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. A reference service for the administrator. [Washington] 1945. 8 p. Helen L. Chatfield, Treasury Department, Fritz Morstein Marx, Budget Bureau, and W. V. Archawski, Foreign Economic Administration, were the speakers at this April 27, 1945, meeting of the conference.
17. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. Disposition of records in the field service. [Washington] 1945. 10, 5 p. Addresses delivered at the December 22, 1944, meeting of the conference by Helen L. Chatfield, Treasury Department; Maj. Wayne C. Grover, War Department; and Lt. Comdr. Emmett J. Leahy, Navy Department.
18. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. Control and utilization of war records. [Washington] 1944. 8 p. Abstracts of addresses delivered at the April 28, 1944, meeting of the conference by Robert G. Albion, Navy Department; Helen L. Chatfield, Treasury Department; Vernon G. Setser and Maj. Jesse Douglas, War Department; and G. M. Richardson Dougall, State Department.
19. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. The evaluation of records; a panel discussion. [Washington] 1945. 4 p. Report of the meeting, held Feb. 23, 1945, at which Elizabeth Drewry and Philip C. Brooks of the National Archives, Robert S. Ballentine, Adjutant General's Office, and Cyril Paquin, Foreign Economic Administration, were speakers.
20. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. Microfilm: its possibilities and limitations. [Washington] 1944. 7 p. Speakers at the June 23, 1944, meeting of the conference included Timothy F. Murphy, Bureau of the Census; Maj. Daniel F. Noll, War Department; Lt. (j.g.) Edmund D. Dwyer, Navy Department.
21. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. The organization of records administration in federal agencies. [Washington] 1945. 8 p. The report of the May 25 meeting of the conference at which Burton Kirby of the State Department and E. B. Wilber of the Budget Bureau were speakers.
22. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. Records administration and the administrator; a panel discussion. [Washington] 1945. 15 p. Includes *Records administration from the general point of view*, by G. A. Moe, Budget Bureau; *Records administration and the administrator*, by Dorothy Daggett, War Production Board; *Records administration in the Department of Justice*, by John Q. Cannon, Department of Justice; and *Records administration in the U. S. Coast Guard*, by T. Terry Beach, U. S. Coast Guard.
23. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. COMMITTEE ON STANDARD OF PERFORMANCE. Standards of performance for typical tasks performed in mail and file rooms. [Washington] 1945. 7 p.
24. NORTON, MARGARET C. Record making. *Illinois libraries*, 27: 127-133 (Feb., 1945). A discussion of which records are essential to efficient administration, and how to control them.

25. PANEL on record room procedures: a comparison of daily record room activity in different types of hospitals. American Association of Medical Record Librarians, *Journal*, 16: 26-30 (Dec., 1944).
26. ROBINSON, EDWIN M. Office practice and secretarial administration; the laboratory manual of office appliance operation and filing. Boston, 1944-45. 128 p. Emphasis is on proper handling of machine created records.
27. STERMAN, C. A. Records administration in the Tennessee Valley Authority. *American archivist*, 7: 236-242 (Oct., 1944).
28. U. S. ARMY SERVICE FORCES. Records depot organization and operation. [Washington] 1945. 55 p. (*Manual* 810.) The basic objectives of records depots are (1) to provide adequate initial housing of noncurrent files on a continuing and systematic basis; (2) to reduce the bulk of noncurrent files for long-time or permanent retention by the elimination of nonrecord and useless materials or by microfilming; and (3) to provide service on and facilitate the use of retained records.
29. U. S. BUDGET BUREAU. Fiscal records and controls; a check list for evaluation and improvement. [Washington] 1945. 9 p.
30. U. S. BUDGET BUREAU. Personnel records and controls; a check list for evaluation and improvement. [Washington] 1945. 5 p.
31. U. S. BUDGET BUREAU. Property records and controls; a check list for evaluation and improvement. [Washington] 1945. 5 p.
32. U. S. BUDGET BUREAU. LIBRARY. Organizing office files; selected references. [Washington] 1944. 4 p.
33. U. S. NAVY DEPARTMENT. ADMINISTRATIVE OFFICE. OFFICE OF RECORDS ADMINISTRATION. Too many records? Need space and equipment? Here's what to do—. [Washington, 1945] Folder.
34. U. S. TENNESSEE VALLEY AUTHORITY. OFFICE SERVICE DEPARTMENT. Manual of files operation standards. [Knoxville] 1944. viii, 256 p.
35. U. S. WAR DEPARTMENT. War Department records administration program. Washington, 1944. 8 p. (*Circular* No. 416.)
See also No. 135-138, 140-141, 220.

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

A. United States in General and Federal Government

36. AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY. Historical societies in the United States and Canada: a handbook. Compiled and edited by Christopher Crittenden and Doris Godard. Washington, 1944. 261 p. This new edition of a handbook originally issued by the Conference of Historical Societies in 1936 lists essential data about 904 historical organizations, including departments of government concerned with archives and history.
37. BUCK, SOLON J. The National Archives. *Americana annual; an encyclopedia of the events of 1944*. New York, 1945. P. 496-497.
38. FRANKLIN D. ROOSEVELT LIBRARY, Hyde Park, N.Y. Annual report of the archivist of the United States as to the Franklin D. Roosevelt Library, Hyde Park, N.Y., for the fiscal year ending June 30, 1944. [Washington] 1944. 13 p. Copies not available for general distribution at present.
39. KOONCE, ARTHUR H. The National Archives. *The Mayflower's log*, 19: No. 10, p. [14-15], 27, 29, 31, 34 (Jan., 1945).

