

Questions and Answers

Question: What policy should be adopted with respect to students making microfilm copies of complete volumes of newspapers? We have a student who is interested in making copies of certain papers from 1866 to 1900. Should we restrict his reproducing those films?

Answer: The question is one phase of the problems relating to the protection of an institution's interests in original source material in its possession with respect to reproduction by and for others. Since these problems are recurrent and pressing in every manuscript and archival institution, instead of attempting a categorical reply here, the columns of THE AMERICAN ARCHIVIST are thrown open to discussion by the members of the Society of American Archivists. Perhaps one of the greatest contributions this journal can make to the development of archival technology in this country is to serve as a forum for the discussion of such day by day problems of archivists and manuscript curators.

What is the policy of *your* institution on the following allied matters:

1) What restrictions, if any, do you impose upon the making of photographic copies for patrons (a) using their own cameras or (b) purchasing copies made in your own photographic department?

2) What restrictions do you impose upon the reproduction of documents in your institution and in what manner do you call these restrictions to the attention of your patrons?

3) To what extent do you give university students and amateur historians access to unpublished source materials which your institution plans to publish at some future date or to turn over to some reputable and competent historian to exploit?

4) Can you legally withhold such manuscripts if they are public records and to what extent can you do so?

5) Do county or other officials object to permitting your institution to make copies of their records for fear of losing fees which appertain to their own offices, and how do you reassure them on this point?

6) Fees for certified copies and for certain uncertified copies are generally fixed by law; to what extent and to whom do you furnish free copies of other documents?

7) Do you charge other governmental agencies for copies made of records on deposit in the Archives Department? If so, at what rate—at the same or at a lower rate than to private patrons?

8) Are you required by law to furnish free copies of certain types of records for the use of veterans, veterans' organizations or other private persons or corporations?

9) Summarize and cite federal and state laws which otherwise affect your powers and duties with respect to making copies of public records.

Each institution represented in the subscription list of THE AMERICAN ARCHIVIST is urgently requested to reply to the above questionnaire, either briefly or in extenso. Please mail your communications to reach the Managing Editor not later than November first.

The Lamination Process

A British View¹

There can be no doubt of the author's enthusiasm for this radically new material and new process. I confess I regard both with considerable misgiving. To begin with, they differ fundamentally from the use of silk and new repairing paper, applied with flour paste. In the old method (and this should go in capital letters) NOTHING IS DONE THAT CANNOT BE UNDONE. If the silk or paper or paste or the repairing work is unsatisfactory the work can be done again: immediately, or in the future; the document does not suffer. On the other hand, the process of grouting the cellulose acetate sheeting into the decayed paper is a drastic operation. To what extent can it be undone? It would be possible, presumably, to remove the cellulose acetate by means of a solvent such as acetone; but would the document, fragile before the melting foil was forced into its tissues and then dissolved out, would the document be then in a state to bear witness to anything but its rigorous treatment?

For what guarantee is there of the permanence of the qualities of the new material: that with the passage of time, its transparency will not be marred by discoloration and its flexibility give way to brittleness? The author's confidence in the 'high degree of permanence' of this recent product of the new Plastics Industry, with its highly complicated chemical formula, is based, presumably, on the outcome of the tests enumerated in the National Bureau of Standards publication *Protection of Documents with Cellulose Acetate Sheeting* (by B. W. Scribner, 1941). The stability test used there was the 'accelerated ageing' test of heating the 'laminated' documents for 72 hours at a temperature of 100° C. It is a severe test—of the resistance of the foil to heat over a considerable period. But can the resistance to heat be taken as a measure of the stability of the material over, say, a century, or two centuries?

One of the earliest paper volumes in the Public Record Office is the Black Prince's Register for the years 1346-1348. It is in very good condition to-day, but I doubt very much if it would have put up a convincing performance if the Prince's Council had subjected the paper to the temperature of boiling water for half a week before deciding to use this new medium to chronicle its official activities. Nor, on the other hand, can I bring myself to believe that the foil that is impressed at a comparable temperature, and passes satisfactorily the

¹ Excerpt from Mr. D. L. Evans' review of Mrs. Adelaide Minogue's *The Repair and Preservation of Records*, reprinted from British Records Association, Technical Section. *Bulletin Number 18*, (October 1945) Pp. 10-14, with amendments by the author and by permission of the Association.

laboratory test, is certain to retain its plasticity and achromatic quality for six centuries, three or even one hundred years. Doubt as to the permanent retention of these qualities is, to me, a more serious matter than the admission that the treated papers 'cannot stand rough treatment, any more than other papers, for laminated documents will tear' (p. 35).

Lamination has, I believe, been used extensively for preserving newspapers. And were I the owner of a copy of 'The Times' of June 22, 1815, giving the Duke's dispatch dated at Waterloo on June 19, I would be prepared to prolong its life, if it was in need of protection, by having it laminated. But I could not agree to submitting to the same process the War Office record covering the musters during the same memorable summer of the Dolgelly Company of the Merionethshire Volunteers for their two-day manœuvres in the foothills of Cader Idris; for this is a unique record, and its preservation should not be put in jeopardy.

And what of the document immured for ever between these shining walls? For the patient, and not the brilliant treatment, remains our prime concern. Its state of decay and brittleness may have been due to accident or conditions of storage; on the other hand, the cause of deterioration may be inherent in the paper or the ink. 'It has been recognised by chemists for a number of years that acidity in paper is the chief cause of brittleness found in many documents.' And again: 'Acidity, if allowed to remain, not only continues the destruction of the paper, but contaminates and weakens any cellulose material used to strengthen it.' I quote from the article in *THE AMERICAN ARCHIVIST* for July, 1943, by Mr. W. J. Barrow of the Virginia State Library. Mr. Barrow is an enthusiastic advocate of lamination (and has developed a less expensive lamination machine), and is critical of the 'silking process' mentioned earlier in this review. 'Documents,' he maintains, 'should be treated for acidity before restoration by any method is attempted.' There is no evidence that this point of view is accepted at the National Archives, and it is pertinent to ask what is their attitude to Mr. Barrow's warning. His pre-lamination treatment consists of passing the document through solutions, firstly, of calcium hydroxide (that is, of slaked lime, forming lime water) to neutralize the acidity; and then of calcium bicarbonate. These processes naturally take time, but can they with safety be omitted before the document is finally excluded from any neutralizing treatment?²

In this discussion of frail and damaged paper documents which it is our business to preserve, we have drawn attention to what we hold to be the fundamental error of employing a new treatment of unproved stability in a process of repair that is practically irreversible and irrevocable; albeit, a process that can deal with a large number of documents rapidly and with

² About a year ago American dry-cleaners found it expedient to run a series of advertisements warning their customers not to store rayon garments in the paper sacks in which they were returned because of the danger of discoloration of the fabric and weakening of its fibers. This chemical interaction between the sulphur content of paper and the cellulose in rayon cloth points up Mr. Barrow's advice to neutralize the acid content of paper before laminating it with cellulose acetate.—THE EDITOR

a minimum of skilled staff; and one which, while the covering medium remains unaffected, protects the document from excessive humidity or dryness, and from attack by insects.

