

NEWS NOTES

KARL L. TREVER, Editor

The National Archives, Washington 25, D.C.

THE SOCIETY OF AMERICAN ARCHIVISTS

Report of the Secretary

November 6, 1945

Since our previous meeting at Harrisburg, Pennsylvania, in 1944, V-E Day and V-J Day have passed into history and we are confronted with the sobering problem of making an enduring peace. Some of our members who have been overseas are with us again; it is a pleasure to welcome them home. So far as I know, we have lost no members in combat, but one of our honorary members, the late president of the United States, was a civilian casualty.

Fortunately our Society has been able to meet regularly throughout the war. With more work to do and greatly restricted resources for performing even his essential duties, the archivist needed to discuss his problems with other custodians of records. Some of his war problems and responsibilities had been anticipated to a degree before Pearl Harbor; likewise, their relation to post-war conditions and opportunities was partially foreseen, so that, as we meet only a few months after military victory, we may assert that we have made some good use of our war experience and have a sense of direction in what we should like to accomplish in the years just ahead. The program of the present annual meeting indicates that archivists and their professional kin have not confined their attention to war problems as ends in themselves. I want to express a word of appreciation for the work of the Program Committee and especially the chairman, Miss Bertha E. Josephson, in arranging for these profitable sessions within so short a time available after the decision to hold the meeting was made. We are likewise indebted to Mr. Howard Peckham and his Committee on Local Arrangements. It is highly desirable to be convening in the Middle West again. We also appreciate the decision of the American Association for State and Local History to hold another joint session with the Society of American Archivists. Following the lead of that association, our Council authorized the incorporation of the Society in the District of Columbia in order to file affidavits for exemption from taxation as a non-taxable corporation. With the aid of our treasurer, Miss Helen Chatfield, this legal process is now nearing completion.

The most direct evidence of the Society's activities and accomplishments throughout the year is found in the publication of THE AMERICAN ARCHIVIST. Our members look forward to its quarterly issues and it attracts an ever-increasing number of institutions as subscribers. New subscribers

often want the back numbers, the sale of which has become an important source of income in recent years. The only regrettable result of this demand is that nine of the earlier numbers are out of print. We are grateful to the University of Illinois for its continued subvention to finance the editorial office and to Professor Theodore C. Pease for his faithful services as editor, performed under pressure of additional academic duties especially during the war. He has had to wrestle with problems of paper shortage, prevailing delays in printing, and dearth of articles submitted for publication. Shortly after V-J Day Professor Pease submitted his resignation as editor, to take effect as soon as a successor can be appointed. The Council has voted to accept his resignation, and a resolution of appreciation for his services will be offered for adoption by the Society tonight. The Committee on Archival Research is aiding the editor by stimulating the writing of articles for his consideration, so that papers read at the annual meetings will no longer be the only main source of supply. The chairman of this committee, Mr. Carl L. Lokke, "looks forward to the time when the editor of THE AMERICAN ARCHIVIST can find his desk glutted with manuscripts worthy of publication." The number of books reviewed in the magazine is on the increase under the management of Mr. Richard G. Wood; as for the News Notes, the fact that many readers turn first to this section is, I think, something of a tribute to the work of Mr. Karl L. Trever, who without fail keeps them abreast of professional developments.

The list of "Writings on Archives and Manuscripts, July, 1944-June, 1945," compiled by Mr. Trever and Mary Jane Christopher, is published in the October issue of THE AMERICAN ARCHIVIST. This is the third in the series; reprints of the first two lists are available at twenty-five cents each, through the secretary's office. As announced last year, the Committee on Writings has in preparation a select list of publications on archives and manuscripts issued prior to June 30, 1942, when the annual lists began. The committee anticipates the completion of this task in 1946. President Norton, at the beginning of the present year of the Society, launched a mimeographed publication with the title *President's News Letter*, which was mailed to all members. Dated November, 1944, it contained chiefly information on the business transacted at the eighth annual meeting. No other issue of this news letter has appeared.

It is encouraging to point out that the Society has committees breaking ground in three broad and relatively undeveloped fields of archives. The first is institutional archives, embracing educational institutions, churches, labor unions, fraternal organizations, business corporations, etc., among which only the problems of business records had been investigated to some extent by a previous committee. We are fortunate in having Mr. Walter Hausdorfer as chairman of the Committee on Institutional Archives, who has been recently president of Special Libraries Association. Turning from the questionnaire

method which the committee used in 1944, it has outlined a project for a series of manuals, intended to be brief and popular, for various types of institutions, in order "to interest and instruct those who may be planning the organization of archives, as well as those who may be actually engaged in such work." The tentative outline drafted by the committee contains the following main headings: (1) Archives making—provisions for permanency of records; (2) Why preserve an archival collection—historical, legal, administrative purposes; (3) What records are essential—historical, organizational; (4) How should records be arranged—current and non-current; (5) How should an archival collection be described; (6) How should it be preserved—physical conditions, administration by the archivist. Such an outline, it is anticipated, can be modified and adapted to provide a series of manuals, each applicable to institutional archives of a certain type as suggested above. I feel that this committee has advanced on a challenging task with even more opportunities for constructive results than can be visualized at present. As Mr. Hausdorfer indicated in his first report, "More technical literature on archival practice and procedure in nongovernmental organizations is needed. More archivists with proper subject background are in demand. Archivists must educate leaders in the various types of organizations in the meaning and importance of archives. There is interest and there are archival materials. If the Society meets these institutions half way, its advice and help will be welcomed. . . ." (THE AMERICAN ARCHIVIST, VIII (January, 1945), 82.)

The second of the three archival fields referred to above is that of local records. The object of the Committee on Local Records is to explore ways and means of educating lay custodians of archival material. A year ago the Council of the Society suggested to the committee that local records officers might be encouraged to improve their services by means of a manual for this purpose. An outline of such a manual was prepared by Chairman Harold S. Burt and has been under consideration by members of the committee. The project has been discussed at a previous session of the present annual meeting. How the manual should be published when it is completed has not yet been determined. Some grist for the committee's mill has been provided by the state of Connecticut in repeating this year its five-day Tax Collectors School at the state university and by operating in addition two schools for assessors and one for Connecticut municipal finance officers. The Society's committee also anticipates further co-operation with the National Association of County Officials.

The Committee on Municipal Archives represents the third field. Its aim to make a survey of conditions in the archives of selected cities by means of field work, instead of depending solely upon correspondence with a questionnaire, was forestalled by increased difficulties of transportation. The prospects are brighter for the coming year and it is urgent that the Society play a more active role not only in gathering information but also in trying to convince city

officials that their records problems demand serious attention. They must be the chief means of approach because the municipal archivist is almost non-existent.

These comments suggest certain mutual interests opening the way for co-operation between this committee and the Committee on Records Administration which was revived after the 1944 annual meeting. The latter intends, in the words of the chairman, Mr. Philip C. Brooks, "to cover all phases of the life history of official records that develop before those of enduring value are deposited in archival agencies. . . . The most urgent need is to arouse the intelligent interest of administrators in the importance of economical records administration." As the chairman informed us this afternoon, he had been asked by the Public Administration Service of Chicago in 1944 to prepare a bulletin on records administration for state and local government on the basis of the federal government's experience. With the aid of committee members who are well informed on records work in those two fields, Mr. Brooks has drafted a synopsis of the bulletin and expects to complete the text within the next few months for publication by the PAS. Subsequently, he recommends that the committee should "keep informed as to progressive developments in state and local records administration, and to assist them in every way possible."

In the realm of planning and policy the Committee on Archival Buildings reports that its principal activity has consisted of consulting services rendered to inquirers. They represent county, church, university, and business corporations contemplating the initiation or improvement of facilities for housing their records. The committee also began a study to determine optimum space requirements for an archives structure costing about \$250,000. Building plans and programs are on the move in Illinois, New York, Pennsylvania, and Vermont with respect to the state archives; in Wisconsin relating to the state university library; in Alabama concerning stack equipment for the Department of Archives and History. The details of these developments and others can be read in the report of Chairman Victor Gondos, Jr., published in the present issue of *THE AMERICAN ARCHIVIST*. A subject related to archival buildings is filing equipment which is under investigation by a committee headed by Mrs. Virginia Leddy Gambrell. This committee is concerned with present conditions and needs and with the possibility of finding a common ground on which the needs of the archivist and the product of the manufacturer can be better accommodated. Special attention has been given to the planning of a survey of the state archival field with respect to filing equipment. Some of the chief considerations regarding the subject in general have been set forth in an earlier discussion today. The Committee on Uniform Legislation, A. R. Newsome, chairman, reports progress in drafting a model law for the establishment of a state agency exclusively archival in character, as distinguished from the previous "Proposed Model Act to Create a State Department of Archives and History," published last year.

Two joint committees of this Society and the American Association for State and Local History were appointed subsequent to our last meeting. The Joint Committee on Internships arose out of certain ideas and suggestions made by Miss Bertha E. Josephson at the joint session of the two organizations in 1944. This committee has held a series of meetings and after consultation with institutions and individuals throughout the nation has prepared a report suggesting the establishment of a National Council for Specialized Scholarly Techniques. This report is now under consideration by the Council. The Committee on a War History Manual has studied the question of preparing a practical guide for the writing and printing of an anticipated crop of state, local, and organizational histories of the second World War. An outline for such a manual has been drafted, but funds for its preparation and publication have not been forthcoming from the sources which were counted upon. The committee hopes to find other means of carrying out this project.

The promotional work of the Society is handled largely by the Committee on Information and the Committee on Membership, supplemented by the secretary's office. The Committee on Information, with Mrs. Elizabeth E. Hamer as chairman, carries on a clipping service in connection with *THE AMERICAN ARCHIVIST* and has advertised the reprints of "Writings on Archives and Manuscripts" which the Society offers for sale. The committee did a very effective job in securing widespread newspaper publicity in advance of the eighth annual meeting and publication of a summary of the high lights of the meeting in a score of professional journals. Advance news regarding the present meeting has been aided by having a member on the committee from Indianapolis, although postponement of the decision to hold the meeting, because of war conditions, allowed less time for this publicity. The committee is planning to widen its activities next year by stimulating, reprinting or abstracting from *THE AMERICAN ARCHIVIST* not only in this country but also abroad. A new opportunity in this connection will be available in India where the Imperial Record Department is launching an archival journal.

The Committee on Membership, in addition to its usual duties, has co-operated with the Committee on International Relations in trying to increase the number of members in foreign countries by circularizing information about the Society especially among archivists in Latin America. As a result of official action at the business meeting of 1944, it was possible to offer membership to individuals in foreign countries at \$1.50 per year instead of at the regular rate of \$5.00. This offer yielded only a few applicants, and the special appropriation for this purpose was limited to the year 1945. However, a proposed amendment to the Constitution to provide a special rate for foreign memberships is pending. During the past year the printed circular with application blank attached was revised and brought up to date. Now that the war has ended, the Membership Committee's prospects for larger returns should be

encouraging, especially in our own country. Suggestive of new opportunities in the early post-war period is the recommendation of the Committee on International Relations that an international conference of archivists should be called as soon as possible, perhaps in the United States, with the sponsorship of our government. The committee also recommends that complete sets of *THE AMERICAN ARCHIVIST* be distributed to leading European archival institutions now lacking files. A third recommendation has been acted upon today by the Council in electing Comm. Dott. Emilio Re, archivist of Italy, to honorary membership in the Society.

Our misgivings after America's entrance into the war as to its probable effects in impairing the membership and net income of the Society have fortunately not been substantiated. I do not mean to imply, however, that our progress has been largely a matter of favorable chance, for our study of new developments and reassessment of old problems in the light of changing conditions have kept the Society abreast of the times and attracted new members and subscribers. The following brief statistics, I feel sure, will interest rather than bore you. To date, the number of individual members is 283, representing a net gain of 15 over last year's figures; we have 42 institutional members, representing a net gain of 4; and 84 subscribers, also a net gain of 3. Since October, 1941, shortly before we entered the war, the net increase of individual members is 36; of institutional members, 8; of subscribers, 33. There are 2 life members, both transferrals from individual membership, and 4 honorary members. Having made such satisfactory progress in war-time, we are justified in assuming that the Society ought to grow steadily in the years just ahead. Special attention should be given to the category of institutional members. They form a stable group and provide an important source of income, and much of the Society's work benefits them increasingly from year to year. We ought to have more institutional members and of greater variety. This responsibility falls not solely upon the Membership Committee but also upon most of our other committees whose co-operation should be sought and given. The increased income of the Society made possible the purchase of a \$1,000 Series G United States War Bond, without impairing the cash funds needed for current operations.