40. PECKHAM, HOWARD H. The eighth annual meeting of the Society of American Archivists, Harrisburg, Pennsylvania, November 8 and 9, 1944. *American archivist*, 8: 12-18 (Jan., 1945).
 41. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. First supplemental appropriation bill for 1945. Hearings . . . 78th Cong., 2 Sess. Washington, 1944. 716 p. The statements of the National Archives are printed on p. 139-148.
 42. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriation bill for 1946. Hearings . . . 79th Cong., 1 Sess. Washington, 1945. 1,334 p. Statements of the National Archives appear on p. 88-123; statements of the American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas are found on p. 360-369.
 43. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Legislative branch appropriation bill for 1946. Hearings . . . 79th Cong., 1 Sess. Washington, 1945. 189 p. Hearings on the Library of Congress include discussion of the protection of materials in war-time, p. 4, the work of the Division of Maps, p. 12-17, and the motion picture project of the library, p. 36-37.
 44. U. S. CONGRESS. SENATE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriation bill for 1946. Hearings . . . 79th Cong., 1 Sess. Washington, 1945. 455 p. Statements of the National Archives are found on p. 233-257. The work of the American Commission for the Protection and Salvage of Artistic and Historic Monuments in War Areas is discussed on p. 199-206, 310-311.
 45. U. S. LAWS, STATUTES, ETC. H.R. 3243: a bill to amend an act entitled "An act to establish a National Archives of the United States Government, and for other purposes." [Washington] 1945. 3 p. This bill, reported favorably by the House of Representatives Committee on the Library in House Report No. 925, provides for the imposition of restrictions on the use of records in the National Archives and authorizes officials to make certifications on the basis of records in the National Archives.
 46. U. S. LIBRARY OF CONGRESS. Annual report, 1942-43, 1943-44. Washington, 1944, 1945. 279, 204 p.
 47. U. S. LIBRARY OF CONGRESS. Review of the quarter. Library of Congress, *Quarterly journal of current acquisitions*, 2: 82-103 (June, 1945). Accessions of the Manuscripts Division are detailed on p. 89-99.
 48. U. S. NATIONAL ARCHIVES. Annual report of the archivist of the United States for the fiscal year ending June 30, 1944. [Washington] 1945. 97 p. Copies are not available for general distribution at the present time.
 49. U. S. NATIONAL ARCHIVES. National Archives accessions, No. 18-21. [Washington, 1944-1945]. These lists, issued quarterly, are intended to serve as a continuation to the appendix in the *Guide to materials in the National Archives* (1940). A consolidated list of accessions for the year is printed in each annual report of the agency.
- See also No. 12, 131, 203, 216, 218, 240.

B. State and Local

50. BEESON, LEWIS. The Minnesota Historical Society in 1944. *Minnesota history*, 26: 29-41 (Mar., 1945). Accessions to the manuscript collections, including records relating to Fort Snelling, are described.
51. BENTON, ELBERT J. The Western Reserve Historical Society. *Ohio state archaeological and historical quarterly*, 54: 96-103 (Apr.-June, 1945). Describes some of the manuscript materials in the society's collections, including the Baldwin

- map collection, records of the Connecticut Land Company and early land proprietors of the Western Reserve, the Shaker collection, and numerous files of personal correspondence.
52. BURT, HAROLD S. Local archives. *American archivist*, 8: 136-141 (Apr., 1945). A discussion of the keeping of vital, land and tax records in Connecticut, read as a paper at the 1944 meeting of the Society of American Archivists.
53. BUSINESS HISTORICAL SOCIETY, INC. The Business Historical Society, Inc.; purposes, progress and membership. Boston, 1944. 19 p. Includes a list of some of the important business records collected by the society and deposited in the Baker Library at Harvard University.
54. COLORADO. STATE HISTORICAL SOCIETY. DIVISION OF STATE ARCHIVES. Annual report of the state archivist, September 1, 1943 to September 1, 1944. Denver [1944]. 12 p. Also printed in *Colorado magazine*, 22: 40-47 (Jan., 1945).
55. COREY, ALBERT B. Design for the future. *New York history*, 25: 292-296 (July, 1944). A program for the Division of Archives and History and other cultural agencies of the government, suggested by the state historian of New York.
56. COREY, ALBERT B. History and historical records in the state of New York. *Canadian historical review*, 25: 350-352 (Sept., 1944).
57. COREY, ALBERT B. The local historian in New York. *American archivist*, 8: 142-147 (Apr., 1945). A paper read by the state historian of New York at the 1944 meeting of the Society of American Archivists.
58. CRESSMAN, L. S. Oregon archives program. *Oregon historical quarterly*, 46: 170-173 (June, 1945).
59. DELAWARE. PUBLIC ARCHIVES COMMISSION. Annual report by the state archivist for the fiscal year July 1, 1943 to June 30, 1944. Dover, 1944. 33 p.
60. HEILBRON, BERTHA L. How to organize a local historical society. American Association for State and Local History, *Bulletin*, 1: 227-256 (Nov., 1944).
61. ILLINOIS. STATE LIBRARY, Springfield. Biennial report, 1942-44. *Illinois libraries*, 27: 319-349 (June, 1945). Data on the work of the Archives Division are found on p. 322-323 and 328-332.
62. IOWA. STATE DEPARTMENT OF HISTORY AND ARCHIVES. Biennial report, 1942-44. Des Moines, 1944. 72 p.
63. MARYLAND. HALL OF RECORDS. Annual report of the archivist, 1943-44. Annapolis, 1944. 31 p.
64. MINNESOTA. HOUSE. INTERIM COMMITTEE ON STATE ADMINISTRATION AND EMPLOYMENT. Report to the 1945 Minnesota legislature. Minneapolis, 1944. 103 p. Includes recommendations for the establishment of an archives commission and the passage of legislation covering the preservation and disposal of state records.
65. MOORE, MRS. JOHN T. The Tennessee Historical Society, 1849-1918. *Tennessee historical quarterly*, 3: 195-225 (Sept., 1944).
66. NEVADA. STATE HISTORICAL SOCIETY. Biennial report, 1942-44. Reno, 1944. 49 p. Archival matters are discussed on p. 37, 41-42, 45-47.
67. NEW YORK [CITY] PUBLIC LIBRARY. Manuscript division accessions during 1944. New York Public Library, *Bulletin*, 49: 303-310 (Apr., 1945).
68. NEW-YORK HISTORICAL SOCIETY. Annual report for the year 1944. New York, 1945. 119 p. Accessions of manuscripts, photographs, and maps are noted, p. 25-41.
69. NEW YORK. STATE LIBRARY, Albany. Annual report, 1943-44. Albany, 1945. 96 p. The report of the Manuscript and History Section is printed on p. 44-62. The report of the library for 1942-43 was not included in the last issue of the