But let us now put ourselves in more familiar surroundings and in the place of custodians of very large accumulations of documents that are deteriorating because they

- (a) were made of inferior paper, good paper being at the time unobtainable; or
- (b) have been damaged by fire and water (as a result, possibly of enemy action).

Of documents damaged by fire, it is the edge and margin, exposed to air and flame, that suffers most; it is partly charred and brittle, and breaks away when handled: likewise, it is the edge of a poor paper that first becomes brittle and yellow. The obvious remedy is to frame the documents with new paper of 'record' quality. That, however, is admittedly a skilled job and a slow one. What is the custodian to do with many thousands of scorched documents relating, perhaps, to the *personnel* of one of the Services, frequently consulted and worthy of permanent preservation? Must he wait until he can command the services of a number of skilled repairers? Is the process adopted at the National Archives the only alternative solution? It appears to be so at the moment; unless the 'plastics industry,' from which we are encouraged to expect so much, can provide us with a transparent protective sheeting and adhesive easily applied without heat or great pressure; and removable, if unsatisfactory, without difficulty or risk of damage to the document.

The Archivist's Book Shelf

RICHARD G. WOOD, Editor

The National Archives

BOOKS ON GENEALOGY

Searching for Your Ancestors, by Gilbert Harry Doane. (New York. McGraw-Hill Book Co., 1937. Pp. xiv, 252. \$2.50.)

An excellent introduction to genealogy, this book describes the best sources for genealogical research. It acquaints the reader with the genealogical library, town records, cemetery inscriptions, county records including wills and deeds, church records, and Federal records such as pension files and census schedules. It contains diversified bibliographies of the key genealogical publications. Finally, it has sections devoted to the calendar, the arrangement of a genealogy, obsolete terminology used to denote relationship in colonial times, origins of emigrants from England and coats of arms.

A Century of Population Growth From the First Census of the United States to the Twelfth, by S. N. D. North, Bureau of the Census. (Washington. Government Printing Office, 1909. Pp. viii, 303. Out of print.)

This general population study contains three features of special interest to the genealogist. Among numerous maps showing boundary changes is a series of maps which depicts seventeen eastern (and genealogically significant) states with the county lines of 1900 superimposed upon those of 1790. Secondly, lists give minor civil divisions of these states in 1790. Thirdly, a list of all surnames in the United States which were represented by at least 100 individuals in 1790 shows the distribution of the families by state and the various spellings under each name.

Genealogy as Pastime and Profession, by Donald Lines Jacobus. (New Haven. Tuttle, Morehouse and Taylor Co., 1930. Pp. 136. Out of print.)

This treatise, by the dean of American genealogists, deals with many special phases of genealogy. It gives sage advice for one contemplating genealogy as a career and discusses methods to be used in compiling a family genealogy. It is best to be remembered for the emphasis it gives on the importance of critical thinking in studying genealogical problems and in analyzing printed compilations.

American and English Genealogies in the Library of Congress, by the Library of Congress. (Washington. Government Printing Office, 1919. 2nd. ed. Pp. iv, 1332. Out of print.)

The latest edition of this catalogue of genealogies is now hopelessly out of date because of the plethora of genealogies published since World War I. Nevertheless its relative completeness, its detailed listings, and its cross references combine to make it superior to similar publications that have come after it. Like the 1932 *Index to Genealogical Periodicals* by Jacobus, which is supplemented only by annual listings in *The American Genealogist*, its only failing is that it has not been brought up to date.

National Archives

MEREDITH COLKET, JR.

WRITINGS ON ARCHIVES AND MANUSCRIPTS

JULY, 1945-JUNE, 1946

This bibliography is the fourth compiled under the supervision of the Society's Committee on Archival Bibliography by Karl L. Trever and Mary Jane Christopher of the National Archives staff. It assembles for convenient reference, in classified form, a record of the literature relating to archives and manuscripts that was issued during the period stated above. Some few items issued prior to July 1, 1945, are included, however, because they could not be entered in earlier compilations for one reason or another. Unpublished items, edited documents, publications in microfilm, library and historical reports devoting but a few lines to a recapitulation of manuscript accessions, and items appearing in news notes, unless unusually extensive or significant, are not included. To avoid repetition, the articles published in *Archiwne Delo*, 1940-1941, and listed by Olga Paul in the *American Archivist*, 9: 252-254 (July, 1946) are not entered.

The list of headings used in this bibliography is reproduced here for the convenience of the reader:

- I. General Literature
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- XI. The Recruitment and Training of Archivists and Custodians of Manuscripts
- XII. Archives, Archival Agencies, and Manuscript Depositories in Time of War

I. GENERAL LITERATURE

1. AMERICAN HISTORICAL ASSOCIATION. Guide to the American historical review, 1895-1945; a subject-classified, explanatory bibliography of the articles, notes and suggestions, and documents. Washington, 1945. [228 p.] Published as part 2 of volume 1 of the Association's *Annual report* for 1944, the *Guide* lists articles on archives and the publication of historical material on p. 88-91.
2. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. A select list of writings on phases of archives administration, April 1942 to May 1946. Washington, 1946. 10 p. This list is intended to supplement, for use in American University classes, the *Select references on phases of archival ad-*

- ministration*, compiled by Solon J. Buck and Ernst Posner and published in May 1942 as *Staff information circular* No. 12, of the National Archives.
3. BUCK, SOLON J. What are archives? *Weston's record*, Vol. 20, No. 2, p. 4-5 (1945). Excerpts from a paper read before the Literary Society of Washington, D.C., by the Archivist of the United States.
 4. CRITTENDEN, CHRISTOPHER. The state archivist looks to the future. *American archivist*, 8: 185-193 (July, 1945). A discussion of the nature and obligations of the office of state archivist in which the author views critically the past accomplishments of his profession and urges archivists to take a more vital role in state administration.
 5. NÚÑEZ DE CEPEDA Y ORTEGA, MARCELO. Elementos de archivología, paleografía y diplomática. Pamplona, 1943. [177 p.]
 6. PECKHAM, HOWARD H. Has the state historical society library a place? *Library journal*, 71: 320-323 (Mar. 1, 1946). This article sets forth several guiding principles in the collection and preservation of historical manuscripts. Particular stress is laid on the library's obligation to care for and service the records of the historical society itself.
 7. POSNER, ERNST. Drei Vorträge zum Archivwesen der Gegenwart. Stockholm, Alb. Bonniers Boktryckeri, 1940. 75 p. These lectures, delivered before the staff of the Royal Swedish State Archives, deal with (1) Archival administration in the United States, its development and problems; (2) the growth of German archival methods since World War I; and (3) the relationship between a central archival establishment and ministerial archives.
 8. SHIPMAN, FRED W. Franklin Delano Roosevelt, 1882-1945. *American archivist*, 8: 229-232 (Oct., 1945). An appreciation of the late President as an amateur archivist and as an honorary member of the Society of American Archivists.
 9. TREVER, KARL L. Local archives and the public library; a proposal for consideration by archivists and librarians. *Library journal*, 71: 301-304, 306 (Mar. 1, 1946). A discussion of the relationship of the public library to the problem of the preservation and use of local records.
 10. U.S. NATIONAL ARCHIVES. Proposal for the establishment of a United Nations Archives. [Washington] 1945. 8 p. A significant analysis of the problems involved in the care, preservation, and use of records of international agencies that points to the need for a United Nations Archives.
 11. WILSON, LOUIS R., and MAURICE F. TAUBER. The university library; its organization, administration and functions. Chicago, 1945. 570 p. In the chapter on "Special materials," consideration is given to problems involved in the acquisition, description, organization, and preservation of manuscripts and archival materials.
 12. WRITINGS on archives and manuscripts, July, 1944-June, 1945. *American archivist*, 8: 292-311 (Oct., 1945).