It is my sad duty to record the death of the following members of the Society: Clyde A. Duniway on December 24, 1944; L. Hubbard Shattuck on March 29, 1945; Franklin D. Roosevelt on April 12, 1945; and Maurice L. Howe on June 6, 1945. Appropriate resolutions will be submitted for adoption at the present business meeting.

Looking forward to completion of the first ten years of the Society of American Archivists in 1946, the president has asked our first secretary, Philip C. Brooks, to write a decennial historical sketch. We anticipate the pleasure of hearing this paper at the next annual meeting. In closing, I want to express my sincere appreciation to President Norton and the other officers of the Society for their continued help, and to committee members and all others

who have participated in the year's work. I have requested many favors and hearty co-operation has always been forthcoming.

Respectfully submitted,

LESTER J. CAPPON, *Secretary*

Minutes of the Business Meeting, November 6, 1945

The Society convened in its annual business meeting in the Roof Garden of the Severin Hotel, Indianapolis, Indiana, at 10:20 P.M., November 6, 1945, approximately forty members attending.

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

Voted, to adopt the proposed amendment to Section 6 of the Constitution as approved by the Council and submitted to the members thirty days in advance of the present meeting. Section 6: "The dues of individual members shall be five dollars a year; of institutional members, ten dollars a year." This sentence was amended by changing the period to a semicolon and adding: "of foreign individual members, one dollar and fifty cents a year; of foreign institutional members, three dollars a year."

After considerable discussion of the provision in the Constitution for its amendment,

Voted, that the incoming president of the Society appoint a committee to consider improvements in amending the Constitution.

Voted, to approve the report of the resolutions committee, read by its chairman, Henry Howard Eddy, as follows:

Whereas the Indiana Historical Society, the Indiana State Library, and the Indiana Historical Bureau have co-operated in preparing for the ninth annual meeting, and

Whereas the Committee on Local Arrangements, Howard H. Peckham, chairman, has provided so adequately for our convenience and entertainment, and

Whereas the Program Committee, Bertha E. Josephson, chairman, has on very short notice prepared so complete and adequate a program,

Resolved, that the Society hereby extends to these organizations and committees and to the management of the Severin Hotel its grateful appreciation.

Whereas, since the establishment of our journal, THE AMERICAN ARCHIVIST, Professor Theodore Calvin Pease has served as our editor, maintaining a uniformly high standard, and

Whereas Charles W. Paape has contributed greatly as assistant editor, and

Whereas the University of Illinois has in this period served graciously as sponsor,

Resolved, that on the occasion of the resignation of Professor Pease from this position and the discontinuance of present arrangements the Society expresses its deep gratitude for the services so freely and competently given.

Whereas the society of American Archivists having during the year past sustained the loss of the following members and friends—

Franklin Delano Roosevelt, our first honorary member and true friend and promoter of archival activities;

L. Hubbard Shattuck, director of the Chicago Historical Society;

Clyde A. Duniway, distinguished educator and historian;

Maurice L. Howe, one-time state director of the Historical Records Survey in Ogden, Utah.

Resolved, that we record grateful appreciation of their contribution to the fellowship and work of this Society, and of their service in behalf of archival science.

Voted, to approve the resolutions offered by Captain William D. McCain, a member of the committee on international relations, as follows:

Resolved, that the Society of American Archivists expresses its sincere appreciation to the British archives officers, Major Harry E. Bell, Captain Humphrey Brooke, and Captain Roger Ellis, who labored tirelessly and diligently in Italy during the recently terminated conflict, for their energetic and resourceful efforts to aid the numerous Allied intelligence agencies of the Mediterranean Theater of Operations in their records problems and to provide for the care and protection of the local and national archives of Italy.

Resolved further, that the Society of American Archivists expresses its appreciation to Major Bell, Captain Brooke, and Captain Ellis for their courteous and co-operative attitude toward their American colleague, who is a member of this Society, during his work with Italian archival problems in 1944 and 1945.

Resolved further, that copies of these resolutions be transmitted to the officers concerned, to the Chief Commissioner, Allied Commission, Rome; to the Director, Subcommission for Monuments, Fine Arts, and Archives, Rome; and to Mr. Hilary Jenkinson, Secretary, Public Record Office, London.

The president announced that the Society has received invitations for its tenth annual meeting in 1946 from Columbus, Ohio; Quebec, Canada; Raleigh, North Carolina; Springfield, Illinois; and Washington, D.C.; and for its eleventh annual meeting in 1947 from Denver, Colorado.

The president expressed her appreciation and thanks to the officers and

members of the Society for their generous co-operation during the past two years.

The report of the nominating committee was read by Mr. William D. Overman who presented the following slate: for president, Solon J. Buck; for vice-president, Morris L. Radoff; for secretary, Lester J. Cappon; for treasurer, Helen L. Chatfield; for council member for a term of five years ending in 1950, Christopher Crittenden; for council member for three years to fill the unexpired term of Mr. Buck in 1948, Mrs. Virginia Leddy Gambrell. There being no nominations from the floor, voted, that the secretary cast a unanimous ballot in favor of the above nominees.

The remaining council members continue to hold office for the following periods: Herbert A. Kellar, one year ending in 1946; Philip C. Brooks, two years ending in 1947; Howard H. Peckham, four years ending in 1949.

The meeting adjourned at 11:20 P.M.

LESTER J. CAPPON, *Secretary*

Minutes of the Council, November 6, 1945

The Council met at the Severin Hotel, Indianapolis, Indiana, at 4:15 P.M., November 6, 1945, the president, vice-president, secretary, treasurer, and Philip C. Brooks, Solon J. Buck, Herbert A. Kellar, and Howard H. Peckham attending.

The following qualified applicants were elected to membership in the Society: Thomas Amelia, Miss Virginia Stiles Burnett, Leonidas Dodson, Dr. José Bueno do Oliveira Azevedo Filho, Mrs. Arthur Haas, Miss Lola M. Homsher, L. Robert Jones, Roscoe E. Mague, Mrs. Lucille H. Pandell, Dorothy Riker, Mrs. Dorothy Sparks, Mrs. Olive R. Surgen, George A. Viehmann, and The Pacific Telephone and Telegraph Company, Miss E. I. Ployhar.

Voted, to approve the proposed amendment to section 6 of the Constitution providing special rates for annual dues of foreign individual and foreign institutional members.

The place for holding the tenth annual meeting of the Society in 1946 was discussed, invitations having been received from the Ohio State Archaeological and Historical Society, Columbus; the Archives de la Province, Quebec, Canada; the North Carolina State Department of Archives and History, Raleigh; the Illinois State Library, Springfield; and the National Archives, Washington, D.C. The possibility of holding the eleventh annual meeting (1947) in Denver, Colorado, was also discussed, in view of the invitation received from the Colorado State Historical Society and State Archives.

Pursuant to a recommendation read by the secretary from the report of the committee on international relations,

Voted, to elect Comm. Dott. Emilio Re, archivist of Italy, to honorary membership in the Society.

The preliminary report of the Joint Committee on Internships of the Society and the American Association for State and Local History was presented by Mr. Kellar. Mr. Herbert O. Brayer, one of the members of the committee representing the association, was present to participate in the discussion and explanation of the report. It was agreed that this discussion should be continued at the next meeting of the Council.

The president read Professor Theodore C. Pease's letter of resignation as editor of THE AMERICAN ARCHIVIST, to take effect as soon as a successor can be appointed.

Voted, that the resignation of Professor Theodore C. Pease as editor be accepted.

The Council discussed various suggestions regarding a new editor, and the ability of the Society to finance the editorial office without a subvention. It was agreed to continue the discussion of editorial and publication problems at the next meeting of the Council.

The meeting adjourned at 6:30 P.M.

LESTER J. CAPPON, *Secretary*

Minutes of the Council, November 7, 1945

The Council met at the Severin Hotel, Indianapolis, Indiana, at 8:45 A.M., November 7, 1945, the president, secretary, treasurer, editor, and Philip C. Brooks, Christopher Crittenden, Mrs. Virginia Leddy Gambrell, Herbert A. Kellar, and Howard H. Peckham attending.

The editor provided information on financial details of the editorial office as a basis for estimating its costs under his successor. The secretary raised the question whether it might be advisable to issue certain manuals in preparation and other special publications in a series of bulletins of the Society. It was agreed to refer this suggestion to the new editor.

The secretary was directed to submit the text of the Constitution of the Society as amended to date, to the editor for publication in the January, 1946, number of THE AMERICAN ARCHIVIST, and to order separates of the same printed.

Mr. Brooks informed the Council that the American Library Association's International Office would accept as gifts files of THE AMERICAN ARCHIVIST to be sent to devastated libraries, especially national libraries, in war-torn areas; he pointed out that the Society could render this service directly if it preferred. The president suggested making back copies of the journal available to the National Archives for exchange, in order to secure certain foreign archival publications. It was agreed to refer this matter to

the committee on international relations to consult with the secretary, editor, and the National Archives.

Voted, that the secretary and editor carry out the recommendations of the committee on international relations with respect to sending back copies of *THE AMERICAN ARCHIVIST* to certain foreign libraries, if the recommendations meet with the approval of the secretary and editor. In view of objections raised by the editor to the present policy of charging contributors to the journal for separates of their articles,

Voted, that the editor be authorized to purchase 100 extra copies of each issue of *THE AMERICAN ARCHIVIST* for distribution to contributors without charge.

Voted, to appoint William D. Overman as a member of the Editorial Board for a term of four years ending in 1949. The meeting adjourned at 10:15 A.M.

LESTER J. CAPPON, *Secretary*

Minutes of the Council, November 7, 1945

The Council reconvened at 5 P.M., at the Indiana Historical Bureau, the president, secretary, treasurer, Philip C. Brooks, Christopher Crittenden, Mrs. Virginia Leddy Gambrell, Herbert A. Kellar, and Howard H. Peckham attending.

The proposed budget for 1946 was discussed, amended, and approved. After further discussion of the report on internships,

Voted, that the Council approves in principle the report of the Joint Committee on Internships submitted November 6, 1945, and authorizes the appointment by the president of two members of the Society to represent it on the proposed National Council on Specialized Scholarly Techniques. Such members shall serve until the next meeting of the Society at which time a report on progress shall be presented to the Council.

At the request of the president, the present committees of the Society and their functions were reviewed and discussed.

Voted, that the president is authorized to appoint the following committees for 1945-1946: archival buildings; auditing; filing equipment; improvements in provision for amending the constitution; information; institutional archives; international relations; local arrangements for tenth annual meeting; local records; membership; municipal archives; nominations; photographic techniques; program for tenth annual meeting; publication policies of archival agencies; records administration; research; uniform legislation; writings on archives and manuscripts; and joint committee on a war history manual (with the American Association

for State and Local History), the Society of American Archivists represented by its committee on publication policies of archival agencies.

Voted, that the president is authorized to appoint a committee to investigate the possibilities as to an editor for the Society and to recommend a possible editor, and that the Council vote by mail ballot on the person recommended.

After discussion of the invitations for the tenth annual meeting in 1946 [See above, Council Minutes, November 6] and of how the choice should be made, it was moved and seconded that the members of the Society be asked by mail to indicate their choice in order of preference among the five invitations and that the votes be tabulated on the point preferential system. The closing of the Indiana Historical Building brought the meeting to a close without a vote on the motion.

The meeting adjourned at 6 P.M.

LESTER J. CAPPON, *Secretary*

Report of the Committee on International Relations

A leaflet explaining the purposes and interests of the Society of American Archivists was sent to about thirty Latin American Archivists offering them membership at a special rate of \$1.50 per annum. A copy of THE AMERICAN ARCHIVIST was sent with each leaflet so that those approached would have the opportunity to appraise the journal. It was explained that the Society was making this offer in the interest of a more intimate exchange of professional knowledge between archivists of the Americas. This was the sole action taken by the committee during the past twelve months.