- Writings. Data on the work of the Manuscript and History Section during that year was printed on p. 75-91.
70. NICHOLS, ROY F. State and local archives: an editorial. *Pennsylvania magazine of history and biography*, 69: 87-88 (Apr., 1945). A plea for better preservation of archives in Pennsylvania.
 71. NORTH CAROLINA. STATE DEPARTMENT OF ARCHIVES AND HISTORY. Biennial report, 1942-44. Raleigh, 1944. 59 p.
 72. PECKHAM, HOWARD H., and COLTON STORM. The Clements Library; a brief description. *William and Mary quarterly*, Ser. 3, 1: 353-362 (Oct., 1944).
 73. PROGRAM for preserving public records. *American city*, 60: 93 (Jan., 1945).
 74. ROBINSON, HERMANN F. A proposed regional public records plan for New York state. *New York history*, 26: 189-207 (Apr., 1945). Includes a map showing the regional divisions as planned.
 75. SHIPTON, CLIFFORD K. The American Antiquarian Society. *William and Mary quarterly*, Ser. 3, 2: 164-172 (Apr., 1945).
 76. VERMONT. PUBLIC RECORDS COMMISSION. Report, 1943-44. [Montpelier] 1944. 46 p. This first report of the commission includes the act to create the commission; a *Memorandum to the Public Records Commission, State of Vermont*, by Harold S. Burt, examiner of public records in Connecticut; and a *Report to the Public Records Commission of the State of Vermont on the volume of records accumulated in the state offices at Montpelier, with sundry suggestions for the preservation and protection of those records*, by Henry Howard Eddy, then an archivist at the Franklin D. Roosevelt Library.
 77. VIRGINIA. STATE LIBRARY, Richmond. Annual report, 1943-44. Richmond, 1944. 16 p. Activities of the Archives Division are reported on p. 11-12.
See also No. 5, 6, 209.

C. Foreign Countries

78. ALLIED CONTROL COMMISSION. ALLIED MILITARY GOVERNMENT. SUB-COMMISSION FOR MONUMENTS, FINE ARTS AND ARCHIVES. Lists of protected monuments: Italy, No. 1-7. [Naples?] 1944. Each of these pamphlets lists archival repositories as well as monuments in one or more regions of Italy. An attempt is made to indicate the relative importance of each repository. Restricted when issued. Copies of Lists 2-7 are in the National Archives Library.
79. ALLIED EXPEDITIONARY FORCE. SUPREME HEADQUARTERS. Official general list of archives in western Germany. [London, 1945?] 53 p. This pamphlet explains the need for the preservation of enemy archives and records, gives instructions for their protection and use by armed forces in northwest and southwest Germany, and locates and indicates the relative importance of the various repositories in those areas. Restricted when issued. A copy is in the National Archives Library.
80. ALLIED EXPEDITIONARY FORCE. SUPREME HEADQUARTERS. MEDITERRANEAN THEATRE OF OPERATIONS. Official list of protected monuments and archives: Austria. [Rome?] 1945. (*Monuments, fine arts and archives*, No. 1-8.) Each of these pamphlets lists archival repositories in a single administrative district with a key to their location and general facts about the archives and records believed to be in the district. Restricted when issued. Lists 3-8 available in the National Archives Library.
81. BASEL. SCHWEIZERISCHE WIRTSCHAFTSARCHIV. Bericht für das jahr 1943. [Basel, 1944] 11 p. The thirty-fourth administrative report of a well-known business archives functioning under government auspices.