II. FILING TECHNIQUES AND ADMINISTRATION OF CURRENT RECORDS

13. ANGARANÒ, GIOVANNINO. *Tecnica archivistica (con illustrazione pratica); manuale ad uso dell' archivist della pubblica amministrazione*. Roma, Prof. P. Maglione-Editore, 1942. 189 p.
14. DENVER AND RIO GRANDE WESTERN RAILROAD. Preservation of records. [Denver] 1945. 82 p. (*Manual of procedures*, Sec. 15). This document furnishes introductory data on the nature of the company's records, its current records administration program, its policies and procedures with respect to the retention and

destruction of non-current records, the microfilming of records for preservation, and the reporting of records disposal. The major portion of the section, however, consists of "an index of forms and destruction of records data," which indicates the retention periods for form records as stipulated by the Interstate Commerce Commission and the Railroad itself.

15. HOLSTROM, J. E. Moot points in the filing of business papers. *Journal of documentation*, 2: 1-7 (June, 1946).
16. JEFFRIES, K. S. Filing practice in the civil service. *Journal of documentation*, 2: 10-16 (June, 1946). A discussion of British practice.
17. JAEGER, PAUL, of Essen. Die registratur, und anderes wissenswertes aus dem gebiet der büroorganisation; erfahrungen und beobachtungen eines alten praktikers. Stuttgart, C. E. Poeschel, 1942. [97 p.]
18. LEAHY, EMMETT J. The Navy's "record" in the Second World War. *American archivist*, 8: 233-240 (Oct., 1945). Describes the Navy's wartime experience in streamlining its records management procedures.
19. LINCOLN, HELEN B. Management of the record department. *American Association of Medical Record Librarians, Journal*, 17: 38-40 (Mar., 1946).
20. NORTON, MARGARET C. Keeping records and keeping them under control. *Weston's record*, Vol. 20, No. 2, p. 13-14, 16 (1945).
21. OGLESBY, ANN. Filing and preservation of war contract records. *Office management and equipment*, Vol. 7, No. 2, p. 40-42, 70 (Feb., 1946). An account of record practices of the Sperry Gyroscope Company as written by the files supervisor.
22. RANSHOFEN-WERTHEIMER, *The International Secretariat; a great experiment in international administration*. Washington, Carnegie Endowment, 1941. Appendix III, p. 451-463, includes Catherine Pastuhova's "The filing system of the Secretariat" a description of the organization of the League of Nations Registry and the classification and index schemes used by that service. This appendix is followed by rules for the approval and preparation of documents, p. 464-465.
23. SHAW, MARIAN. The indexing and filing of correspondence in the laboratories of J. Lyons and Co. Ltd., *Journal of documentation*, 2: 17-20 (June, 1946).
24. SPEAR, JOHN F. Filing. *Modern management*, 5: 18-22 (Nov., 1945).
25. STARK, MARIE C. Policy documentation in the War Production Board. *American archivist*, 9: 26-46 (Jan., 1946). An explanation of how and why, in WPB, the records retention program was so integrated with the history writing project as to facilitate and document the latter while retaining its own identity as the source material for future historians and researchers.
26. STARRY, L. J. Medical records—through an active record committee of the staff. *Hospital progress*, 26: 279-281 (Sept., 1945). Defines and explains the function of a record committee in relation to the hospital administrator and the record librarian.
27. UNITED NATIONS RELIEF AND REHABILITATION ADMINISTRATION. Records administration program. Washington, 1946. 5 p., forms.
28. U. S. ADJUTANT GENERAL'S OFFICE. Records administration. *Army regulations*, 15-15 (Sept., 1945).
29. U. S. ADJUTANT GENERAL'S OFFICE. RECORDS DIVISION. Bibliography of publications relating to records or the records administration program, 1943-1945 (War Department, Headquarters, ASF and AAF, and the Adjutant General's Office only). [Washington] 1946. 7 p. Intended to serve as Appendix III of a historical monograph entitled *War Department Records Administration Program, 1939-1945*, being prepared by Lt. Col. Wayne C. Grover.

30. U. S. ARMY AIR FORCES. Records administration: disposition of records. Washington, 1946. 69 p. (AAF *Manual* 80-0-1). Supplements and implements War Department *Technical Manual* 12-259 "to the extent necessary to apply its concept to records management and procedural problems peculiar to the AAF incident to the disposition of its records." Chapter headings include "Duties and responsibilities," "Records disposition schedules," "ASF records depots, War Department and AAF depositories," and "Retirement, special handling and disposal standards."
31. U. S. CIVIL SERVICE COMMISSION. PERSONNEL PROCEDURES AND RECORDS PROJECT. First interim report, May 1, 1946; joint project of the Civil Service Commission and the Bureau of the Budget. [Washington] 1946. 64 p. Scheduled for completion by March, 1947, this project has for its purpose the simplification and standardization of personnel procedures and records of the Civil Service Commission and other federal agencies. Of particular interest is the proposal now under consideration, for adoption of a standard, transferable federal employee personnel folder.
32. U. S. FEDERAL SECURITY AGENCY. The why and how of your records inventory. [Washington] 1946. 8 p. Consists of instructions for completing the agency form AD-79, "Records inventory and appraisal."
33. U. S. LAWS, STATUTES, ETC. A bill to provide for a special study of the standards or specifications for allocating positions in records administration and records management in the various departments and independent agencies. [Washington] 1946. 4 p. (79th Cong., 2d Sess., H.R. 7227.)
34. U. S. WAR DEPARTMENT. Military police records and forms. Washington, 1945. 34 p. (*Technical manual*, TM 19-250.) Supersedes 1944 edition.
35. U. S. WAR DEPARTMENT. Records administration: filing procedures. Washington, 1945. 62 p. (*Technical manual*, TM 12-258.) Topics treated include installing and maintaining planned files, how to choose a classification, preparation of papers for filing, file room service, lay out and maintenance, personnel training and assignment, rules for filing, and suggested arrangements for specialized types of files.
36. WEEKS, BERTHA M. Filing as a vocation. *Occupations*, 24: 79-83 (Nov., 1945).
37. WEEKS, BERTHA M. Setting up a filing system. *Office economist*, Vol. 28, No. 2, p. 8-9, 13 (June, 1946).
38. WELCH, IDA. Central control to cure filing troubles. *American business*, 15: 30, 32, 44 (Aug., 1945).
39. WILSON, WILLIAM J. Analysis of government records, an emerging profession. *Library quarterly*, 16: 1-19 (Jan., 1946).
See also No. 43, 67.