The experience of the undersigned who spent a major part of the year 1944 in the European and Mediterranean theaters of war has prompted him to make the following recommendations:

1. There should be called an international conference of archivists as early as possible to be held, preferably in the United States because we are in a much better position to act as hosts. Before this is undertaken, however, we should sound out leading European archivists as to the place where such a meeting might be held and if the response to the suggestion that it be held in this country is favorable, the Society should endeavor to get the United States government to support it. A word of caution should however, be added. We in America know that the archival profession has long been established in Europe and that their archival material goes back through the centuries. They have great pride in their possessions and are unquestionably experts in their field. It is rather in the field of modern archives that those of us in this country are able to make the greatest contribution, and it is fair to say that European archivists are groping with this problem and would welcome consultation and an exchange of ideas. They have been particularly interested in modern American archives buildings and methods of repair. They may have been shut off since the war began from learning of the progress that has been made in these fields by the United States and are anxious to be brought up to date. It would also be desirable to learn to what extent the archives of Europe¹

¹ Continued on page 71.

Financial Statement

January 1, 1944, to December 31, 1944

Cash on hand, January 1, 1944\$2,081.85

Income:

Membership dues:

New members

Life	\$ 96.00	
Annual	230.00	
Renewals	1,460.00	\$1,786.00

THE AMERICAN ARCHIVIST:

Subscriptions	\$ 550.00	
Single copies	278.75	
Reprints	2.25	831.00

Miscellaneous:

Surplus from annual meeting	\$ 8.36	
Postage received with dues18	8.54

Total receipts		\$2,625.54
		<u>\$4,707.39</u>

Disbursements:

Administrative expenses:

Secretary's Office	\$252.82	
Treasurer's Office	99.80	
Committee on—		
Membership	39.98	
Business Archives	57.72	
Nominations	7.40	457.72

Publication fund\$1,379.52

Purchase of U. S. Savings Bond, Series G 1,000.00

Total disbursements		\$2,837.24
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Cash on hand December 31, 1944		\$1,870.15
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Budget for Calendar Year 1946

	General	Publications	Total
Balance, December 31, 1943	\$ 603.21	\$1,478.64	\$2,081.85
Income, 1944	769.04	1,856.50	2,625.54
Total Assets, 1944	1,372.25	3,335.14	4,707.39
Expenses, 1944	457.72	1,379.52	1,837.24
U.S. Bond, Ser. G. \$1,000 purchased	300.00	700.00	1,000.00
Total	757.72	2,079.52	2,837.24
Balance, December 31, 1944	614.53	1,255.62	1,870.15
Estimated Income, 1945	750.00	1,600.00	2,350.00
Total assets, 1945	1,364.53	2,855.62	4,220.15
Estimated Expenses, 1945 ¹			
Publications (\$1,350)		1,300.00	
Secretary office (\$250)	250.00		
Treasurer's office (\$100)	100.00		
Committees (\$250)	150.00		
Annual Meeting (\$100)	100.00		
	600.00	1,300.00	1,900.00
Estimated Balance, December 31, 1945	764.53	1,555.62	2,320.15
Estimated Income, 1946	800.00	1,600.00	2,400.00
Estimated Assets, 1946	1,564.53	3,155.62	4,720.15
Proposed Budget, 1946: ¹			
Publications (\$1,350)		1,800.00 ²	
Secretary's office (\$250)	300.00		
Treasurer's office (\$100)	100.00		
Committees (\$250)	150.00		
Annual meeting (\$100)	100.00		
Total proposed budget	650.00	1,800.00	2,450.00
Estimated Balance, December 31, 1946	\$914.53	\$1,355.62	\$2,270.15
[Plus \$1,000 U.S. Bond			1,000.00]
			[\$3,270.15]

Approved by the Council, November 7, 1945
LESTER J. CAPPON, *Secretary*

¹ 1945 budget figures are shown in parenthesis for comparative purposes.

² Including allowance of \$500 for possible expense of editorial office.

have suffered damage from bombing and what have been rescued. Hilary Jenkinson of the Public Records Office hopes to compile a guide to European archives that would bring the story up to date. The archival profession in America is growing and it would certainly add to its stature if it became a full-fledged member with its colleagues in the family of nations.

2. One of the best means of bringing professional groups together when they are unable to meet is through an exchange of their publications. One of Europe's real needs is for American scientific journals which have not been available to her scholars for many years. Among the publications that would be welcome is *THE AMERICAN ARCHIVIST*. It is realized that there is only a small stock of this journal and the Society has limited funds so there can be no general distribution. Recommendation is made, however, that complete sets of *THE AMERICAN ARCHIVIST* be distributed to leading European archival institutions now lacking files in order that it may be made available to professional archivists connected with such institutions.

3. It is further recommended to the Society that consideration be given to extending honorary membership to Comm. Dott. Emilio Re, archivist of Italy, who remained at his post in Rome during the fascist administration and whose professional ethics are such that he has been permitted to continue his work of administering the archives of Italy since the allied forces took over. He has rendered valuable assistance to the Allied Forces in locating evacuated archives and in restoring the whole archival administration of Italy. Such distinguished services to the profession would seem to make Comm. Dott. Re worthy of any honor this Society might wish to bestow upon him.

Lastly it should be made known to the Society that there were no formal meetings of this committee and that on July 21, the undersigned agreed to take over the chairmanship when it became necessary for Mr. Gaston Litton to relinquish this post because of his absence from the country. The coming year can be an important one for the Society in establishing its relations with archivists of other lands. It is urged that a strong and active committee be appointed for the coming year.

FRED W. SHIPMAN, *Chairman*

Report of the Committee on Records Administration

This committee was organized subsequent to the 1944 annual meeting of the Society as a successor to the earlier committee of the same name, but with a more definitely limited immediate objective. The name of the committee is based upon an intent to cover all phases of the life history of official records that develop before those of enduring value are deposited in archival agencies. In that broad field the most urgent need is to arouse the intelligent interest of administrators in the importance of economical records administration. In order to meet that need an arrangement was made, with the approval of the president and the secretary of the Society, to take over a definite project that was already in the planning stage.

In 1944 the Public Administration Service of Chicago had asked the present chairman of the committee to prepare a bulletin on records administration for state and local government, designed to make available to administrators and archivists some of the lessons of experience gained by the federal government in this field. As plans for that project progressed it became increasingly imperative to have the participation in it of persons engaged in state and local records work. Therefore an arrangement was made under which the membership of this committee could provide that participation. It is intended that the bulletin be prepared as a project of this committee, and then published by the Public Administration Service, with due credit to the Society. This would make available the sponsorship and the distribution facilities of the leading research organization in the field of public administration.

A synopsis of the bulletin was drawn up and referred for comment to the secretary of the North Carolina Department of Archives and History, the chief of publications of the Public Administration Service, and, because that service has plans for a publication on microfilming, to the secretary of the new National Microfilm Association for comment. A considerable amount of material has been accumulated for use in the bulletin, mostly illustrative of developments in states and in local governments. The bulletin should be completed within a few months. If it proceeds as contemplated the members of the Society will be asked for suggestions as to distribution.

For the time being it appears that the committee had best limit its efforts to the preparation of the bulletin. When that is done, however, the committee should undertake to keep informed as to progressive developments in state and local records administration, and to assist them in every way possible.

The chairman requests that the preparation of the bulletin be considered an approved project for the coming year.

PHILIP C. BROOKS, *Chairman*

Report of the Local Records Committee

This committee was appointed for the first time in the spring of 1944, its object being "to explore ways and means of educating lay custodians of archival material." On November 8, 1944, the Council of the Society of American Archivists voted "to refer to the Committee on Local Records, the suggestion that local records officers might be encouraged to improve their services through a manual prepared for this purpose; through contact made with them by their state archivist; through the aid of a group of archivists prepared, on call, to make a survey on local conditions and problems in a particular county or other local sub-division, and through co-operation with the National Association of County Officials, and with the national finance officers associations."

A copy of this vote, together with the following list of suggested headings for such a manual was sent to each member of the Local Records Committee for their comments:

1. The nature of public records and their legal and research values; the use of records by the court and the public.
2. Record material, including the paper, ink, and binding.
3. Filing methods and filing supplies.
4. Indexes.
5. Repair, protection of records from floods, fire, and dangers of war.
6. Vaults, their construction and care.
7. Equipment.
8. Application of photographic processes to the administration of records.
9. Relations with the state archival agencies, etc.
10. Methods of reducing the bulk of records.

While this project is a long way from completion, we can report progress. A considerable amount of material has been gathered and is being held at Connecticut State Library until a compiler and editor is selected.

Miss Norton has kindly offered to arrange for the publication of the material serially in *Illinois Libraries*. However, it would seem that the financing should be accomplished by the Society of American Archivists or the Association for State and Local History.

Due to the war-time limitation on travel, no convention was held this year by the National Association of County Officers, so that it is impossible to report any additional co-operation between the Society of American Archivists and the above named organization, however we look forward with hope to the new year and the possibility of definite co-operation between the two organizations.

The School for Connecticut Tax Collectors, which was inaugurated last year proved so successful that this year in addition to the tax collectors school, September 5-7 inclusive, the state of Connecticut has operated two schools for assessors, one covering the fundamentals of assessing, August 20-24 inclusive, and an advanced school for assessing officers, August 27-31, inclusive, together with a school for Connecticut municipal finance officers, June 11-15 inclusive. All of the schools have been received with great enthusiasm and it is now planned to continue them and add schools for other local record officers from time to time.

HAROLD S. BURT, *Chairman*

Report of the Committee on Institutional Archives

Following the suggestion in last year's report that it is desirable to stimulate in various organizations interest in and study of archival practices, the Committee on Institutional Archives has outlined a project of a series of manuals for the different types of institutions. These manuals are intended to be brief and popular, to interest and instruct those who may be planning the organization of archives, as well as those who may be actually engaged in such work. We feel that the educational value of practical, simply written manuals will be far more effective publicity than a flood of letters of persuasory pamphlets. As to the necessity for writing and producing such materials, it may be said that the literature relating to institutional archives is scattered and inadequate. Present archival manuals are related to government archives.

A tentative outline is in the hands of members of the present committee for their suggestions, first, as to content (criticism of the outline), and second, as to who shall prepare the manuals: a committee or individuals, as members of this committee. Dr. Overman and the Rev. McAvoy have agreed to go ahead. It has been suggested that the completed product be submitted for criticism to archivists handling similar archives—the one on business to business archivists, on Catholic archives, to Catholic archivists, etc.

Before, however, beginning actual preparation of the manuals the committee feels that it should have the approval of the Council of the Society of American Archivists, and assurance that some way will be found to assure publication. We are therefore submitting to the Council for its consideration the proposals for this project. If the Council approves, work may proceed at once. If the recommendation is rejected, the committee (whatever its constitution or existence next year) will be free to start afresh in other directions.

WALTER HAUSDORFER, *Chairman*

Report of the Committee on Archival Buildings

The committee membership during the year past included, besides the writer, the two original members, Leon de Valinger, Jr., of Delaware, and William J. Van Schreeven of Virginia, and two new members, Morris L. Radoff of Maryland, and Charlotte Capers of Mississippi. Although no committee meetings were held, members were contacted by telephone and correspondence. The principal activity for the year consisted of consulting services rendered to inquirers. A study was initiated for the determination of optimum space requirements for the varying elements of an archives structure costing about a quarter million dollars.

Inquiries for information were received from gratifyingly diverse sources such as county, church, and university repositories contemplating the possible initiation of building projects for modernized archival housing. Corporations, too, are becoming increasingly aware of the utility value of the specialized care of their noncurrent records. The Firestone Tire and Rubber Company, for example, although presently assigning

but seventeen hundred square feet to its Department of Archives and Library, is by no means unaware of the growing need for specific archival housing. Through the efforts of William D. Overman, archivist of the company, archival activity is growing as indicated by the recruitment of a former member of the National Archives staff, James N. Young.

With the conclusion of hostilities some of the state archival projects mentioned in the annual report of 1944 have increased their chances for ultimate fruition. The proposed million dollar archival extension to the Connecticut State Library in Hartford is still in an uncertain stage, but the state librarian, James Brewster, reports that the governor will propose it to the state legislature as a part of the public works program. The chances for a legislative grant depend somewhat on the employment situation in the state. The state has the necessary funds for the structure, but release of building appropriations for public works is contingent upon the extent of unemployment that may develop during the reconversion period.

In Illinois, President Margaret Norton reports, the Post-War Planning Commission has recommended the completion of the Illinois State Library Building of which the existing archives building is the first unit. However, at the last meeting of the Illinois General Assembly, no appropriations were actually made for this purpose. The plan of the proposed building will take the form of a square U in which will be housed the administrative and public quarters and general reference section of the state library, and inside the hollow square formed by the U will be placed the library stacks and the new archival vaults. It is expected that the archival expansion will be faster than that of the library sections. The tentative plans have been prepared by the office of the state architect. It is also probable that when a new state supreme court building is erected, the present structure will be remodeled to receive the holdings of the State Historical Library.