82. BONNAULT, CLAUDE DE. Pierre-Georges Roy. *Bulletin des recherches historiques*, 51: 11-18 (Jan.-Feb., 1945).
83. BRITISH RECORDS ASSOCIATION. Proceedings at the meeting of the British Records Association on Tuesday, 14 November, 1944. London, 1944. 11 p. Includes an abstract of a paper by Miss Midgley on record publication.
84. BRITISH RECORDS ASSOCIATION. Report of council, accounts, and list of changes in members for the year ending 30 September 1944. [London] 1944. 12 p. This twelfth report stresses the activities of the association in the safeguarding of records in war-time, the microphotographing of probate records, and the post-war investigations proposed by the Committee on Reconstruction. The association also issued during the year the annual reports of the Technical Section and of the Records Preservation Section.
85. CANADA. DEPARTMENT OF PUBLIC ARCHIVES. Report for the year 1944. Ottawa, 1945. xli, 154 p. The first pages include the administrative report of the agency, lists of accessions and donations, and copies of certain historical documents of current interest. The remainder of the volume is taken up with an appendix in which is published a calendar of state papers composed of the official correspondence of the lieutenant-governors of Upper Canada for the years 1838-1839. The 1943 report of the Canadian Archives, not listed in the Writings, 1943-1944, included 22 pages of administrative reports and an appendix, as above, calendaring state papers for the years 1837-1838.
86. CONGRESO NACIONAL DE ARCHIVISTAS, Mexico City, 1944. Conclusiones del primer Congreso Nacional de Archivistas. [Mexico, D. F.] 1944. 9 p. Resolutions adopted at the congress.
87. CONGRESO NACIONAL DE BIBLIOTECARIOS, 3d, Mexico City, 1944. Convocatoria, temarios, reglamentos, calendarios. [Mexico, D. F., 1944] 45 p. Includes the agenda, organization, and calendar of events for the first national convention of Mexican archivists which was held in conjunction with the congress of librarians. Archival subjects are covered on p. 31-46.
88. CORPORACIÓN DE BIBLIOTECARIOS, ARCHIVEROS Y CONSERVADORES DE MUSEOS DEL CARIBE. SECCIÓN DE ARCHIVOS. Primera asamblea de archiveros del Caribe: acta final. *Boletín del anuario bibliográfico Cubana*, 6: 108-110 (enero-dic., 1944).
89. CUBA. ARCHIVO NACIONAL. Reglamento general e interior del Archivo Nacional de la República de Cuba. La Habana, 1944. 60 p. Also published in *Gaceta oficial*, Sept. 19, 1944.
90. CUBA. CONSEJO DIRECTOR PERMANENTE DE LOS ARCHIVOS. Curso oficial de arquivonomía. La Habana, 1945. 15 p. The program and schedule of classes for the official course in archival science.
91. GRULLON, ELISEO. Acerca del Archivo Nacional. Dominican Republic, Archivo General de la Nación, *Boletín*, 7: 310-313 (sept. dic., 1944).
92. HERNÁNDEZ, AUGUSTÍN. Archivo Histórico de Hacienda. *American archivist*, 8: 50-52 (Jan., 1945). A description, in Spanish, of the contents and functions of the historical archives of the Mexican treasury.
93. HILL, ROSCOE. Archives [of Latin America]. *Handbook of Latin American studies*: 1942. No. 8. Cambridge, 1945. p. 47-64. Consists of a general statement followed by short articles, with bibliographical notes, on the activities of archival establishments in Latin America.
94. INDIA. HISTORICAL RECORDS COMMISSION. Proceedings of meetings, 20th, 1943. Delhi, 1944. 164 p. Includes information on the activities of the Imperial Record Department, and on the condition of records in various provincial depositories.

Among the proposals discussed is one for the preparation of a *Consolidated guide to the archives in India* and for the publication of a journal on archives administration.

95. ITALY. MINISTERO DELL' INTERNO. Notizie degli archivi di stato. Vol. 1-3: N^o. 2 (July, 1941-Apr.-June, 1943). Rome, 1941-1943. This publication takes the place of *Archivi*, formerly the journal of the national archives administration. It reports on the acquisitions and other activities of the various Italian state archives and on national legislation affecting them. The issues listed here are in the National Archives library.
96. PERUVIAN treasury archives. Pan American Union, *Bulletin*, 79: 244 (Apr., 1945). Describes the archives of the Ministry of Treasury and Commerce recently consolidated in the Palace of Justice.
97. The PRESERVATION of historical materials in Canada. *Canadian historical review*, 25: 349-350 (Sept., 1944). A survey of the records situation throughout the dominion presented at the 1944 annual meeting of the Canadian Historical Association.
98. PROVOST, HONORIUS. Mgr. Amédée Gosselin, archiviste. *Bulletin des recherches historiques*, 51: 67-68 (Jan.-Feb., 1945).
99. LA ROQUE DE ROQUEBRUNE, R. Souvenirs d'un archiviste Canadien à Paris. *Bulletin des recherches historiques*, 51: 37-39 (Jan.-Feb., 1945).
100. NOVA SCOTIA. PUBLIC ARCHIVES. Report of the Board of Trustees, 1943-44. Halifax, 1945. 57 p.
101. PARA la historia del Archivo de la Nación. Dominican Republic, Archivo General de la Nación, *Boletín*, 8: 3-7 (enero-apr., 1945). Reprinted from *El Monitor*, Oct. 26, 1867.
102. SEN, S. N. A note on the Imperial Record Department. *American archivist*, 7: 153-164 (July, 1944).
103. SOUTH AUSTRALIA. LIBRARIES BOARD. Annual report, 1943-44. Adelaide, 1944. 5 p. A report on the archives is made on p. 2.
104. SWEDEN. RIKSARKIVET. Meddelanden för år 1940, 1941, 1942, 1943. Stockholm, 1942-1944. 4 vols. Annual reports of the Swedish National Archives recently received by the National Archives library.
105. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Atlas on churches, museums, libraries and other cultural institutions in Belgium, Holland, and Denmark. [Washington] 1944. 96 p. (Army Service Forces, *Manual* 361-17, *Supplement*.) This atlas and other atlases listed below were prepared for the use of the Military Government Division of the Office of the Provost Marshal General to assist civil affairs officers responsible for locating and protecting cultural institutions, including archival repositories. Restricted when issued. Copies are in the National Archives library.
106. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Belgium, Section 17: Cultural institutions. [Washington] 1944. 54 p. (Army Service Forces, *Manual* 361-17). This and other cultural institutions sections of the handbook, as listed below, were prepared for the Military Government Division of the Office of the Provost Marshal General. Monuments and cultural materials, including archives, are located and described in each list, arranged geographically and alphabetically. The relative importance of each archival repository is indicated. Restricted when issued. Copies are in the National Archives library.

107. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Denmark, Section 17: Cultural institutions. [Washington] 1944. 53 p. (Army Service Forces, *Manual* 366-17.)
108. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: France, Section 17A: Cultural institutions: Supplementary atlas on churches, museums, libraries, and other cultural institutions in France. [Washington] 1944. 133 p. (Army Service Forces, *Manual* 352-17A.)
109. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: France, Section 17B: Cultural institutions. [Washington] 1944. 179 p. (Army Service Forces, *Manual* 352-17B.)
110. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: France, Section 17C: Cultural institutions, central and southern France. [Washington] 1944. 178 p. (Army Service Forces, *Manual* 352-17C.)
111. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Germany: Atlas on churches, museums, libraries and other cultural institutions in Germany. [Washington] 1944. 132 p. (Army Service Forces, *Manual* 356-17, *Supplement civil affairs*.)
112. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Italy, Section 17: Supplement on cultural institutions, supplementary atlas on churches, museums, libraries and other cultural institutions in Italy. [Washington] 1944. 90 p. (Army Service Forces, *Manual* 353-17.)
113. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Italy, Section 17A: Cultural institutions, central Italy. [Washington] 1944. 141 p. (Army Service Forces, *Manual* 353-17A.)
114. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Italy, Section 17B: Cultural institutions. [Washington] 1944. 194 p. (Army Service Forces, *Manual* 353-17B.)
115. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Japan, Section 17A: Cultural institutions. [Washington] 1945. 19 p. (Army Service Forces, *Manual* 354-17A.)
116. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: the Netherlands, Section 17: Cultural institutions. [Washington] 1944. 44 p. (Army Service Forces, *Manual* 357-17.)
117. U. S. AMERICAN COMMISSION FOR THE PROTECTION AND SALVAGE OF ARTISTIC AND HISTORIC MONUMENTS IN WAR AREAS. Civil affairs handbook: Norway, Section 17: Cultural institutions. [Washington] 1944. 27 p. (Army Service Forces, *Manual* 350-17.)
118. U. S. NATIONAL ARCHIVES. Archival repositories in Austria. [Washington] 1944. 33 p. This and similar lists entered below were compiled for the Committee of

- the American Council of Learned Societies on Protection of Cultural Treasures in War Areas. All were restricted when issued.
119. U. S. NATIONAL ARCHIVES. Archival repositories in Czechoslovakia. [Washington] 1944. 20 p.
 120. U. S. NATIONAL ARCHIVES. Archival repositories in enemy occupied countries of northwest Europe. [Washington] 1944. 42 p.
 121. U. S. NATIONAL ARCHIVES. Archival repositories in France. [Washington] 1943. 88 p.
 122. U. S. NATIONAL ARCHIVES. Archival repositories in Germany. [Washington] 1944. 124 p. (War Department, *Pamphlet* 31-180.
 123. U. S. NATIONAL ARCHIVES. Archival repositories in Hungary. [Washington] 1944. 31 p.
 124. U. S. NATIONAL ARCHIVES. Archival repositories in Italy. [Washington] 1943. 29 p.
 125. U. S. NATIONAL ARCHIVES. Archival repositories in Japan, Korea, and Japanese-occupied China. [Washington] 1945. 13 p.
 126. U. S. NATIONAL ARCHIVES. Archival repositories in the Balkan states. [Washington] 1944. 18 p.
 127. U. S. NATIONAL ARCHIVES. Archival repositories in the Philippine Islands, the Netherlands Indies, French Indo-China, and Thailand. [Washington] 1944. 15 p.
 128. URTEGA, HORACIO H. Memoria, 13 de noviembre de 1944. Peru, Archivo Nacional, *Revista*, 17: 180-192 (julio-dic., 1944). A report of the director of the National Archives of Peru upon his retirement, giving an account of the agency's accomplishments since 1919.
 129. WALES. NATIONAL LIBRARY, Aberystwyth. Annual report, 1943-44. Aberystwyth, 1944. 36 p. Accessions, including records of the Church of Wales, are discussed on p. 13-14, 16-34.
See also No. 223, 226, 233, 237, 238, 246, 247.

IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

130. WAR MEMORIAL AND ARCHIVES BUILDING. *Annals of Iowa*, Ser. 3, 26: 307-311 (Apr., 1945). Sets forth plans for the construction of a state archives building for Iowa.

V. APPRAISAL, ACCESSIONING, AND DISPOSAL OF RECORDS AND HISTORICAL MANUSCRIPTS

131. BEERS, HENRY P. Historical development of the records disposal policy of the federal government prior to 1934. *American Archivist*, 7: 181-201 (July, 1944).
132. CRITTENDEN, CHRISTOPHER, and NELL HINES. The disposal of useless state archives. *American Archivist*, 7: 165-173 (July, 1944).
133. GERALD, LEO L. Federal medical records—a problem. American Association of Medical Record Librarians, *Journal*, 16: No. 1, p. 15 (Dec., 1944). Summary of a paper presented at the conference of the association, Oct. 2-6, 1944.
134. U. S. AGRICULTURE DEPARTMENT. OFFICE OF PLANT AND OPERATIONS. Disposition of official records. Washington, 1944. 41 p. This manual is designed to assist the bureaus and offices of the department in planning systematic records retirement and disposal programs and procedures.

135. U. S. BUDGET BUREAU. Agency liquidation or reduction; a procedural guide. [Washington] 1945. 15 p. Records disposal and transfer activities are discussed on p. 13-14.
136. U. S. BUDGET BUREAU. Records retirement and controls: a check list for evaluation and improvement. [Washington] 1945. 5 p.
137. U. S. LAWS, STATUTES, ETC. An Act to amend an act entitled "An act to provide for the disposal of certain records of the United States Government." [Washington] 1945. 1 p. (*Public Law* 133, 79th Cong., 1 Sess.) Provides for the preparation and approval of general disposal schedules covering certain types of records common to a number of agencies.
138. U. S. NATIONAL ARCHIVES. How to dispose of records; a manual for federal officials. Washington, 1945. 50 p.
139. U. S. NATIONAL ARCHIVES. Report of a survey of medical records created by the federal government. Prepared in collaboration with the Committee on Medical Records of the National Research Council. Washington, 1945. 180 p. This study was made under a grant of the John and Mary R. Markle Foundation and published under grant of the Johnson and Johnson Research Foundation.
140. U. S. WAR DEPARTMENT. Records administration: disposal of files. Washington, 1945. 6 p. (*Circular No.* 58.)
141. U. S. WAR DEPARTMENT. Records administration: disposition of records. Washington, 1944. 144 p. (*Pamphlet No.* 12-5.)
142. WEIS, MARGARET M. Pity the archivist! *Office equipment digest*, 5: 35-36, 55 (Sept., 1944). Review of some of the problems faced in the disposition of business records.
See also No. 1, 5, 12, 17, 19.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