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

A. United States in General and Federal Government

40. AMERICAN LIBRARY ASSOCIATION. ARCHIVES AND LIBRARIES COMMITTEE. Report. American Library Association, *Bulletin*, 39: 368 (Oct. 15, 1945).
41. BUCK, SOLON J. The National Archives. *Americana annual; an encyclopedia of the events of 1945*. New York, 1946. p. 514-515.
42. BUCK SOLON J. The National Archives. *Bulletin des recherches historiques*, 51c: 69 (Jan.-Feb., 1945).

43. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D.C.* Federal laws concerning records. [Washington] 1946. A panel discussion by Herman Kahn, National Archives, Linwood E. Donaldson, Agriculture Department, and Everett O. Alldredge, Navy Department.
44. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D.C.* Membership list, June 1, 1946. [Washington] 1946. 12 p.
45. IRVINE, DALLAS. The archive office of the War Department: repository of captured Confederate archives, 1868-1881. *Military affairs*, 10: 93-111 (Spring, 1946). A paper read before the Society of American Archivists at Hartford, Conn., in 1942.
46. JOSEPHSON, BERTHA E. The ninth annual meeting of the Society of American Archivists. *American archivist*, 9: 101-109 (Apr., 1946).
47. SOCIETY OF AMERICAN ARCHIVISTS. Constitution. *American archivist*, 9:1-5 (Jan. 1946.)
48. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriation bill for 1947. Hearings . . . Washington, 1946. 1199 p. (79th Cong. 2d Sess.) For a statement concerning the activities of the National Archives see p. 599-633.
49. U. S. NATIONAL ARCHIVES. Annual report of the archivist of the United States for the fiscal year ending June 30, 1945. Washington, 1946. 86 p.
50. U. S. NATIONAL ARCHIVES. Annual report of the archivist of the United States as to the Franklin D. Roosevelt Library, Hyde Park, New York, for the fiscal year ending June 30, 1945. Washington, 1946. 14 p.
See also No. 7, 80, 105-107, 154, 203-204, 220.

B. State and Local

51. COLORADO. STATE HISTORICAL SOCIETY. DIVISION OF STATE ARCHIVES. Annual report, 1944/45. Denver, 1945. 12 p. Also available in *Colorado magazine*, 23: 38-45 (Jan., 1946).
52. DERR, MARJORIE H. Removal of the Capitol of West Virginia from Charleston to Wheeling, 1875. *West Virginia history*, 7: 312-331 (July, 1946).
53. KELLY, MAUD M. Recent legislation concerning Alabama's public records. *Alabama historical quarterly*, 7: 77-82 (Spring, 1945).
54. LINGLEBACH, WILLIAM E. The Library of the American Philosophical Society. *William and Mary quarterly*, 3d Ser., 3: 48-69 (Jan., 1946). Archives and manuscripts collections are described on p. 63-67.
55. MARYLAND. HALL OF RECORDS. Annual report, 1944/45. Annapolis, 1946. 46 p.
56. MISSISSIPPI. DEPARTMENT OF ARCHIVES AND HISTORY. Biennial report, July 1, 1943 through June 30, 1945. Jackson, 1945. 30 p.
57. NEW YORK (STATE) UNIVERSITY. DIVISION OF ARCHIVES AND HISTORY. For solution of your public records problem: a central county records depository. Albany, 1946. 3 p. Proposes that a central county records depository would relieve county and town officials of worry about records accumulation, fire hazards, storage costs, and disposal problems. Includes, as Table 1, an "Onandaga County Records Survey, 1945."
58. PENNSYLVANIA FEDERATION OF HISTORICAL SOCIETIES. Year book, 1944. Harrisburg, 1945. 102 p. Minutes and proceedings of the Federation's annual meeting include resolutions concerning archival buildings, dissemination of information concerning repair and preservation, and the collection of war records. Constituent societies and their holdings are listed.

59. PHILADELPHIA BIBLIOGRAPHICAL CENTER AND UNION LIBRARY CATALOGUE. Documentation on a regional basis; symposium on post-war activities. Philadelphia, 1944. 47 p. General projects discussed include a community laminating laboratory, coordination of microphotographic laboratories, and graduate instruction in documentation.
60. ROBINTON, HERMANN F. Shall counties store old town records? *American city*, 61: 108 (Mar., 1946).
61. ROSTER of state officials: Library (Archives and history). *Book of the states*, 6: 597-598 (1945).
62. SOUTH CAROLINA. HISTORICAL COMMISSION. Report, 1943/44-1944/45]. Columbia, 1944-45. 2 Vols.
63. U. S. VETERANS ADMINISTRATION. Custodians of public records. Washington, 1945. Looseleaf volume. A revision of a 1939 edition, containing information respecting the custodians of established records of births, marriages, divorces, and deaths in the several states and territories, as well as the extent and completeness of such records.
64. VIRGINIA. STATE LIBRARY, *Richmond*. Report for the year ending June 30, 1945. Richmond, 1945. 16 p. Includes the report of the Archives Division, p. 8-10.
65. VIRGINIA. UNIVERSITY LIBRARY. Fourteenth annual report on the historical collections, University of Virginia Library, for the year 1943-44. [Charlottesville] 1944. 50 p. An interesting analysis of the problems and techniques of collecting manuscript materials for a library. Topics discussed range from personal qualifications of the collector, to talking points for persuading owners to part with their manuscripts. Results of the University's collecting technique are reflected in the report of accessions September, 1943-June, 1944.
66. WROTH, LAWRENCE C. The first century of the John Carter Brown Library; a history with a guide to the collections. Providence, 1946. 88 p.
See also No. 92, 94, 157-158.