Illinois is showing commendable activity in the field of county depositories also. An inquiry was received from Peoria, Illinois, requesting information on county archives. This is a revival of a project promoted in 1940 but abandoned because of the war. In view of the lack of a comprehensive work on the subject such inquiries were answered by reference to the following items: (1) Margaret C. Norton's "Record Vaults," in *Illinois Libraries*, November, 1943, (2) the National Archives' *Bulletin No. 6*, "Buildings and Equipment for Archives," by Simon, Gondos, and Van Schreeven, (3) the National Fire Protection Association's report *Protection of Records*, August, 1939, and (4) a selected list of modern county courthouses and their architects, compiled by the committee. Counties in various regions are planning the erection of new courthouses, or the remodeling and addition of vault facilities. A more romantic and interesting item, somewhat off the beaten track, is the purchase by the state of Illinois of the Sangamon County courthouse and its conversion into a permanent memorial to Abraham Lincoln. The state appropriated \$600,000 for this purchase.

The records survey in New York state preparatory to the drawing of definitive building plans is proceeding apace. Henry Howard Eddy has been in charge of this phase for some time past and, in addition to his surveying activities, he has developed some interesting ideas with regard to movable shelf equipment for archival uses. The various state agencies have been canvassed for data on their records storage and reference service requirements, and tentative plans have been formulated to meet acute problems existing in some of the filerooms and storage areas. The move for a centralized noncurrent records management and archival depository has met with very favorable response from administrative officials. Final decisions, however, on the highest policy-making level have not yet been formulated.

In the Keystone State—Pennsylvania—Governor Martin submitted to the legislature the greatest archival building program thus far proposed in an American state. True, the state's historical library and museum are also included in the vast six million dollar project, as well as the purchase of ground adjoining the present Capitol Park and the consequent relocation of utilities and the extension of the capitol landscape design, but the archival structure and facilities proper will probably cost as much as two and a half-million dollars. The handling of historical, museum, and archival activities on the state level have been completely reorganized during the past year, the former Pennsylvania Historical Commission and the State Museum have been merged, and the newly created Pennsylvania Historical and Museum Commission has been clothed with the responsibility of obtaining the necessary plans and specifications for the proposed William Penn Memorial Building which will house the archives of the commonwealth. The commission appointed a building committee, with R. N. Williams, 2nd, acting director of the Historical Society of Pennsylvania, as chairman. This committee is now actively at work prosecuting the project.

The library of the University of Wisconsin is presently located in the same building as the State Historical Society which has jurisdiction of the state's archives. The university, reports Director Edward P. Alexander, is now in process of planning a new library building which, it is hoped, will be built in 1946-1947. As soon as the university library is completed the State Historical Society will receive complete possession of the existing building and this added space will be devoted to the expansion of archival facilities, and to a consequent expansion of an active accessioning program of the noncurrent records of state agencies.

John Clement, acting director of the Vermont Historical Society, states that the Vermont legislature has not yet appropriated funds for the projected archives addition to the state library building, but, at least, a resolution recommending favorable action by the next legislature was adopted. Since the long round of committee hearings have already been held this favorable resolution is not only an important step forward but it will also help to avoid further loss of time and effort in committee meetings. Incidentally, the Vermont state arsenal, which housed the state's military records, was recently burned when it was struck by lightning, and many of the records were considerably damaged. Salvaging operations are still in progress on the drying and cleaning of charred and water-soaked papers which date back to Revolutionary times. What an object lesson to Vermont's tight-fisted legislators as regards the value of a fireproof depository!

The projected new stacks in Alabama's World War Memorial Building, which houses the Department of Archives and History, are to be completed at last. Director Marie B. Owen says that the Alabama legislature has authorized the expenditure of \$71,000 towards the completion of the stacks, and several contracting firms have been asked to bid on the project. Warren, Knight, and Davis of Birmingham are the architects.

Activity on the institutional front is growing apace, if the requests from such sources for consulting services is a deliable index. In addition to certain requests from Catholic sources, inquiries from universities have also been received. In June, the chairman received a visit from Wayne S. Yenowine, acting director of libraries of the University of Georgia, and the problems incident to new archival developments were discussed. The chairman also served as consultant to the recently installed archivist of the University of Pennsylvania, Dr. Leonidas Dodson, who has been entrusted with the development of that learned institution's archives.

The most insistent undertone in the frequently plaintive replies of our archival correspondents is the overwhelming importance of the current political equation and its effects on their plans and hopes. Politics is an ever present hobgoblin interfering with

"the best laid plans of mice and men." For example, one correspondent writes, "As you can readily understand, all sorts of political angles are involved . . . care must be exercised to avoid slighting anybody by failing to secure his opinion . . . all this slows progress." And another relates, "I hope you will understand my position but as you know, projects of this nature are somewhat involved in politics and there is always the danger of hurting someone or treading on someone's toes." And a third archivist hopes for economic pressure to force political action, as he reports that, "A good deal, of course, depends on how reconversion develops. . . . If public works are necessary to help employment, I believe the legislature would approve the plan."

Thus archivists in administrative positions not only have to be good scholars but also political tight-rope walkers with the "savvy" of a Tammany sachem. Yes, regrettable as it may be, the history of modern archival developments in America clearly proves that nothing is a greater boon to archivists and their plans than a first class depression. It is truly the event that moves political mountains. So it may be taken as axiomatic that the development of American archival buildings is in inverse ratio to American prosperity. May the future disprove the past!

VICTOR GONDOS, JR., *Chairman*

Report of the Committee on Archival Research

The primary objective of the Committee on Archival Research at the present time is to stimulate the writing of articles suitable for publication in THE AMERICAN ARCHIVIST. Despite the distracting events of the year, the committee is able to report some progress toward this objective. Two manuscripts have been submitted to and accepted by the editor. Another has been recently completed. Two are being revised for possible publication in our journal. Five are in various stages of preparation. Five others have been promised, one of them from Europe. These articles cover a wide scope of subjects.

While this record of accomplishment is modest, it is by no means discouraging. If this much could be done in a year that witnessed the end of hostilities on both fronts, surely much more can be done in the future. The chairman, heartened by the cordial support he has received from members of the committee and others, looks forward to the time when the editor of THE AMERICAN ARCHIVIST can find his desk glutted with manuscripts worthy of publication. Only then could this committee feel justified in relaxing its efforts to stimulate the writing of articles and turn to other objectives.

One thing should be made clear. The Committee on Archival Research does not stand between potential authors and the editor of our journal. Anyone who wishes to submit an article direct to the editor is welcome to do so as always. The committee aims merely to convert into contributors persons who may not have thought of making contributions to its pages.

CARL L. LOKKE, *Chairman*

Report of the Committee on Information

The metamorphosis of the Committee on Publicity into the Committee on Information, which took place after the 1944 annual meeting of the Society, did not affect the work of the committee. It followed the pattern that had been established the preceding year. Mrs. Elizabeth E. Hamer, assistant administrative secretary of the National Archives, continued to act as chairman, Mr. Roger Thomas, of the Maryland Hall of Records, again served as a member, and in October, 1945, Miss Margaret Pierson, archivist of the Indiana State Library, was appointed to the committee.

No meetings were held during the year. The chairman conferred occasionally with

Mr. Thomas, but all other business and most of the activities of the committee were conducted by correspondence.

In pursuance of its purpose to disseminate information of interest to actual and potential members of the Society in order to build up the Society's membership and to increase its stature as a professional organization, the Committee continued to send clippings from *THE AMERICAN ARCHIVIST* to contributors and to those mentioned in its reviews or news notes. This is a service that members of the Society, at least, like and now expect to have, as the committee discovered when its chairman was late one quarter in sending out the clippings.

"Writings on Archives and Manuscripts, July, 1943-June, 1944," a twenty-page reprint from the October, 1944, issue of *THE AMERICAN ARCHIVIST*, was advertised by the committee, as its earlier edition covering 1942-1943 had been. A memorandum was sent to more than twenty-five editors of professional journals advising them of the availability of the reprint for twenty-five cents a copy and asking them to print a notice of this in their columns. Response to the resulting publicity was rather good in 1944, the secretary of the Society reported.

During the year, so far as the committee is aware, one article from *THE AMERICAN ARCHIVIST*, Dr. Solon J. Buck's "Let's Look at the Record" from the April, 1945, issue, was abstracted by a trade journal, *Weston's Record*. This publication reaches about twelve thousand keepers of local records and, as suggested by the committee last year, such abstracting or reprinting greatly extends the influence of the Society and ought to be encouraged. Unfortunately this field was not even superficially explored by the committee. Next year a planned program should be undertaken to stimulate reprinting or abstracting from *THE AMERICAN ARCHIVIST* not only in this country but abroad, for example, in India, where a new records publication is being launched. A statement of policy from the Council or an agreement with the editor of the Society's journal in regard to whether this committee or the editor should take the initiative in calling attention to articles in the journal would be highly desirable.

A major activity of the committee is the preparation and handling of the publicity on the annual and other meetings of the Society. Complete press coverage was obtained for the annual meeting last year in Harrisburg, Pennsylvania. Four press releases were prepared by the chairman in advance of the meeting and were sent to papers east of the Mississippi. Mr. Roger Thomas, with the able assistance of Dr. S. K. Stevens and his staff, did a beautiful job in covering the Harrisburg front. Space given the meeting in the press, considering wartime shortages of newsprint, was generous.

After the meeting a brief news note on the election of officers and other events at the annual session was sent to a score of professional journals, many of which utilized the hand-out. Thought was given to making these news notes a quarterly activity, but that idea died a-borning from lack of news and time. Notification of the joint luncheon of the Society of American Archivists and the American Historical Association on December 28, 1944, in Chicago was also sent to a few journals but this session was decided upon too late to permit catching the fall editions of the periodicals. Plans have been made for covering the 1945 annual meeting of the Society in Indianapolis, but once again the committee has been handicapped by lack of advance information about whether the meeting would be held, where it would take place, and what the program would be. This was unavoidable because of the war, of course, and next year perhaps a more thorough job can be done.

In closing this report, a word of thanks must be said for the ever-sustaining hands of President Norton and Secretary Cappon. Many others, too numerous to mention, have co-operated whole-heartedly with the committee. Mr. Thomas has worked faithfully and very ably and I know that Miss Pierson, who will bear the burden at Indianapolis, will

also be a valuable member. I regret that I must ask to be relieved of the chairmanship. I have enjoyed the work and I feel that it is worth doing. My official duties at the National Archives, however, make it almost impossible for me to be away during the first two weeks of November, when, it seems, the annual meetings are to be held, and I think that it is unfair to the committee members and to the Society for the chairman not to be at the annual meeting, where all hands are needed.

ELIZABETH E. HAMER, *Chairman*

The secretary would like to purchase copies of the January, April, July, and October, 1938; January, 1939; July, October, 1940; January, April, 1941, issues of THE AMERICAN ARCHIVIST. The secretary will repurchase these issues at fifty cents a copy.

THE NATIONAL ARCHIVES

The termination of war activities has already resulted in the transfer to the National Archives of records from several emergency agencies. Among them are the records of the Industrial Incentive Division of the Navy Department, 1941-1945; the records of the War Refugee Board, 1944-1945; applications for export licenses made to the Foreign Economic Administration, 1942-1943; case files of and hearings before the National War Labor Board, 1942-1944; and records of the Overseas Branch of the Office of War Information, consisting of radio scripts and program logs of the San Francisco office and sound recordings of broadcasts from the New York office, 1941-1945. Other recent accessions include a group of photographs pertaining to Indian wars, the Spanish-American War, the Philippine Insurrection, the China Relief Expedition, and the Mexican Punitive Expedition, 1898-1914, received from the War Department; records of the Immigration and Naturalization Service, 1882-1938; and records of the Comptroller of the Currency Bureau relating to national banks, 1863-1940.

Under sponsorship of the Interdepartmental Committee on Cultural and Scientific Co-operation, a program for bringing Latin-American archivists to the United States to study archival methods has been instituted. Juan Eyzaguirre Escobar, assistant director of the National Archives of Chile, and Manuel Carrera Stampa, doctoral candidate at the National University of Mexico, are now working at the National Archives on fellowships. Later they will study at other archival agencies throughout the country.