143. DELAWARE. PUBLIC ARCHIVES COMMISSION. Approved list of papers and inks. Dover, 1945. 4 p. A list of products tested and approved by the Commission for public record use under provisions of the *Laws of Delaware*, Vol. 40, Ch. 104.
144. MINOGUE, ADELAIDE E. The repair and preservation of records. *Filing bulletin*, 13: 65-70 (May, 1945). An abstract of the first 40 pages of *National Archives Bulletin No. 5*.
145. MINOGUE, ADELAIDE E. Some observations on the flattening of folded records. *American Archivist*, 8: 115-121 (Apr., 1945).
146. NORTON, MARGARET C. Record materials: paper. *Illinois libraries*, 27: 270-274 (May, 1945).
147. LYDENBERG, HARRY M., and JOHN ARCHER. The care and repair of books. 3d and rev. ed., New York, 1945. 123 p. A volume of interest to archivists as well as to librarians. It includes a list of references, p. 96-116.
See also No. 192.

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

A. General Discussions

148. LOKKE, CARL L. A sketch of interallied organizations of the first World War and their records. *American Archivist*, 7: 225-235 (Oct., 1944).

149. PHILADELPHIA BIBLIOGRAPHICAL CENTER AND UNION LIBRARY CATALOGUE. COMMITTEE ON MICROPHOTOGRAPHY. Union list of microfilms. Supplement 3 (1944). Philadelphia, 1945. 232 p. This list includes films of archival and manuscript material.

See also No. 9, 189, 217, 219.

B. United States in General and Federal Government

150. BAUER, G. PHILIP. Materials in the National Archives relating to the termination of economic controls by government agencies following World War I. [Washington] 1945. 14 p. (National Archives, *Reference information circular* No. 32.)
151. BETHEL, ELIZABETH. Personnel records in the National Archives. [Washington] 1945. 16 p. (National Archives, *Reference information circular*, No. 22 rev.) Originally prepared in 1943 by Miss Bethel and revised (1945) by Guy A. Lee from data supplied by records divisions in the National Archives.
152. COLES, HARRY L., JR. The Federal Food Administration of Tennessee and its records in the National Archives, 1917-1919. *Tennessee historical quarterly*, 4: 23-57 (Mar., 1945).
153. DREWRY, ELIZABETH B. Material in the National Archives relating to Florida. *Florida historical quarterly*, 23: 97-115 (Oct., 1944).
154. FRAZIER, E. FRANKLIN. The Booker T. Washington papers. Library of Congress, *Quarterly journal of current acquisitions*, 2: 23-31 (Feb., 1945).
155. JACKSON, W. TURRENTINE. Dakota territorial papers in the Department of the Interior archives. *North Dakota historical quarterly*, 11: [209]-220 (July, 1944). These records are in the National Archives.
156. JACKSON, W. TURRENTINE. Territorial papers in the Department of Interior archives, 1873-1890; Washington, Idaho, and Montana. *Pacific northwest quarterly*, 35: 323-341 (Oct., 1944).
157. LEE, GUY A. Materials in the National Archives containing statistical data on economic subjects, 1910-44. [Washington] 1945. 17 p. (National Archives, *Reference information circular* No. 33.) Prepared from data supplied by records divisions in the National Archives.
158. LEE, GUY A. Materials in the National Archives relating to the liquidation of federal agencies, 1917-44. [Washington] 1945. 13 p. (National Archives, *Reference information circular* No. 31.) Prepared from data supplied by records divisions in the National Archives.
159. MILHOLLEN, HIRST. The American Red Cross collection of photographs and negatives. Library of Congress, *Quarterly journal of acquisitions*, 2: 32-38 (Feb., 1945).
160. MITCHELL, THORNTON W., and ARTHUR DYER. List of logs of United States Coast Guard vessels in the National Archives, 1790-1941. Washington, 1944. 32 p. Compiled in the Division of Treasury Department Archives of the National Archives and issued by the U. S. Coast Guard.
161. PARKE-BERNET GALLERIES, INC. The James McHenry papers . . . sold by order of the heirs. New York, 1944. 2 vols. This sales catalogue is included because of the importance of James McHenry, aide-de-camp and private secretary of General Washington, and Secretary of War from 1796 to 1800. The collection described was sold at public auction on May 3 and October 30-31, 1944.
162. SIOUSSAT, ST. GEORGE L. The John Cleves Short collection of papers of the Short, Harrison, Symmes, and allied families. Library of Congress, *Quarterly journal of current acquisitions*, 2: 76-85 (Nov., 1944).