C. Foreign Countries

67. AUSTRALIA. NATIONAL LIBRARY. Circular memorandum for departmental records officers: information concerning forthcoming conference between departmental records officers and the National Library Archival Authority. Canberra, 1945. 4 p., forms.
68. AUSTRALIA. NATIONAL LIBRARY. Conference between departmental records officers and National Library Archival Authority: proceedings. Canberra, 1945. 4 p.
69. BASEL. SCHWEIZERISCHE WIRTSCHAFTSARCHIV. Bericht 36. des Schweizerischen Wirtschaftsarchivs in Basel für das Jahr 1945. [Basel, 1946] 13 p.
70. BINNS, KENNETH. [Recent archival activities in Australia.] *American archivist*, 9: 88-89 (Jan., 1946).
71. BRITISH RECORDS ASSOCIATION. Report of council, accounts and list of changes in members for the year ending 30 November, 1945. [London] 1945. 13 p. Includes brief statements concerning training of archivists and for the establishment of a repair school.
72. BRITISH RECORDS ASSOCIATION. RECORDS PRESERVATION SECTION. Report for the year 1944-45. [London] 1945. 6 p.
73. BRITISH RECORDS ASSOCIATION. TECHNICAL SECTION. Bulletin No. 18. London, 1945. 14 p. In addition to short articles on the treatment of records affected by insects and dampness, this bulletin contains an extended review of National Archives *Bulletin* No. 5, "Repair and Preservation of Records."

74. CANADA. ARCHIVES. Report for the year 1945. Ottawa, 1946. xlix, 200 p.
75. CUBA. ARCHIVO NACIONAL. Memoria correspondiente al año de 1945, con algunos datos históricos desde 1899 hasta la vigencia de la Ley numero 6 de 7 Mayo de 1942. La Habana, 1946. 84 p. (*Publicaciones X.*) Being the first annual report issued by the Archivo Nacional under the law of May 7, 1942, this volume covers the period 1942-1945. After briefly reviewing the history of the institution 1899-1942, Capt. Joaquín Llaverías, its director, discusses the activities of his staff in preserving, classifying, cataloging, and publishing official records and historical manuscripts, and describes the program for the training of archivists. Events connected with the dedication of the new building in September, 1944 are recalled.
76. DETAGLE, SALVADOR P. The reconstruction of lost and destroyed documents and records. [Manila, 1945] 72 p. A methodical treatment of Act 3110 of the Philippine legislature governing the reconstruction of lost and destroyed documents and private papers, court records and proceedings, deeds, conveyances and titles.
77. DONKER DUYVIS, F. The F.I.D. during the war. [The Hague, 1945] 3 p. A description of the activities of the International Federation for Documentation. Also available in *American archivist*, 9: 85-87 (Jan., 1946).
78. HAGUE. ARCHIEF DER GEMEENTE. Verslag van het Archief der gemeente 's-Gravenhage over het jaar 1944. The Hague, 1944. 5 p.
79. HILL, ROSCOE R. The National Archives of Latin America. Edited for the Joint Committee on Latin American Studies of the National Research Council, The American Council of Learned Societies, and the Social Science Research Council. Cambridge, Mass., 1945. 169 p. Dr. Hill's survey contains (1) a brief general account of the chief features of Latin American archives, their dates, their relation to the archives of the "mother" countries, their problems and their administration, as well as their history; (2) a survey of each national archive, in alphabetical order by names of country; and (3) a complete bibliography of publications of each agency and of available descriptive accounts of it.
80. HILL, ROSCOE R. Report on trip to Cuba, September 1944. Cuba. Archivo Nacional, *Boletín*, 43: 89-100 (Jan.-Dec. 1944. Published 1946.) The author and Dr. Buck travelled to Cuba in 1944 as representatives of the United States at the dedication of the new Cuban archives building. The issue of the *Boletín* containing this report is devoted in large part to matters pertaining to the dedication. It includes photographs of the new structure, of visiting archivists, and of the major ceremonies.
81. INDIA. HISTORICAL RECORDS COMMISSION. Proceedings of meetings, 21st, 1944. New Delhi, 1945. Of special interest are those sections devoted to the Regional Survey Committees set up in the provinces and Indian states, and the report on the post-war reorganization of archives offices and historical researches.
82. NETHERLANDS (KINGDOM, 1815-) Rijksarchief, The Hague. Verslagen omtrent's rijks oude archieven. 2d Ser., 13-15, 1940-1942. 's-Gravenhage, 1941-1944.
83. SOUTH AUSTRALIA. LIBRARIES BOARD. Annual report, July, 1944 to June, 1945. Adelaide, 1945. [5] p. In a brief section on archives, mention is made of the return of records sent into the country for safekeeping during the war.
84. SWEDEN. RIKSARKIVET. Meddelanden för år 1944. Stockholm, 1945. 64 p.
85. ZÜRICH. STAATSARCHIV. Jahresbericht für 1944, 1945. [Zürich, 1945, 1946] 2 Vols.
See also No. 7, 10, 22, 88.

IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

86. BURKHARDT, A. W. A history of preservation of records and valuables. *Office appliances*, 83: 32-33 (Apr., 1946). A short statement on the evolution of the office safe.

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

87. ALLEN, GEORGE E. A study: the liquidation of federal war agencies. Washington, 1945. 79 p. In this study prepared for the Executive Office of the President, the author includes recommendations on the disposition of records, p. 17-19.
88. AUSTRALIA. NATIONAL LIBRARY. Circular memorandum to non-service departments: disposal of records. Canberra, 1945. 1 p.
89. BAUER, G. PHILIP. The appraisal of current and recent records, with comments thereon by Herman Kahn. [Washington] 1946. 25 p. (National Archives, *Staff information circular* No. 13.) "The aim of this essay is to present a few considerations that commonly weigh with archival appraisers in judging the value of records; to arrange these considerations in an order that may suggest a methodical procedure; to point especially to the need for a boldly conceived and clearly defined policy of selection; and to provoke further discussion in the hope that it will either refine and improve upon the selective criteria here set forth or develop other criteria more sound and more suitable to the purpose."
90. BOURNE, FRANCES T. Putting PAW to bed, or the records retirement program of PAW. *American archivist*, 9: 136-151 (April, 1946). An account of the records retirement program of the Petroleum Administration for War as completed by that agency with the cooperation of the National Archives. Also available as *Records administration circular* No. 8 of the National Archives.
91. CHICAGO BUREAU OF FILING AND INDEXING. Retention and preservation of records with destruction schedules. Chicago, 1946. 26 p. This manual sets forth for business concerns matters of general records policy and then presents in appendixes data on state limitations for civil actions, a form for listing records to be retained 6 months only, laws and government regulations on records preservation in business, a "tabulation of about 100 papers found in a normal business with length of time usually retained," and a short bibliography.
92. DORWEILER, LOUIS C. JR. Storage of records in Minnesota. *American archivist*, 9: 128-131 (Apr., 1946). A brief discussion of the problem of records disposal in Minnesota with suggestions for the revision of laws and procedures now governing the arrangement and management of records in the state.
93. GONDOS, VICTOR, JR. Records retirement report: Selective Service System. Local board records. [Washington] 1945. 33 p. A detailed evaluation of the records and recommendations for their disposition by a records retirement supervisor in the War Records office, National Archives.
94. HARTZELL, KARL D. Home front records of New York, 1940-1945: the problem of disposition. *American archivist*, 9: 152-160 (Apr., 1946). A description of the retirement program planned for New York State war records by the State War Council.
95. IMMIGRATION AND NATURALIZATION SERVICE. Disposition of official records. Philadelphia, 1945. 10 p. (*Central office memorandum* No. 156.)
96. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, Washington, D.C. Dis-