The archivist of the United States has announced the transfers of the following staff members: John G. Bradley, who had served as chief of the Division of Motion Pictures and Sound Recordings since 1935, to become director of the Motion Picture Project of the Library of Congress; Theodore R. Schellenberg, who had served as chief of the Division of Agriculture Department Archives since 1938, to become records officer of the Office of Price Administration; and Jesse E. Boell, assistant director of the War

Records Office, to accept a position as archives officer with the Monuments, Fine Arts, and Archives Section of the Office of Military Government (U.S.) for Germany. Henry H. Eddy, on leave from the Franklin D. Roosevelt Library at Hyde Park, resigned to become archivist of the state of New York. Virginia E. Massey, formerly on the staff of the Historical Records Survey Projects and more recently on that of the Office of Strategic Services, was appointed to the staff of the National Archives and Fred G. Halley returned after receiving an honorable discharge from the Army. Dallas D. Irvine, formerly management officer of the National Archives, has become assistant director of the War Records Office and Arthur E. Young is acting management officer.

Recent visitors at the National Archives include Australia's parliamentary librarian and National Library archives authority, Dr. Kenneth Binns; Dr. L. K. Tao, of the Institute of Social Sciences, Academia Sinica, Chungking; and Dr. Tung Chi Li, professor of history at National Fudan University, Chungking.

LIBRARY OF CONGRESS

The Library of Congress has made an agreement with the Petroleum Administration for War to make available to the public the content of certain records of the German oil industry collected by a mission of petroleum technologists under the supervision of the PAW. The information to be made available falls into four classes:

1. One hundred fifty microfilm reels of approximately one thousand frames each, each frame containing a page of a captured document relating to the industry.
2. Indices of the microfilm reels, describing briefly what information the reports included in each reel contain. Copies of these will be available at the Library of Congress and in research libraries in thirty-five key cities throughout the country.
3. Reports by individual members of the mission on areas visited. Areas usually included one but sometimes more than one plant, and the reports are based on records found, personal observations, and interrogation of plant personnel at or near the plant concerned. Approximately forty of these reports have been declassified and will be available at the Library of Congress, and other reports will be made public as they are declassified. Copies of these reports will be distributed to the thirty-five key libraries for inspection.
4. Summaries of the information contained on the microfilms prepared by subjects or processes. About twenty-five microfilms have been translated through the co-operation of industry technologists and are now being analyzed. The first of these summaries is expected to be available in the near future from the Library of Congress or the thirty-five key libraries.

The library has received the files of the Columbia Broadcasting System short wave listening station, 1939-August, 1945, containing foreign short wave broadcasts recorded from more than sixty enemy and allied stations.

Among the recent accessions to the Division of Manuscripts in the Library of Congress the following may be noted: one box of ecclesiastical court records of the bishopric of Zebu, Philippine Islands, 1653 to 1681, and the acts of the Municipal Council of Manila, 1786 to 1787; photostats of three letters, 1798, in the Canadian Archives, relating to the loan of twenty-five pieces of cannon to the United States government; one volume of papers of Gouverneur Kemble Warren: "Proceedings of a Public Meeting of Soldiers of the late War, August 12, 1882"; reports of the annual meetings of the National Institute of Social Science, 1934 to 1944; twenty-one boxes of the papers of the United States: Writers' War Board, 1941 to 1945; and one volume of the "Register of Visitors, United Nations Conference on International Organization, April 25, to June 26, 1945."

Small collections of papers of the Barnard family of Connecticut and New York (1757-1890), William Conant Church (restricted), Alexander B. McFarlon, Mira L. Dock, Gertrude Lane, and Wendell Willkie have been acquired since the last report, and additions have been made to the Division's holdings of the papers of Roger Sherman, John Ericcson, Henry Ward Beecher, Cadmus M. Wilcox, James J. Gillette, Evelyn Briggs Baldwin, and William Jennings Bryan.

RECORDS ADMINISTRATION DIVISION, NAVY DEPARTMENT

Lt. Comdr. Emmett J. Leahy, USNR, founder of the Navy's records management program and director of records administration for that department since September, 1941, returned to inactive duty in the Naval Reserve and left the Navy Department in November, 1945, to become manager of the Records Management Services of the Systems Division of Remington-Rand, Inc. He was succeeded by Lt. Comdr. Herbert E. Angel, USNR, who has been connected with the Navy records management program since April, 1943, and has been assistant director of records administration since February, 1944.

Other officers of the division returning to inactive duty in the Naval Reserve include Lt. Comdr. Joseph P. Brennan, officer in charge of microphotographic service; Lt. Ken M. Davee, who has served the division in a number of capacities; Lt. J. Hamilton Lane, officer in charge of the microfilm center at Pearl Harbor; Lt. Charles H. Niemann, officer in charge of the correspondence management service; and Ens. Walter Higgins, assistant manager of the microfilm plant in Washington. Lt. Davee has returned to Chicago to re-establish his management engineering firm, and Lt. Niemann has joined the management staff of the Veterans Administration. The other officers named

have joined the staff of Remington-Rand, Inc., Lt. Comdr. Brennan as photographic specialist in the Washington branch, Lt. Lane as assistant to the vice-president and general manager of the Photo Records Division, and Ens. Higgins as assistant to the development engineer of the microfilming laboratory.

Lt. Comdr. L. Ray Awtrey, who has recently been on duty in the Bureau of Ships and who before he entered the naval service was connected with the Railroad Retirement Board and the Foreign Economic Administration, has been appointed officer in charge of microphotographic service.

Courses for the indoctrination of the newly appointed records officers for the various naval districts were held in Philadelphia and Los Angeles during the week of October 29 under the direction of Lt. Everett O. Alldredge and Lt. Davee, respectively. Persons attending the course in Philadelphia came from points as distant as Puerto Rico and the Canal Zone, while the Los Angeles course drew from Hawaii and Alaska as well as from districts in the continental United States.

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

The Interagency Records Administration Conference is now entering its fifth year. The conference provides all federal employees concerned with records administration with an opportunity to interchange ideas on records administration procedures and problems, to discuss principles and standards of records management, to study systems of records management in federal agencies, to prepare materials on records administration for use in training, and to plan for the training of records clerks and supervisors. Attendance is open to all who are concerned with records administration in the federal service.

The conference holds meetings on the fourth Friday of each month, September through June, usually at the National Archives auditorium. At the September meeting Elliott Thompson, Bureau of the Budget, Ross Pope, Office of Censorship, and Victor Gondos, Jr., of the National Archives, discussed the disposition of records of terminated agencies or activities. Retention and disposal of fiscal records was the subject of a panel discussion at the October meeting, with John H. Dethman, Office of Price Administration, Allen Humphrey, General Accounting Office, and Clifford R. Barnes, Department of Agriculture, making up the panel. Another panel discussion was held at the November meeting when the establishment and retention of contract records were discussed by Willard E. Mack, Procurement Division, Treasury Department, Capt. Kenneth Walker, Records Management Branch, Adjutant General's Office, and George Farrand, Accounting Division, Office of Contract Settlement.

In addition to the monthly meetings, the conference sponsors two round-tables meeting on the second and third Fridays of each month—one, a round-

table on records administration, led by Lt. Charles A. Sterman, USNR, Records Administration Division, Navy Department, and the other on case studies in records management in federal agencies, led by Henry J. Lilienfeld, Bureau of the Budget.

THE AMERICAN ASSOCIATION FOR STATE AND LOCAL HISTORY

The fifth annual meeting—the second peace-time gathering—of the American Association for State and Local History took place at the Hotel Severin, Indianapolis, Indiana, November 7-8, 1945. The series of programs opened with a joint dinner meeting with the Society of American Archivists. Herbert O. Brayer, of the Colorado State Historical Society presided over a panel discussion of the complex subject of microphotography in which George A. Schwegmann, Jr., director of the photoduplication service of the Library of Congress, Eugene Power, president of University Microfilms, Inc., and Fremont Feder, of Wesleyan university library, and others took part.

"Local History and the Schools" was the timely subject of the morning session on November 8. H. Bailey Carroll, of the University of Texas, described the Texas Junior Historical Association, the purpose of which is "to promote the history and tradition of Texas." S. K. Stevens, state historian of Pennsylvania, outlined the experience of his state in utilizing local history in the schools. In her paper entitled "A Minnesota History Project," Gertrude Gove described the search into local history, a project undertaken by the high school students of St. Cloud, Minnesota. Paul Seehausen, of the Indiana Department of Education, told of the plans for including a study of state history in the proposed social studies curriculum for his state. The more advanced status of the student of history was represented by Colton Storm, of the William L. Clements Library, Ann Arbor, Michigan, in his paper, "History and Higher Education." John D. Barnhart, of the department of history, Indiana University, presided at this meeting.

During the afternoon session, conducted by Dorothy C. Barck, of the New-York Historical Society, the president of the association, Howard H. Peckham, of the Indiana Historical Bureau, described the organization of this bureau and its correlating activities with the Indiana Historical Society and the Indiana State Library.

The afternoon session was concerned with the problems of writing the history of the second World War and with the effect of the recent conflict on the West. Marvin W. Schlegel, of the Pennsylvania Historical and Museum Commission, pointed out that history written contemporaneously was not usually considered definitive, but that one of the chief values in early writing lies in the fact that gaps and inequalities in the collections of war records may be revealed soon enough to be at least partially remedied. Virgil V. Peterson, of the Colorado State Historical Society, gave striking illustrations of

how the war came to the West and how it affected the people. Lester J. Cappon, of Colonial Williamsburg, Inc., Williamsburg, Virginia, presided over this meeting.

Dorothy C. Barck delivered her presidential address at the dinner meeting on November 8. In discussing the universality of local history, Miss Barck said that "each and every individual interest can be satisfied in the diversified fields of local history, and every special aptitude well applied to its study." In other words, the speaker said, local history may be "anything that interests anyone." Roy M. Robbins, chairman of the department of history at Butler University, Indianapolis, presided.

Representatives from approximately twenty-four of the forty-eight states of the Union and the District of Columbia attended the meeting of the association, which everyone felt was successful. We are very grateful to Lewis Besson, chairman, and the members of the program committee, Edna L. Jacobsen and Allyn B. Forbes, and to Howard H. Peckham, chairman, with his corps of assistants, Harold F. Brigham, Margaret C. Pierson, Caroline Dunn, Grace B. Osterhus, Florence G. Watts, and Martha T. Morris of the Joint Committee on Local Arrangements. When one considers the shortness of the time in which all committees had to work, the evident success of the annual meeting is all the more noteworthy.

Resolution of the Council of the American Association for State and Local History, Passed at Indianapolis, November 8, 1945

It has come to the attention of the American Association for State and Local History, now holding its annual session at Indianapolis, that, in the confusion of post-war readjustments, there is danger that valuable and irreplaceable records of various federal agencies, particularly those in the several states, may be improperly handled and even totally lost. Be it therefore resolved by the Council of the American Association for State and Local History, that the National Archives, the official records agency of the United States government, take every practicable step, in order to prevent such loss, to see that no federal records are destroyed or disposed of until such disposal has been authorized by Congress, upon recommendation of the National Archives, as provided by law.

Miss Nell Hines, in charge of war records collecting at the North Carolina State Department of Archives and History, has been elected secretary-treasurer of the association succeeding David C. Duniway, who resigned because of the pressure of his duties as regional historian for the Office of Price Administration and as representative of the National Archives on the west coast.

NATIONAL MICROFILM ASSOCIATION

This non-profit corporation (Michigan) has been established to act as an information center for the microfilm industry and its public. The purpose of the association is to promote a better understanding of microfilm, its applications and resulting products or services, thus bringing about the efficient and

economical use of microfilm. The office of the new organization is at 303 Lexington Avenue, New York 16. Charter member companies include the American Optical Company, Ansco, Bausch and Lomb Optical Company, Diebold, Inc., Federal Manufacturing and Engineering Corporation, Fonda Machinery Company, Inc., the Globe-Wernicke Company, Graphic Microfilm Service, Inc., the Haloid Company, A. H. Mathias and Company, the Microfilm Corporation, Microstat Corporation of Pennsylvania, Remington-Rand, Inc. (Photographic Records Division), H. A. Rogers and Company, Society for Visual Education, University Microfilms, and York-Microstat Corporation. Individual charter members include Lt. Vernon D. Tate, National Archives, and J. H. Lane, general manager of the Photo Records Division of Remington-Rand, Inc.