163. THURBER, EVANGELINE. Materials in the National Archives relating to the work of the Civilian Conservation Corps. [Washington] 1944. 6 p. (National Archives, *Reference information circular* No. 30.) Prepared from data supplied by records divisions in the National Archives.
164. U. S. NATIONAL ARCHIVES. The National Archives of the United States [with] catalogue of exhibit. [Washington] 1944. 16 p. (*Circular* No. 6.)
165. U. S. NATIONAL ARCHIVES. Statistical source materials in the National Archives. *Statistical reporter*, 89: 82-83 (May, 1945).
166. U. S. NATIONAL ARCHIVES. President Roosevelt and international cooperation for war and peace; an exhibit presented by the National Archives. [Washington] 1945. 12 p.
167. U. S. OFFICE OF CIVILIAN DEFENSE. Inventory of the records of the Office of Civilian Defense. Compiled in cooperation with members of the staff of the National Archives. Washington, 1945. 2 vols. Vol. 1 is an inventory of national office records, 1941-1945, retained for deposit in the National Archives, and Vol. 2 covers the regional office records for the same period.
168. WOOD, RICHARD G. Research materials in the National Archives pertaining to Pennsylvania. *Pennsylvania magazine*, 69: 89-102 (Apr., 1945). This article is based on information assembled by the writer for the use of the archivist of the United States to an informal talk before the Pennsylvania Historical Junto, Washington, D.C., on May 26, 1944.

C. State and Local

169. BALLARD, JAMES F. A catalogue of the medieval and renaissance manuscripts and incunabula in the Boston Medical Library. Boston, 1944. 266 p.
170. BENJAMIN, MARY A. Madigan's great papal collection. *The Collector*, 58: [41]-44 (Feb.-Mar., 1945). This collection of 15 volumes of papal autographs is now in the custody of Georgetown University.
171. DELAWARE. PUBLIC ARCHIVES COMMISSION. Calendar of Kent County, Delaware, probate records, 1680-1800. Compiled by Leon de Valinger, Jr., state archivist. Dover, 1944. 558, 133 p.
172. DUNN, CAROLINE. William Henry Smith Memorial Library of the Indiana Historical Society. *Indiana magazine of history*, 40: 280-282, 364-365 (Sept., Dec., 1944). Describes some of the James McHenry papers acquired by the society at the Parke-Bernet Galleries sale.
173. KING, GEORGE H. S. A survey of Stafford county records. *Virginia magazine of history and biography*, 53: 215-218 (July, 1945).
174. LAPE, JANE. The Deall letters. New York State Historical Association, *Bulletin from Headquarters House*, 12: 22-23 (Sept., 1944). Brief description of a collection given to the association recently that includes considerable data on the economic development of northern New York.
175. LOUISIANA HISTORICAL ASSOCIATION. Calendar of the Jefferson Davis postwar manuscripts in the Louisiana Historical Association collection. New Orleans, 1943. 325 p.
176. MCCORMACK, HELEN G. A provisional guide to manuscripts in the South Carolina Historical Society. *South Carolina historical and genealogical magazine*, 45: 172-176 (July, 1944). The second in a series of descriptions of selected collections in the custody of the society. It is understood that additional installments were published that were not seen by the compilers of this list.
177. MCCOSKER, M. J. The historical collection of the Insurance Company of North

- America. Philadelphia, 1945. 173 p. Chapter 24 entitled "Archives of integrity" includes a list of early fire insurance records and historical manuscripts.
178. MISSOURI. UNIVERSITY. WESTERN HISTORICAL MANUSCRIPTS COLLECTION. Preserving business records and writing business history. Columbia, 1945. 4 p. A request for the deposit of business records of the Missouri and the central Mississippi Valley region with the university. Appended is a partial list of the business papers already in the university's collection.
179. MURRAY, KEITH. The Wesley L. Jones papers. *Pacific northwest quarterly*, 36: 65-68 (Jan., 1945). A description of Senator Jones' papers, now the property of the University of Washington.
180. NEWBERRY LIBRARY, Chicago. Deposit of Illinois Central Railroad Company records in the Newberry Library, Chicago. Chicago, 1945. 4 p. A brief account of the records of the Illinois Central, its predecessor and subsidiary companies, 1851-1906, deposited with the library. The Newberry Library already had custody of records of the Burlington Lines.
181. WISCONSIN. STATE HISTORICAL SOCIETY. LIBRARY. Guide to the manuscripts of the Wisconsin Historical Society. Edited by Alice E. Smith. Madison, 1944. 290 p.
182. YARMOLINSKY, AVRAHM. Aleutian manuscript collection. New York Public Library, *Bulletin*, 48: 671-680 (Aug., 1944).
See also No. 152, 153, 155, 156, 168, 190, 235, 244.

D. Foreign Countries

183. ANDREYEV, A. I. Materialy o Rossiisko-amerikanskoi kompanii i yoyo deyateliakh (Manuscript materials relating to the Russian-American Company). *Izvestiya vsesoyuznogo geograficheskogo obshchestva*, 75: fasc. 5 (1943).
184. CHRISTIAN, JOHN L. Portuguese India and its historical records. *Hispanic American historical review*, 25: [140]-151 (Feb., 1945). A survey of the records of a little known section of the East where archival science is in its infancy and where "dampness, white ants, curio hunters, and age" have already made great inroads on the unrestored materials, awaiting historical scholars.
185. CUBA. ARCHIVO NACIONAL. Catálogo de los fondos del liceo artistico y literario de la Habana. La Habana, 1944. xxxi, 73 p.
186. CUBA. ARCHIVO NACIONAL. Inauguración del edificio del Archivo Nacional. Exposición de cartografía, numismática y grabados antiguos de Cuba. La Habana, 1944. 57 p.
187. DUNNE, PETER M. The Jesuit Archives at Buenos Aires. *Mid-America*, 27: 54-57 (Jan., 1945). Describes 16th and 17th century records of the Order in the Archivo General de la Nación and the Colegio Maximo, the Jesuit Seminary at San Miguel, a suburb of Buenos Aires.
188. MILLARES CARLO, AGUSTÍN, and JOSÉ I. MANTECON. El Archivo de Notarios del Departamento de Distrito Federal (Mexico, D. F.). *Revista de historia de America*, 17: 69-118 (Junio, 1944).
189. NASATIR, ABRAHAM P. French activities in California; an archival calendar-guide. Stanford University, Cal., 1945. 559 p. The volume is divided into sections and chapters, each chapter being devoted to the holdings of a particular archives or division thereof. Information on the hours of business and similar data are given for most of the archives concerned. The major portion of the book covers material in French archives.
190. [RUBICAM, MILTON, ed.] Materials in foreign archives for writing Pennsylvania history. *The Pennsylvanian*, 2: 17, 22, 26, 30, 34, 39-40, 42 (Dec., 1944-June, 1945).
See also No. 170, 182, 214.