- position of records in terminated agencies or activities. [Washington] 1945. 12 p. Speakers included Elliott Thompson, Budget Bureau, Ross Pope, Office of Censorship, and Victor Gondos, National Archives.
97. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D.C.* Establishment and retention of contract records. [Washington] 1946. 12 p. Speakers included Clifton E. Mack, Procurement Division, Capt. Kenneth Walker, Adjutant General's Office, and George Farrand, Office of Contract Settlement.
98. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D.C.* Retention and disposal of fiscal records. [Washington] 1945. 12 p. Panel discussion by John H. Dethman, Office of Price Administration, Allen Humphrey, General Accounting Office, and Clifford R. Barnes, Department of Agriculture.
99. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D.C.* Use, standardization, and disposition of the individual personnel record. [Washington] 1945. 13 p. Panel discussion by Kenneth B. Atkinson, Commerce Department, O. Glenn Stahl, Federal Security Agency, and Dan Lacy, National Archives. Annexed is a 3-page excerpt from *Training Manual* No. 3, issued by the Federal Security Agency, distributed to illustrate phases of Mr. Stahl's remarks.
100. OLIVER, PERRY M. The records retirement program. Immigration and naturalization service, *Monthly review*, 3: 322-324 (June, 1946). A review of accomplishments of the agency's program since 1942.
101. RETENTION of office records. *Filing bulletin*, Vol. 14, No. 2, p. 14 (Oct., 1945). Includes a list of business records recommended for permanent retention, and a list of those that must be retained during the period covered by the statute of limitations.
102. U. S. AGRICULTURE DEPARTMENT. PLANT AND OPERATIONS OFFICE. Disposition of official records; standard form records. [Washington] 1946. 42 p. (*Publication* No. 1 (rev.) Supp. 1.) This supplement is designed to serve as an authorization and guide for the disposition of standard form records of all types used by the Department. The basic manual on *Disposition of official records* was entered in the *Writings*, 1944/45.
103. U. S. FOREIGN ECONOMIC ADMINISTRATION. Records retirement and disposal program. Washington, 1945. 83 p. The primary objective of the FEA program dealing with records of high value as a source of economic information is to preserve such records as are of permanent value and to eliminate as soon as feasible those of temporary worth.
104. U. S. INTERSTATE COMMERCE COMMISSION. Regulations to govern the destruction of records of steam railroads prescribed . . . in accordance with Section 20 of the Interstate Commerce Act. Washington, 1945. 47 p.
105. U. S. NATIONAL ARCHIVES. The general accessioning policy of the National Archives. *American archivist*, 8: 265-268 (Oct., 1945). The text of National Archives *Official circular*, No. 46-25, dated August 22, 1945.
106. U. S. NATIONAL ARCHIVES COUNCIL. Regulations concerning the disposal of records promulgated on August 5, 1945. National Archives, *Annual report*, 1944/45, p. 53-54.
107. U. S. NATIONAL ARCHIVES COUNCIL. Resolution concerning the transfer of records to the National Archives adopted . . . on November 9, 1944. National Archives, *Annual report*, 1944/45, p. 52.
108. U. S. NAVY DEPARTMENT. ADMINISTRATIVE OFFICE. OFFICE METHODS BRANCH. United States Fleet, Aviation Squadron, records disposal instructions. [Washington] 1946. 16 p.

109. U. S. NAVY DEPARTMENT. ADMINISTRATIVE OFFICE. OFFICE METHODS BRANCH. United States Fleet records disposal instructions. [Washington] 1946. 22 p.
110. U. S. WAR DEPARTMENT. Records administration: disposition of records. Washington, 1945. 74 p. (*Technical manual*, TM 12-259.) Chapters deal with the duties and responsibilities of departmental officials in relation to records, records disposition schedules, records depots and War Department depositories, and retirement, special handling and disposal standards. Appendixes include an address list of records depots and depositories, allocation to Service Command Depots, and references to directives and publications.
111. WEEKS, BERTHA. The retention and preservation of records. *Filing bulletin*, 14: 67-68 (May, 1946). Summary of a talk given by the director of the Chicago Bureau of Filing at the April meeting of the Chicago Filing Association.
112. WELCH, IDA. Transferred files—how to take care of them. *American business*, 15: 16-17 (Oct., 1945).
See also No. 6, 14, 30, 53, 57, 60, 67-68, 181.

VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

113. BROADMAN, JOSEPH. Cellulose acetate sheetings as used for the preservation of permanent records; a critical analysis. New York, 1946. 16 p. A restatement of the author's contention that lamination with cellulose acetate sheetings does not provide permanent preservation.
114. [EVANS, D. L.] Review: the "Repair and Preservation of Records" by Adelaide E. Minogue. British Records Association. Technical Section, *Bulletin* No. 18, p. 8-14.
115. MINOGUE, ADELAIDE E. Flattening folded records. *Weston's record*, Vol. 21, No. 1, p. 5-7 (May, 1946). A shortened version of an article that appeared in the April, 1945, issue of the *American archivist*.
116. MINOGUE, ADELAIDE E. Treatment of fire and water damaged records. *American archivist*, 9: 17-25 (Jan., 1946). Also available as a National Archives Publication, 46-14.
117. SCHNEIDER, ALBERT H. Some practical suggestions regarding specifications for rebinding public records. *American archivist*, 9: 226-228 (July, 1946).
118. SCHNEIDER, ALBERT H. Splicing saves recopying damaged records. *Weston's record*, Vol. 21, No. 2, p. 4-5, 15 (1946).
119. U. S. FEDERAL FIRE COUNCIL. Manual of fire-loss prevention. 2d ed., rev. Washington, 1945. 162 p. Revised to cover improvements in the last 10 years in methods of preventing and controlling fires, this issue of the manual includes a section (p. 107-117) dealing with the protection of records and valuables.
120. ZAMORANO, ASUNCION. La restauración de libros y documentos. *Cervantes*, Vol. 20, No. 3, p. 15-16 (agosto/dic., 1945).
See also No. 73, 198.

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

A. General Discussions

121. NORTON, MARGARET C. Name indexes. *Illinois libraries*, 28:217-225 (Apr., 1946). The archivist of Illinois discusses this type of finding aid with particular reference to indexes created by the Illinois Archives.