Publications issued to date by the association include a series of *General Letters* and *General Bulletins* sent to members, and copies of an address by D. A. Ploesser, methods manager of the Timken Roller Bearing Company, entitled "Microfilming for the Office," which was released through the courtesy of the National Office Management Association. *General Letter* No. 3 includes a discussion of the advantageous use of microfilm in the production of records by firms subpoenaed by the Department of Justice in its current investigation of investment banking and a statement on making prints permanent for archival purposes. *General Bulletins* Nos. 1-3 carry a discussion of public relations for the microfilm industry, and *General Bulletin* No. 4 announces that the Public Administration Service has requested the association to prepare an illustrated manuscript for a projected monograph on the subject of *Microphotography for Public Officials* to be issued by the PAS. The same bulletin includes a tentative synopsis of the proposed monograph.

Officers as of October 31, 1945, are Eugene B. Power, president; John B. Hartnett, vice-president; M. S. Lehman, treasurer; and W. L. Knighton, advisory secretary.

UNIVERSITY MICROFILMS

University Microfilms, Ann Arbor, has announced that arrangements have been made whereby American scholars and libraries may obtain microfilm material from the British Museum, the Bodleian and Cambridge libraries, the British Public Record Office, and some smaller libraries in England. A similar service will be available for material from French libraries. A modern microfilm camera has been installed in the Bibliothèque Nationale to handle books in that library and interlibrary loans from other French institutions.

FOREIGN NEWS

In addition to the archivists mentioned in previous issues of THE AMERICAN ARCHIVIST as serving with the Monuments, Fine Arts and Ar-

chives Section of the Office of Military Government (U.S.) for Germany, Jesse Boell, Edgar Breitenbach, Paul Vanderbilt, and Capt. Seymour Pomrenze have joined the section. Mr. Boell and Capt. Pomrenze have been employed at the National Archives. Mr. Vanderbilt is known to many in connection with the Philadelphia Bibliographical Center and Union Catalogue. In recent months he has been serving with the Office of War Information and Mr. Breitenbach was employed by the same agency.

International Federation of Documentation

We are indebted to Dr. F. Donker Duyvis, editor of *FID Communicationes*, for the following report on the activities of the federation during the war:

For the time being I can only give a brief account as to what happened to the F.I.D. during the five last years. Correspondence is still difficult and contact with many of our correspondents has been stopped before some years.

Our last meeting in Zürich in August, 1939, was already influenced by the shadows of the near awkward future. Soon afterwards the cataclysm started. However, Holland was still outside the war up to the 10th of May, 1940, and it was a happy coincidence that we had still the kind visit of our American friends of the Rockefeller Foundation who enabled us to keep the bureau running during the first years of the war.

When the war started we judged best to abstain from positive activity but to do the current work: answer the correspondence, keep the Journal "F.I.D. Communicationes" running (we had a good stock of copy), distribute the proposals of extension of the Universal Decimal Classification, but restricting this to simple extensions and asking people to abstain as much as possible from fundamental proposals and giving notice that no proposal should be considered as definitively adopted as long as the war lasted. Of the "Communicationes" as well as of the proposals we trusted that copies sent to Switzerland would be passed to Great Britain and in fact this seems to have succeeded to a certain extent, although not all our sendings came through. New editions of the C.D.U. were checked as much as possible with the standard manuscript.

With the occupants we had no difficulties in the beginning but for one incident. I wrote to Dr. Craver (Engineering Societies Library) asking him to act representation of the secretaryship and receive all contributions from American members. To the latter I wrote conformly a letter. My letters were seized by the German censors and I was submitted to several hearings. The matter was not considered as a single trespassing of some official regulation but as a "crime." However, the thing ended simply with a small fine.

In 1941 I managed to pay a visit to both old friends in Brussels. In that time the food situation in Belgium was defective and both suffered from it. Leaving LaFontaine I felt that it was the last time I saw his gentle face but I did not realise that I would never see again Otlet, who was still full of energy and planning for the future. A German curator dealt with the collections of the *Palais Mondial* and the *Institut International de Bibliographie*, but he was rather harmless.

The year 1942 brought more difficulties. The German association for documentation which acts as German national section of the F.I.D. had grown active and was rather nazified. They organised a Conference in Salzburg and sent one messenger after another to the Hague urging Dr. Prins and me to attend that Conference.

Dr. Prins and I refused. In 1942 we were demissionary as officials of the F.I.D. and we took the standpoint that it was our duty to take care of the bureau of the F.I.D., especially of the archives which were the common-property of all the belligerents as well as of the neutrals. We were ready for discussion so far as general international interests were concerned, but it was not our duty to assist to any meeting of a national society. As Dutchmen we considered it impossible to accept the hospitality of Nazi-authorities.

The Conference took place. There was a tendency to create some continental federation of documentation under German, political leadership. Only few foreigners were present in Salzburg.

Our further information was that the German authorities considered to confiscate the F.I.D. or to deplace it to Berlin and transform it into the above-said planned organisation.

Since our cash was nearly empty as usual, the confiscation would be rather harmless from a financial point of view but it would mean complete loss of the archives. Moreover in the archives all kinds of data concerning our members and co-operators would be found and various of the national bodies would come under direct political control from Berlin.

I got the hint to keep the cash empty, which was not so difficult a task, and further to keep close relations with the Centro Volpi, the latter organisation being the moving force of our Italian Section. The Italian group was opposed to a transmission of the F.I.D. towards Berlin. Moreover the Centro Volpi was strongly Americanophile. In fact when there was a meeting in Venice concerning the application of the C.D.U. for classing standards the Italians did not understand or pretended to not understand German and French with the ridiculous effect that the discussions were held in English language, a thing which of course made the German authorities wild.

I followed up the hint, in fact with the success that no measure against us were taken. But I think we also owed our safety to the firm defense by Dr. Otto Frank. The latter (just as Carl Walther) from the beginning was strongly against the war, refused constantly to enter into the Nazi party (of which most German officials, e.g. Dr. Kruss, drew members more or less against their will) and rejected anti-semitisms. Frank had many difficulties for our sake and was dismissed as secretary of the German section. I received his last letter in the beginning of 1944 and I sincerely hope that nothing serious has occurred to him and his family afterwards.

I was on the list to be arrested in the end of 1942 for some unknown reason. Possibly it had not to do with the F.I.D. Thanks to the intervention of some friends in the Royal Dutch Oil Cy., I was not captivated.

In the beginning of 1943 came difficulties about the publication of the *Communications* and in the midst of 1943 we got no longer permission for this publication. I was not sorry to stop it, because our stock of copy from abroad was exhausted and practically we got only copy from Germany. Fortunately the "*Communications*" were saved by E. Mathys who continued their publication in Bern.

The year 1943 brought the big loss of our great founder Henri LaFontaine; his inseparable friend Paul Otlet followed him in 1944.

In 1943-1944 no work of practical importance was done in the Bureau and obviously the Germans had lost their taste for international organisation of documentation.

Although in my function of temporary President of the Dutch Patent Office I was actively engaged in the illegal resistance work, I kept the F.I.D. clean from any illegal activity (The Dutch Institute of Documentation was rather a center of illegality).

From the sections I got not much news except from Switzerland, of which documentary activity is given, account in the *Communicationes*. The Italians had created their section just before the war started. A Rumanian section was founded in 1940. In Sweden the Society for Technical Literature is growing and preparing in general Swedish association for documentation. I am afraid that Rodowicz the leader of our Polish section has been killed. From Denmark came only spare news and I presume also our Danish group met with difficulties. In Belgium our friends did a lot of important work as to courses in documentation and development of the U.D.C. The Hungarian section was still in formation. From France seldom came any news, from Czecho-Slovakye occasionally. In Holland was worked at the development of the reduced size, flat photocopy; moreover a lot of bibliographic work and classification was done.

Pan American Institute of Geography and History

Plans for the strengthening of the historical program of the institute are under consideration. The Joint Committee on Latin-American Studies at a conference held in Washington on October 17, 1945, voted to recommend to the Department of State that the United States delegation to the forthcoming assembly of the institute be instructed to propose the creation of an Institute Commission on History organized on the same basis as the Institute's Commission on Cartography. Broadly representative of the historical scholarship of the American countries and competent to develop special committees, the commission would appoint a first committee charged with securing and making available information respecting the principal bodies of historical sources in each of the American countries. The nature of such a survey of the sources of American history is outlined in the following memorandum submitted to the State Department for possible submission to the delegation:

In order to promote studies in the history of the American countries, it is important that the great bodies of historical sources that are to be found in public archives, libraries, private collections, and museums should be surveyed and described. While this can hardly be done as a single operation, it should be possible for a central body, such as the First Committee of the Proposed Commission on History, to plan an open series of guides and descriptive accounts and to encourage their preparation by scholars of the respective countries. In that way there would gradually be made available an increasing body of information in all countries respecting the documentary and objective materials upon which historical research must be based.

The preliminary task of the First Committee should be the compilation of a bibliography of existing guides, catalogues, inventories, and other descriptive accounts of historical source materials. This bibliography should be compiled in each country according to a general plan approved by the Committee. Its principal task, however, would be to stimulate the preparation of new and up-to-date guides, catalogues, inventories, and descriptive accounts, in accordance with a general plan.

In the preparation of these guides in each country, special attention should be given to bodies of material that are of interest for the history of other American countries, the description of which might also be facilitated by the organization of special missions, similar to those sent by the Argentine to the Spanish archives, or by the Carnegie Institution of Washington to the archives of Mexico, Cuba, and

Canada, and of European countries, or by the Canadian Archives to the archives of England and France.

The fourth assembly of the institute, originally scheduled to meet in Caracas, Venezuela, November 28-December 11, 1945, has been postponed until the spring or early summer of 1946.

Australia

Dr. Kenneth Binns, parliamentary librarian and national library archival authority, has furnished the editors with the following account of recent archival activities in Australia:

In early 1942 an Inter-departmental Committee on the Preservation of War Records was set up to investigate the situation and advise the Prime Minister on methods for the safeguarding of valuable war records. In August, 1942, this committee became the War Archives Committee. [See note in *THE AMERICAN ARCHIVIST*, VI (July, 1943), 185-186.] On its advice, the Prime Minister sent an instruction to the various departments forbidding the destruction of any records other than those held under obligation to destroy and, in consequence of a final report submitted by the committee the following provisional archives system was set up. The director of the National War Memorial was selected to act as a provisional archival authority for all Service departments and the librarian of the National Library was appointed to act in a similar capacity for all other departments. All archival problems were to be referred to these authorities and they alone could authorize destruction of records. An archives officer was appointed under each authority.

Early in 1945, a conference was held between the National Library and War Memorial Authorities and the basis was laid for standard methods of approach to and treatment of archival problems. It was decided that the archives officers should work in collaboration upon a body of records salvaged from Government House, Port Moresby, by the Department of External Territories. On the basis of this work, a report was submitted to the archival authorities. It recommended machinery for relations with departments in matters concerning disposal, appraisal and transfer, and suggested the use of standard procedure forms.

Research in both archival and records practice has been a feature of archival work during 1945, particularly in relation to the preparation of machinery for disposal and transfer of records. It was obvious that the success of any scheme depended upon securing the understanding and co-operation of the various departments. Consequently a conference with departmental records officers was held in July, 1945. Prior to the conference an information circular was prepared and distributed, together with copies of tentative archival procedure forms. As a result the conference discussion was free and well informed; the problems of both records and archival officers were discussed; and it was soon evident that the most serious difficulty of both was inadequate storage facilities. Discussion showed, however, that considerable relief could be effected by scheduled destruction of archivally useless routine papers. Consideration has therefore been given recently to the possibility of such a system and, as a preliminary step towards compilation of schedules of destruction, circulars have been distributed requesting that departments list categories of records which conform to the requirements specified. These lists will then form the basis of detailed preparation of schedules on the part of the archival authority.

The end of the war and the probable termination of wartime authorities, has caused the National Library Authority to suggest that the Prime Minister's Department circularize all departments requesting that every care be taken to prevent the loss of records and that early notification of projected termination be given the National Library, in order to insure adequate appraisal. Despite methods of destruction in hand, it is certain that storage space available at the moment will prove inadequate. A letter has been written to the Prime Minister's Department suggesting that consideration be given to the possibility of acquiring temporary repositories in Sydney and Melbourne until such time as more permanent storage can be made available in Canberra.