VIII. APPLICATION OF PHOTOGRAPHIC PROCESSES TO WORK WITH RECORDS AND HISTORICAL MANUSCRIPTS

191. BOGARDUS, JANET. Microfilm in the Bureau of Ships. *Special libraries*, 35: 305-307 (July-Aug., 1944). This paper, presented before the June, 1944, meeting of the S.L.A. Committee on Microfilming and Documentation, describes the system of supplying ships' plans to distant points to aid in the repair of battle-damaged ships.
192. BROADMAN, JOSEPH. Microfilms; their use and abuse. New York [1945] 23 p. A reprinting of three articles originally issued in processed form under the title *Is microfilm permanent?* The author has added an introduction and concluding remarks.
193. DREISER, LILIAN H. Microfilm saves expensive storage. *Domestic commerce*, 32: No. 8, p. 13, 24 (Aug., 1944). Describes procedures and equipment used by the U. S. Bureau of the Census in microfilming records.
194. FILES on microfilm; ruling that contract records may be kept on film seen widening postwar vista for industry. *Business week*, p. 66 (Mar. 17, 1945).
195. GEDDES, D. P. Tin can revolution. *Saturday review of literature*, 27: 10-11 (June 17, 1944).
196. KELLEY, F. Microfilming saves Michigan \$6,000 rent. *American city*, 60: 107 (July, 1945).
197. LORETTA, SISTER M. The advantages and practicality of filming records. American Association of Medical Records Librarians, *Journal*, 16: 60-64 (June, 1945).
198. NORTON, MARGARET C. Microphotography and county records. *Illinois libraries*, 26: 505-509 (Dec., 1944). An address delivered before the Illinois Circuit Clerks and County Records' Association, April 27, 1944.
199. RIDER, FREMONT. The scholar and the future of the research library; a problem and its solution. New York, 1944. The microcard program outlined by the author has some interest for archivists as well as librarians.
200. TATE, VERNON D. It's a small world on microfilm. *DuPont magazine*, 39: 6-8, 24 (Aug., 1945).
See also No. 20.

IX. SERVICE, USE, AND PUBLICATION OF RECORDS AND HISTORICAL MANUSCRIPTS

201. BARKER, EUGENE C. A plea for more history in business. *Southwestern historical quarterly*, 48: 85-86 (July, 1944). Contains suggestions for making business records available for historical research.
202. BLAISDELL, GERTRUDE G. Tracking down Blaisdells. *Blaisdell papers*, 2: No. 9, p. 9-15 (Feb., 1945). A former officer of the Blaisdell Family Association recounts some of her experiences as a genealogist searching in census and pension records in the National Archives.
203. CARTER, CLARENCE E. The territorial papers of the United States. *American archivist*, 8: 122-135 (Apr., 1945). A paper read by the editor of territorial papers at the 1944 meeting of the Society of American Archivists, describing the origin of the project, its place in American historiography, and the manner of its preparation and publication.
204. DAVIDSON, PHILIP G., and A. F. KUHLMAN. The development of library resources and graduate work in the co-operative university centers of the south. *Proceedings of a conference of graduate deans and librarians held at Joint University*

- Libraries, Nashville, Tennessee, July 12-14, 1944. Nashville, 1944. vii, 81 p. Considers the responsibility of public libraries, special libraries, state archives and state libraries in the area for co-ordinating and integrating their work in such a way as to facilitate the accumulation and use of research materials.
205. ELLIS, JOHN T. Can we have a history of the Church of the United States? Catholic University of America, *Bulletin*, 12: No. 5, p. 2-3, 11 (Mar., 1945). Emphasizes the importance of the preservation of church archives for use in the writing of enduring history.
 206. GOTTSCHALK, LOUIS, CLYDE KLUCKHON, and ROBERT ANGELL. The use of personal documents in history, anthropology, and sociology. New York, 1945. 243 p. A study prepared for the Committee on Appraisal of Research of the Social Science Research Council.
 207. GRAS, N. S. B. Are you writing a business history? Business Historical Society, *Bulletin*, 18: 73-110 (Oct., 1944). Presents problems to be considered by one who contemplates the writing of business history, including the location and use of source materials.
 208. LIGNORI, SISTER M. Parish records as source material for a history of American Poles. Polish Institute of Arts and Sciences in America, *Bulletin*, 3: 54-55 (Oct., 1944).
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250. WAR records work in Iowa. *Annals of Iowa*, Ser. 3, 26: 61-63 (July, 1944).
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STATEMENT OF THE OWNERSHIP, MANAGEMENT, CIRCULATION, ETC.,
REQUIRED BY THE ACTS OF CONGRESS OF AUGUST 24, 1912, AND
MARCH 3, 1933,

Of THE AMERICAN ARCHIVIST, published quarterly at Menasha, Wisconsin, for
October, 1945.

State of Virginia, County of Albemarle, ss.

Before me, a notary public in and for the state and county aforesaid, personally
appeared Lester J. Cappon, who, having been duly sworn according to law, deposes and
says that he is the secretary of the Society of American Archivists, and that the following
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(Signed) LESTER J. CAPPON, *Secretary*

Sworn to and subscribed before me this 1st day of October, 1945,

CLARICE R. SNEAD

(My commission expires November 17, 1945)

(Seal)

Albemarle County, Virginia

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