B. United States in General and Federal Government

122. BETHEL, ELIZABETH. Early records of the War Department General Staff in the National Archives. *American archivist*, 8: 241-247 (Oct., 1945).
123. LEE, GUY A. The general records of the United States Department of Agriculture in the National Archives. *Agricultural history*, 19: 242-249 (Oct., 1945). A summary of National Archives, *Preliminary checklist of the records of the Secretary of Agriculture*, Washington, 1945.
124. MASTERSON, JAMES R. The records of the Washington Superintendency of Indian Affairs, 1853-1874. *Pacific northwest quarterly*, 37: 31-57 (Jan., 1946). A part of the introduction to a file microcopy of the Washington Superintendency records prepared in the National Archives.
125. ROBINTON, MADELINE R. An introduction to the papers of the New York Prize Court, 1861-1865. New York, 1945. 203 p.
126. THURBER, EVANGELINE. The 1890 census records of the veterans of the Union Army. National Genealogical Society, *Quarterly*, 34: 7-9 (Mar., 1946).
127. U. S. ADJUTANT GENERAL'S OFFICE. WAR DEPARTMENT RECORDS BRANCH. HISTORICAL RECORDS SECTION. Preliminary checklist of operational and historical records, European Theater of Operations. [Washington] 1946. 19 p. A description of the contents of the USFET Historical Section's tactical archives, recently received from its headquarters in St. Germain, France. The documents for the most part pertain only to operations of American, not Allied, military forces and consist of operational reports, combat interviews, histories, pre-invasion planning data, map library, photographs, publications, and miscellaneous historical documents.
128. U. S. ADJUTANT GENERAL'S OFFICE. WAR DEPARTMENT RECORDS BRANCH. RECORDS SECTION. Noncurrent record holdings of the War Department Records Branch, Records Division, AGO, as of 1 January 1946. [Washington] 1946. 132 p. The second revision of a list, originally issued under restrictions in December, 1944.
129. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. National Archives records dealing with industrial mobilization. Washington, 1945. 27 p. Transcript of proceedings of a seminar, held December 21, 1945, at which Solon J. Buck, Edward G. Campbell, and Herman Kahn comprised the discussion panel.
130. U. S. LIBRARY OF CONGRESS. Annual reports: manuscripts. *Quarterly journal of current acquisitions*, 3: 36-49 (May, 1946). Until 1941, the annual report of the Division of Manuscripts was issued as a reprint from the *Annual report* of the Librarian of Congress. Between 1941 and 1943 manuscript accessions were covered quarterly in the *Journal*. This report represents a return to annual listing of acquisitions, but covers only the period April 1, 1945 to February 1, 1946.
131. U. S. LIBRARY OF CONGRESS. As atividades hispânicas da Biblioteca do Congresso, com um discurso por Archibald MacLeish. Washington, 1945. 39 p. (State Department. Central Translation Office, *Publication*, No. TC-218.) Includes a description of manuscript and map collections, p. 15-19. English and Spanish versions have also been issued.
132. U. S. LIBRARY OF CONGRESS. PHOTODUPLICATION SERVICE. Pictorial Americana; a select list of photographic negatives in the Prints and Photographs Division of the Library of Congress. Washington, 1945. 38 p.
133. U. S. LIBRARY OF CONGRESS. PRINTS AND PHOTOGRAPHS DIVISION. Index of microfilms, series A, Lots 1-1737. An alphabetical index to the principal subjects of

- the first 100 reels of microfilm copies of documentary photographs, including the photographic survey of the United States produced under the direction of Roy E. Stryker for the Farm Security Administration and the Office of War Information in 1935-1943. [Washington] 1945. 26 p.
134. U. S. NATIONAL ARCHIVES. Index to General Land Office abandoned military reservations files 1822-1937. Compiled by Arthur Hecht and Lester W. Smith. [Washington, 1945] 28 p. (*Index* 1 (46-1).)
 135. U. S. NATIONAL ARCHIVES. National Archives accessions No. 22-26. [Washington] 1945-1946. Supplements the *Guide to the material in the National Archives*. A consolidated list of accessions for the year is printed in each annual report of the agency.
 136. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Attorney General's Advisory Committee on Crime 1934-1938. Compiled by Helen Beach. [Washington, 1946] 3 p. (*Preliminary checklist*, No. 38.)
 137. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Boston Navy Yard 1811-1942. Compiled by Richard G. Wood. [Washington, 1946] 17 p. (*Preliminary checklist*, No. 40.)
 138. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Bureau of Supplies and Accounts (Navy) 1885-1942. Compiled by James R. Masterson and Fred G. Halley. [Washington, 1946] 6 p. (*Preliminary checklist*, No. 41.)
 139. U. S. NATIONAL ARCHIVES. Preliminary checklist of the general records of the Department of the Navy 1804-1944. Compiled by James R. Masterson. [Washington, 1945] 103 p. (*Preliminary checklist*, No. 31.)
 140. U. S. NATIONAL ARCHIVES. Preliminary checklist of records of the Division of Insolvent National Banks of the Bureau of the Comptroller of the Currency 1865-1945. Compiled by Lyle J. Holverstott, Maxcy R. Dixon and J. Eric Maddox. [Washington, 1946] 14 p. (*Preliminary checklist*, No. 45.)
 141. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Headquarters, American Expeditionary Forces 1917-1921. Compiled by Elizabeth Bethel. [Washington, 1946] 47 p. (*Preliminary checklist*, No. 35.)
 142. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Industrial Incentive Division and the Navy Board for Production Awards 1941-1945. Compiled by Vivian D. Wiser. [Washington, 1946] 4 p. (*Preliminary checklist*, No. 36.)
 143. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Military Government of Santo Domingo 1916-1924. Compiled by Lyman Hinckley. [Washington, 1945] 10 p. (*Preliminary checklist*, No. 27.)
 144. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Naval Observatory 1840-1929. Compiled by Kenneth F. Bartlett and James R. Masterson. [Washington, 1946] 6 p. (*Preliminary checklist*, No. 42.)
 145. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the National Guard Bureau and its predecessors 1922-1941. Compiled by Lucy E. Weidman. [Washington, 1946] 3 p. (*Preliminary checklist*, No. 33.)
 146. U. S. NATIONAL ARCHIVES. Preliminary checklist of the Naval Records Collection of the Office of Naval Records and Library 1775-1910. Compiled by James R. Masterson. [Washington, 1945] 149 p. (*Preliminary checklist*, No. 30.)
 147. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Office of the Commissary General of Subsistence 1818-1912. Compiled by Roland C. McConnell. [Washington, 1946] 14 p. (*Preliminary checklist*, No. 34.)
 148. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Office of