Belgium

No issue of *Archives, Bibliothèques et Musées* has been printed since 1939. Shortage of paper, the high cost of publication, and an unwillingness to submit to German censure were responsible. Publication will probably be resumed in 1946.

France

Henri Lemaitre, director of *Archives et Bibliothèques, Revue de Documentation*, reports that no numbers of the journal were issued during the war but that the publication will be resumed soon. Persons interested in securing the journal when republication begins can reach M. Lemaitre at Paris, 6e Arr. 4, rue Michelet.

Germany

The following note under the title "The Germans and Their Archives" was submitted to the editors by Capt. Marvin C. Ross, USMCR, formerly deputy adviser to the Monuments, Fine Arts and Archives Sub-commission at Supreme Headquarters, American Expeditionary Forces (SHAEF), but now returned to the staff of the Walters Art Gallery in Baltimore:

In the summer of 1942 when the Allied air raids became serious, the German Führer in person took steps to see that the Central Reich authorities protected the cultural heritage of Germany. In this connection the Minister of Education and Religion in Baden named a committee which included Dr. Kurt Martin, Director of the Karlsruhe and Strassbourg Museums, Dr. Schlippe, the architect for Freiburg and Strassbourg, Dr. Stenzel the head archivist for the same two cities and Dr. Rech, the librarian of the University of Freiburg. This committee issued a set of instructions in pamphlet form entitled "Instructions for the Concentration of Fixed Works of Art and of Moveable Works of Art and Culture Against Air Attack."

In this pamphlet, there is a section devoted to the type of archives which the Germans considered it worthwhile to take precautionary measures to protect. Since the reports on what has happened in Germany cannot be told for some time to come, it may be of some interest to American archivists and historians to know what was considered of importance by the Germans. These notes may be an indication to students of what they may expect to find that escaped destruction in the cities which were seriously damaged by bombing. It will not account for all cir-

cumstances and can only serve as a general guide. I quote from a translation of the document kindly made for me by Major Markham (Br.) since the original is no longer available to me:

"B. Material to be Safeguarded

4. Archives, and their adjacent Registries, have not the same immediate need for the safeguarding of individually important specimens, the need for which is obvious, but rather for the protection of the entire collection, *especially as concerns state or local history, essential series of documents, deeds, MSS, written books, plans, maps and so on.* Each archive will already have made an exhibition selection of material from the old Registries, or at least what remain in their possession from the old Registries, in addition the majority of the Archives contain documents formerly on exhibition as individual specimens; these Archives must be placed together with *similar documents necessary for the series*, into the smallest possible compass. The extent of the repository or safety room is a limiting factor in the selection of indispensable material to be safeguarded, therefore, under this head the following should be considered by all:

- (a) *All unique specimens of value* (e.g. MSS, especially place and district chronicles, historical sketches of all kinds, etc.)
- (b) All legal and "privilege" books, "Lagerbücher," "Beraine," rent or tribute books, cultivation, frontier and Borderland accounts, old and new property accounts or descriptions and land registry books, with the accompanying maps, plans and deeds, old tax books which are generally part of the land registers, tax receipt books of historic value—and of more recent times when the Land register itself has been lost—Corporation books and deeds, etc.
- (c) *All records and minutes* of the sessions and decisions of governments, communities, legal courts, etc.
- (d) All church books, registers of births, deaths and marriages, with accompanying deeds, town records and registers with accompanying deeds, immigration and emigration rolls, muster rolls, and other town, council, office and service lists, legal registers and deeds (a selection from all the oldest!) etc.
- (e) Entire collections of original documents (where possible up to the year 1800); in the case of very large collections the date must be set back somewhat, but there should be no date-bar for documents or contracts concerning ground rights or occupation, forest, pasture, road and water rights, boundary regulations etc.
- (f) *Every essential deed, or deed lists, relating to the history of places or districts*, also documents relating to political or managerial events, acts of war, legation records, documents relating to important law suits, deeds or files relating to significant buildings, *with original plans* and so on.
- (g) *Accounts*, especially of early periods, mostly of gifts to the community as a reserve against the loss of the deeds and documents.
- (h) *Of especial importance, also, are the Archival lists with annexed inventories and portfolios* of sketches and "Findbüchern," both of early and late period. These are to be carefully preserved, where possible *in a place other than that in which the actual archives are.*"

The actual pamphlet quoted was written for Baden and for Alsace which had been incorporated into the Reich. But since it was drawn up on orders from the government in Berlin it may be taken as a general guide for the whole country. I inspected the repositories of the provincial archives of Alsace in the neighbourhood of Strassbourg in December 1944 and found that these general principles had been carried out pretty thoroughly. So a similar situation may quite rightly be expected to have existed throughout the country since the orders from the Central Government were issued to the whole country and not merely to Baden and Alsace.

The following provisions affecting German archives are quoted from a directive issued to the commander in chief of the United States Forces of Occupation in Germany regarding military government. Issued originally in April, 1945, the directive was published in the Department of State *Bulletin* on October 21, 1945. A directive containing similar provisions was issued for Austria on June 27, 1945, and was published in the same journal on October 28, 1945.

Part I. General and Political

Sec. 6e. All archives, monuments and museums of Nazi inception, or which are devoted to the perpetuation of German militarism, will be taken under your control and their properties held pending decision as to their disposition by the Control Council.

Sec. 6f. You will make special efforts to preserve from destruction and take under your control records, plans, books, documents, papers, files, and scientific, industrial and other information and data belonging to or controlled by the following:

- (1) The Central German Government and its subdivisions, German military organizations, organizations engaged in military research, and such other governmental agencies as may be deemed advisable;
- (2) The Nazi Party, its formations, affiliated associations and supervised organizations;
- (3) All police organizations, including security and political police;
- (4) Important economic organizations and industrial establishments, including those controlled by the Nazi Party or its personnel;
- (5) Institutes and special bureaus devoting themselves to racial, political, militaristic or similar research or propaganda.

Sec. 15. Arts and archives. Subject to the provisions of paragraph 6 above, you will make all reasonable efforts to preserve historical archives, museums, libraries and works of art.

India

Dr. S. N. Sen, director of the Imperial Record Department at New Delhi, has announced the projected publication of a quarterly journal to be called "Indian Archives." The object of the proposed journal is to supply up-to-date information about the science of archives to Indian archivists and scholars. It will not only publish the results of investigations and experiments carried out by the specialists in India, but also will reprint in extenso or in abbreviated form important articles that may appear in foreign journals. There will be a board of editors consisting of four advisory editors and one managing editor. The director of the Imperial Record Department will be the ex-officio editor-in-chief. Issues of the quarterly will include: (1) Articles of general interest to archivists, librarians, scholars and others interested in the storage, preservation, and administration of materials of archival importance. (2) Technical articles and research papers. (3) Descriptions of technical projects which have been planned, completed, or are under way in India or abroad. (4) Announcements by manufacturers of new equipment and supplies. (5)

Papers on documentary reproduction. (6) Questions and Answers. (7) News notes. (8) Reprints and translations of foreign archival literature. (9) Bibliography and reviews of publications in archival science. (10) Abstracts of the subjects of research of the research scholars working in archives and record rooms in India in order to co-ordinate their efforts and prevent overlapping.

The Netherlands

Miss Maria W. Jurriaanse, who is well known to members of the Society of American Archivists, writes that the archives at The Hague are "in excellent condition." Dr. Bijlsma is leaving office on pension and Jhr. Graswinckel is taking his place as Rijksarchivaris. Miss Jurriaanse herself has left the military service of her country to become archivist of the Netherlands Department of Foreign Affairs.

Norway

It is reported from Norway that apart from three boxes of historical documents from the archives of the parliament, which the Germans removed in 1941, and two boxes of archival documents from the Arts and Crafts Museum, removed by the German Security Police in March, 1945, the national archives seem to be intact. No word is available regarding the old Norwegian army archives, however.

Peru

A commission to study the organization of the National Archives has been appointed for the purpose of making recommendations, within thirty days, looking toward the reorganization of that agency. Members of the commission are Dr. Raul Porras Barrenechea, Miss Ellen Dunbar Temple, and Ing. Rafael Marquina y Bareno.

Wales

The Church in Wales [Episcopal] has placed on deposit with the National Library of Wales practically all of its records in order that "they might be centralized under one roof, be catalogued and re-classified by the Library's archivists, receive the expert attention from the Library's binders, and thus be made available as never before." The great bulk and significance of this deposit will be apparent to all who read Mr. Conway Davies' interesting article on "The Records of the Church in Wales" published in the *Journal* of the National Library of Wales, IV (Summer, 1945), 1-34.

CALIFORNIA

The University of California Library (Los Angeles campus) has acquired the Cowan collection of more than six thousand business and personal papers

of prominent Californians of the nineteenth century. The university library at Berkeley has received from the manager of the University of California Press "all proofs and trial sheets so far as possible" created during the printing and binding of the United Nations Charter. The Berkeley library also received from the San Francisco conference secretariat six truckloads of "various drafts and other working documents" resulting from conference activity.

Frank M. Jordan, secretary of state, reports that his office has been recording all corporate records and amendments on 16 mm. film since 1935. In the process two films are made one of which is stored in the archives and the other in a fireproof warehouse detached from the capital. Prior to 1935 recording of corporate documents was done by photostat at a cost of thirteen cents per page. Recording by microfilm costs approximately one-half cent per page. The state recently entered into a contract with the Microstat Company of California under the terms of which 9,657 pages of text and 688 maps and diagrams from the state's Spanish archives will be microfilmed on 35 mm. film. Also to be reproduced are 3,556 pages of original codes and amendments and 16,516 pages of original laws for the period 1850-1879, and 70,000 pages of original laws covering the period 1880-1943. Mr. Jordan's office is taking every precaution to insure the safety and permanence of the state's microfilm records.

COLORADO

Contracts have been let and construction started on the vaults in the sub-basement of the state museum. The vaults are intended primarily for the Archives Division of the State Historical Society and will be equipped with temperature and humidity controls, cleaning and restoration facilities, and a fumigation chamber.

DELAWARE

The Public Archives Commission of Delaware has previously been equipped to supply libraries, other archives, and the public with photostat copies of records in its custody as well as a limited amount of microfilmed copies. Beginning November 1 of last year the equipment was increased by the accession of a Recordak Model E portable Micro-File camera, a Model C commercial Recordak, another reading machine and equipment necessary for printing paper enlargements from 35 and 16 mm. film. The staff was enlarged by the addition of two recently returned veterans, Mr. Elmer A. Hollowell and Mr. William Burchard, who will have charge of photographic reproduction work.

This new division of the Public Archives Commission will enable it not only to reproduce records in its own custody but to serve as the reproduction agency for all state departments. In this manner it is planned that some groups of records which do not warrant permanent retention in their original form but

do contain information of historical interest may be copied on microfilm and thus relieve the crowded condition of some departmental file rooms. In anticipation of this policy the portable camera was purchased and the commission is also acquiring a one-half ton panel body truck for either the transportation of records to the archives for photographing or for the transportation of the camera and crew to the agency requiring that the records be copied on the location.

LOUISIANA

The Department of Archives of Louisiana State University includes in its list of recent accessions three additional groups of New Orleans city records. Group C consists of bills of the city for the purchase of paving stones; Group D consists of communications and reports to the mayor, city ordinances and decrees, resolutions of the city council, correspondence of city officials and instructions for paving streets and sidewalks, 1770-1872; and Group E consists of reports of Spanish officials, city ordinances and regulations, communications to the mayor, city contracts, and Louisiana land records, 1765-1857. The William Bond papers, 1842-1897, the John W. Gurley papers, 1858-1866, the Richard L. Pugh papers, 1845-1900, the Landry family papers, 1837-1900, and the Bradford family papers, 1798-1882, are among the collections of personal and business manuscripts of Louisiana interest appearing on the list.

MAINE

Mary D. Herrick, president of the Maine Library Association reports in the association's bulletin for May that a bill was introduced in the recent session of the state legislature looking toward better means of preserving historical records and archives. The bill was tabled but Miss Herrick is urging the association to direct its activities "toward some expression on this, or a similar bill, when it is brought up two years hence."

MARYLAND

Arrangements have been completed for the transfer to the Hall of Records of the probate records of Queen Anne's and Kent counties prior to 1788.

The Maryland Historical Society announces the acquisition of a letter book of Charles Carroll of Carrollton covering the years 1765-1768 as one item in an important collection of additional Carroll papers. Naval papers, formerly in the custody of the heirs of James McHenry, secretary of war in the administrations of Washington and the elder Adams, dealing with the building of the USS *Constitution*, *Constellation*, and *United States*, were given to the society recently by the Propeller Club. Other current acquisitions of the society include a large group of Bonaparte papers, 1783-1871; several large collections of papers of the Virdin, Eaton, Mayhew, and other prominent Maryland

families; minutes of proceedings and other record books of the New Market, the Patapsco, and the Mechanical (Baltimore) Fire Companies; and nearly a hundred photographs of Mason and Dixon Line markers taken in 1930-1931.

MASSACHUSETTS

Clifford Shipton, custodian of Harvard University Archives, has submitted the following interesting paragraphs:

The arrangement of the great mass of miscellaneous papers of the seventeenth and eighteenth centuries in the Harvard University Archives has been a perplexing problem ever since Clarence E. Walton began the reorganization of the University records a dozen years ago. A century ago Jared Sparks arranged chronologically the larger part of the loose papers which were then to be found and bound them in two great series of morocco volumes known as the College Papers. To these were later added short supplementary series. Sparks and his immediate successors also made up volumes of papers relating to certain special subjects, such as the college ferry, the college lands, and the like. The great quantities of loose papers relating to early college activities which have turned up since were arranged by Mr. Walton in cardboard cases in their proper places in the scheme of classification of the Archives.

This complicated arrangement resulted in excessive handling every time the papers were used. It was obvious that if they were to continue to be used they must be silked or laminated which, because of the bulk of them, would be a very costly proposition. Thorough indexing would reduce handling, but it would require so much scholarship that the cost would only be justified if the work was to be final. Consequently, we faced the question of breaking up the old bound volumes, all in good condition and some of beautiful workmanship, or of perpetuating by means of the index the old arrangement of series, supplementary series, special collections, and the like.

A solution was finally made possible by the kind offer of the Colonial Society of Massachusetts to print one or more volumes of Harvard College Papers to supplement their printing of the Corporation Records through the year 1750. Thus we shall be able to make the papers available while leaving them in their present illogical, but historically significant, arrangement.

The question of what to print now becomes the most difficult one. The Harvard Archives contain so many copies of some documents, and so many records of a single minor transaction, such as the execution of an order for payment, that it is by no means practical to print everything. Tentatively it has been decided to exclude the following groups of manuscripts: (1) Documents already printed in readily accessible books; (2) Documents which show only minor verbal variations from printed versions; (3) Routine financial papers, such as receipts and orders to pay; (4) Papers which do not relate to Harvard.

Mr. Clarence E. Walton, who for some years has been assistant librarian of the Harvard University Library in charge of the order department, has consented to return to the Archives and devote his full time to the selection of the documents to be printed and the preparation of editorial notes concerning them.

Robert Lovett returned after two and a half years of service overseas to the Harvard University Archives on November 1. His immediate responsibility will be to make contacts with administrative offices of the university and to

revise the checklist of their current files.

The Business Historical Society activities during the past year have been more along the line of publication than that of collection. Publications based upon business records include *The House of Hancock: Business in Boston, 1724-1775*, by W. T. Baxter, and *Timing a Century: History of the Waltham Watch Company*, by C. W. Moore.

MICHIGAN

Recent accessions in the Michigan Historical Collections, University of Michigan, include the Arthur J. Tuttle Papers. Though the collection is not available to research workers at present because of the terms of the deposit, its transfer to institutional surveillance and care is a significant act, and an example for the heirs of Michigan men who, like Arthur Tuttle, have made unusual contributions in public life. Tuttle was U.S. district judge for the Eastern District of Michigan, served as prosecuting attorney in Ingham County, 1899-1902, and district attorney, 1911 until his death. He was a member of the state senate, 1907-1910. The seventy-three large cartons of papers which have already been received will be followed shortly by the remaining letter files which are being placed in order by Judge Tuttle's daughters, Mrs. H. B. Freeman and Mrs. T. J. Bailey.

Other collections lately received are the Seymour Howell papers, the G. Carl Huber Family papers, additional Thomas M. Spaulding papers, the Abram Sager letters, the Claude R. Buchanan papers, and, from campus offices, the Dr. Aldred Warthin materials and the University of Michigan Civil Affairs Training School Records.

MISSISSIPPI

Capt. William D. McCain, director of the Mississippi Department of Archives and History, has returned to his office after thirty months service in the Army of the United States. Miss Charlotte Capers, director of the department during his absence, will resume her position as assistant to the director. At the time of his discharge from the Army, Capt. McCain was serving as regional records officer and regional archivist of the district of Lombardia in Italy and had seen service previously with an anti-aircraft coast artillery unit in Texas and California and with the historical section of the Fifth Army in North Africa and Italy.

NEW MEXICO

Arthur J. O. Anderson has been named curator of history for the Museum of New Mexico and the School of American Research. In this capacity he will have supervision of the Spanish archives in the custody of the museum.

NEW YORK

Librarians are noting that an increasing number of documents, manuscripts, books, and other literary property belonging to foreign governmental agencies, institutions, and libraries within the European and other war zones are being brought back and are being offered to American libraries for evaluation or sale. No doubt they are also being offered for sale or are being shown to rare book dealers. Many of these items were salvaged from bombed buildings and were taken as souvenirs. It is to be hoped that every effort will be made to safeguard this material so that it may be returned to its proper owners. It would be a sad commentary on the present state of our national morals if we should ignore this situation or condone practices that we so bitterly condemned when engaged in by our enemies.

NORTH CAROLINA

As part of the program of the University of North Carolina in connection with the sesquicentennial celebration of its founding, R. D. W. Connor, former archivist of the United States, is compiling and editing for publication the archives and other documents relating to the university covering the years from 1789, when the university was chartered, to 1835, the date of the death of its first president, Joseph Caldwell.

The materials that have been preserved are voluminous and comprehensive; they embrace various acts of the legislature dealing with university affairs, minutes of the Board of Trustees from its first session in 1789, faculty records, and records of the Dialectic and the Philanthropic Literary Societies, founded in 1795, and a large collection of faculty and student letters which give a rather complete and accurate picture of life in Chapel Hill during that period.

Plans also have been made for locating, collecting, editing, and publishing during the next three years a comprehensive documentary history of education in the South, under the direction of Dr. Edgar W. Knight, Kenan Professor of Education at the University of North Carolina. Financial support of the study has been provided by one of the philanthropic foundations and private funds in recognition of the distinctive contributions of the University of North Carolina in the field of American educational history.

The study will include the states of Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia, and will cover the colonial and ante-bellum periods down to 1860. The material will be drawn largely from the archival collections of the states named. Professor Knight will be assisted in the study by several research-workers and consultants.

OHIO

The January-March, 1946, issue of the *Ohio State Archaeological and Historical Quarterly* will contain the beginnings of a catalogue of the manuscript collections in the Department of Documents at the library of the Ohio State Archaeological and Historical Society. Ninety-seven collections are listed in this first installment which includes collections from Abb to Camm. In addition, twenty-five still uncatalogued collections in the Bai to Camm group are briefly described.

John O. Marsh has been appointed curator of history in the Ohio State Museum. This position has been vacant since William D. Overman resigned to become director of the Department of Library and Archives at the Firestone Tire and Rubber Company in Akron, Ohio.

The Ohio General Assembly of 1945 passed an act providing for financial assistance to county historical societies under certain conditions. The act provides that all societies receiving public funds under the act shall be affiliated with and approved by the Ohio State Archaeological and Historical Society. The General Assembly also made a special appropriation for the completion of the Ohio State Museum, thus assuring space for the expansion of the library and archives divisions.

OREGON

The appointment of David Duniway, of the National Archives, as archivist of Oregon was announced on December 6, 1945. Mr. Duniway will enter active duty in his new position early in 1946.

PENNSYLVANIA

The following excerpts from a letter from C. M. Morrison, secretary of the commonwealth, indicate the use being made of microphotography in his office:

Pennsylvania was the first State to adopt microfilming and the first use of it was made in our recordations in the Corporation Bureau of the Department of State. We have, of course, a large volume of current corporation business. Because of that and because we have an enormous accumulation of former records, it was felt that some steps should be taken to make the job of recording both more rapid and satisfactory. Some of the considerations that entered into the decision were the need for additional floor space, rebinding and otherwise replacing older records, and handling new work more quickly and economically. It appeared that microfilming might prove to be the answer to these problems. In 1939 . . . the first steps were taken. . . .

Our method is to make the copy on 35 millimeter Eastman non-perforated safety film by means of a Recordak Micro-File Model D 525 with a Model C Camera 266. . . . We have only one such instrument but we keep it in operation throughout each day. . . . We send all films to the Eastman Kodak Company for processing. . . . When a processed film is returned, we cut it and splice each part to form continuous

films of current and earlier records according to how they were grouped before copying.

A spool accommodated 1400 frames or single subjects and we accordingly number each paper from 1 to 1400 before copying. For example, CBC Roll 45-13 Film 1308. This is the designation for the subject and is so referred to on the card indexed by name of the corporation. CBC is the abbreviation of Corporation Bureau Corporate record; Roll 45-13 means the 13th roll of corporate records during the year 1945; Film 1308 means the thirteen hundred and eighth frame on that roll.

This method is used for classifications other than corporate records except that all older records, already indexed, retain their original designations. We have the contents of two books on each of the described spools of film and mark the box containing them "Charter Volumes 331-332." These rolls are filed in numerical order under that classification. As soon as film rolls of any classification of record have been assembled and thoroughly checked, they are sent to the Eastman Kodak Company for duplication. These duplicate films cost about the same as an even amount of blank film and this arrangement allows one film for service and the other for preservation and renewal of the record without subsequent copying.

TENNESSEE

Attention is called to a publication entitled *The Development of Library Resources and Graduate Work in the Cooperative University Centers of the South: Proceedings of a Conference of Graduate Deans and Librarians Held at the Joint University Libraries, Nashville, Tennessee, July 12-14, 1944*. Of particular interest are pages 20-24 dealing with "State Archives and the Organization of Research Materials," and pages 56-63, containing a "Report of Committee on How the State Archives Can Be Made An Integral Part of the University Center," a "Report of Committee on the State and Local Historical Collections in Relation to the University Center," and a "Report of Committee on Genealogical Collections and Reference Work."

VERMONT

Records of the State Banking and Insurance Commissioner's Office and the Adjutant General's Office were damaged in a lightning induced fire which destroyed the arsenal building at Montpelier on September 1, 1945. John Clement, acting director of the Vermont Historical Society, reports that satisfactory progress has been made in the salvage work and that a large proportion of the records can be restored to usable condition.

VIRGINIA

The Virginia World War II History Commission has recently issued a circular entitled *Writing Your Community's War History*.

WISCONSIN

The 1945 legislature did not provide the half million dollars requested by the State Historical Society for the modernization of its present quarters. The

legislature did appropriate enough money to the state university, however, to assure the construction of a new university library, so that the time is not far distant when the society will have full possession of the present building. The society's appropriation for the next biennium was increased by \$25,000 so that its budget for historical work is now back to a pre-depression level.

The State Historical Society announces that the entire collection of Draper manuscripts is to be microfilmed. Within a year or two positive microfilm copies of any series in the collection will be available at small cost to any research library in the country. The University of Chicago Library is doing the microfilming and when the whole collection is filmed a prospectus explaining the microcopy program will be distributed to libraries. As the bindings of the Draper manuscripts deteriorate, the individual manuscripts are being treated by the lamination process developed by W. J. Barrow of Richmond, Virginia.

A bill has been passed by the legislature allowing county boards to set up the position of county historian, compensation to be fixed by the boards. The duties of such historians will be to collect, publish, and preserve records pertaining to the history of the counties and to assist in the preservation and use of historical sites.

Recent manuscript accessions of the society include the personal papers of Edward Kremers, distinguished scientist and for forty years head of the state university's course in pharmacy; papers of Franklin H. King, including records of the federal controversy over the suppression of part of an Agriculture Department bulletin, records of the experiment station service, and papers on the Adams bill for aid in agricultural research; additions to papers of Cong. James A. Frear; the Eric Miller collection of meteorological records kept by the university since 1853 under the auspices of the Smithsonian Institution, the Signal Corps, and the Weather Bureau. The last collection which is not complete, consists of eight volumes and two boxes of unbound papers dating 1853-1904.