- the Judge Advocate General (Navy) 1799-1943. Compiled by James R. Master-son. [Washington, 1945] 49 p. (*Preliminary checklist*, No. 32.)
149. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Office of the Secretary of War 1800-1942. Compiled by Lucille H. Pendell. [Washington, 1945] 34 p. (*Preliminary checklist*, No. 25.)
150. U. S. NATIONAL ARCHIVES. Preliminary checklist of the records of the Selective Service System 1917-1919. Compiled by Lucy E. Weidman. [Washington, 1945] 13 p. (*Preliminary checklist*, No. 26.)
151. U. S. NATIONAL ARCHIVES. Preliminary list of published and unpublished reports of the National Resources Planning Board 1933-1943. Compiled by Lester W. Smith. [Washington, 1946] 138 p. (*Special report*, No. 3.)
152. U. S. NATIONAL ARCHIVES. Your government's records in the National Archives. Washington, 1946. 81 p. A document designed to "put the National Archives and its vast store of records in a nutshell." It includes a condensed description of federal records, the pattern of their arrangement, and the uses to be made of them by government officials and others.
153. U. S. OFFICE OF CIVILIAN DEFENSE. Inventory of the records of the Office of Civilian Defense. Washington, 1945. 2 vols. Compiled in cooperation with the National Archives, the first volume includes an organization history of OCD, a description of the records of the National Office 1941-1945, a listing, unit by unit, of the Washington records "retained for permanent keeping" or "authorized for disposal," field office records disposition instructions, disposal statistics, and a bibliography. The second volume presents similar data for the regional offices of OCD.
154. WOOD, RICHARD G. An archivist looks at the Library of Congress. *American archivist*, 8: 248-253 (Oct., 1945). The report of a survey of the records of the Library of Congress.
See also No. 215.

C. State and Local

155. BABB, JAMES T. The Yale University Library: its early American collections. *William and Mary quarterly*, 3d Ser., 2: 397-401 (Oct., 1945). Manuscript collections are referred to on p. 398-399.
156. BRAGDON, HENRY W. The Woodrow Wilson collection. Princeton University. Library. *Chronicle*, 7: 7-18 (Nov., 1945). Describes a collection at Princeton University that includes manuscripts of Wilson's major writings and addresses, his letters to Robert Bridges, 1885-1919, and recently acquired Ray Stannard Baker papers pertaining to the Versailles Conference.
157. COLGATE UNIVERSITY, *Hamilton, N.Y.* The Samuel Colgate Baptist Historical Collection. Hamilton, N.Y., 1946. 11 p.
158. CORNELL UNIVERSITY. COLLECTION OF REGIONAL HISTORY. First report of the curator, 1942-1945. Ithaca, 1945. 56 p. A list of all manuscript collections acquired during the period covered by the report is printed, p. 15-35.
159. CUMMINGS, HUBERTIS. Items from the Morris family collection of Robert Morris papers. *Pennsylvania magazine of history and biography*, 70: 185-208 (Apr., 1946). Selected items printed in this issue are prefaced with a description of the collection, recently on loan to the Pennsylvania Department of Archives.
160. KING, GEORGE H., Ed. A survey of Stafford County records. *Virginia magazine of history and biography*, 53: [215]-218 (July, 1945). A report on the state of the records in the clerk's office made April, 1792 by Thomas Mountjoy and

- Travers Daniel, Jr., as recorded in *Stafford County Scheme Book L & D*, page 261 ff, and now published by King with notes as to the present location of said records.
161. MARYLAND. HALL OF RECORDS. Indexes to original records at the Hall of Records. Annapolis, 1945. 3 p. (*Bulletin*, No. 7.)
 162. MCCORMACK, HELEN G. A provisional guide to manuscripts in the South Carolina Historical Society. *South Carolina historical and genealogical magazine*, 46: 171-175; 214-217 (July, 1945, and Oct., 1945) and 47: 53-57 (Jan., 1946).
 163. NEW YORK (CITY) PUBLIC LIBRARY. Manuscript Division accessions during 1945. New York Public Library, *Bulletin*, 50: 428-434 (May, 1946).
 164. NUTE, GRACE L., Ed. Calendar of the American Fur Company's papers. Pt. 1, 1831-1840, Pt. 2, 1841-1849. Washington, 1945. (American Historical Association, *Annual report*, 1944, Vol. 2-3.) The final editing of this calendar, completed ten years ago in typed form through the financial cooperation of ten libraries and historical societies, was done by Miss Grace L. Nute of the Minnesota Historical Society. Most of the Fur Company's calendared papers are in the possession of the New York Historical Society.
 165. PENNSYLVANIA. HISTORICAL SOCIETY. LIBRARY. Supplement to the "Guide to the manuscript collections in the Historical Society of Pennsylvania." *Pennsylvania magazine of history*, 70: 181-184 (Apr., 1946).
 166. RUSH, CHARLES E., Ed. Library resources of the University of North Carolina; a summary of facilities for study and research. Chapel Hill, 1945. 264 p. Of particular interest is the chapter describing the Southern Historical Collection which is in reality the manuscript division of the library.
 167. TREGLE, JOSEPH G., JR. The Josiah Stoddard Johnston papers. *Pennsylvania magazine of history and biography*, 69: 326-329 (Oct., 1945). A statement concerning some 5,000 items in the papers of a Southern political figure of the time of Henry Clay.
 168. VAN DEUSEN, GLYNDON G. The Thurlow Weed Collection. University of Rochester. Library. *Bulletin*, 1: 21-25 (Feb., 1946).
 169. WILCOX, SEB S. The Spanish archives of Laredo. *Southwestern historical quarterly*, 49: 341-360 (Jan., 1946). The history of these records is given and a picture of the growth of Laredo as reflected in them is given.

D. Foreign Countries

170. BRAZIL. ARCHIVO NACIONAL. SECCAO DE BIBLIOTECA E MAPOTECA. Catálogo dos mapas existentes na Biblioteca do Arquivo nacional; noticia apresentada à II Reuniao pan-americana de consulta sobre geografia e cartografia, realizada no Rio de Janeiro. Rio de Janeiro, 1944. 64 p.
171. BRUCE, WILLIAM J. The San Francisco UNCIO documents. *American archivist*, 9: 6-16 (Jan., 1946). A description of the origin, nature and use of the records of the United Nations Conference on International Organization, April 25 to June 26, 1945.
172. DAVIES, J. CONWAY. The records of the Church in Wales. Wales. National Library, *Journal*, 4: [1]-34 (Summer, 1945).
173. HISTORICAL manuscripts. London. University. Institute of Historical Research. *Bulletin*, 20: 50-[64] (Nov., 1943. Printed 1945.) In this section of the *Bulletin* are printed lists of historical manuscripts which have reached a presumably permanent home in the custody of some public or corporate body ("Accessions") and a select list of those recently offered for sale by booksellers or auctioneers or ascertained to be in private ownership ("Migrations").

174. JONES, EVANS D. The Ottley papers. National Library of Wales, *Journal*, 4: [61]-74 (Summer, 1945). A description of a collection of over 4,000 papers of the Ottley family for the period 1679-1740.
175. PERU. MINISTERIO DE HACIENDA. ARCHIVO HISTÓRICO. Catálogo de la sección republicana, 1821-1922. Lima, Perú, 1945. 314 p.
176. RUBINCAM, MILTON, ED. Materails in foreign archives for writing Pennsylvania history. Washington, 1945. 19 p. (*Junto monograph*, No. 1.) This material was originally published serially in the *Pennsylvanian*, organ of the Pennsylvania Historical Junto, Washington, D.C.
177. VEREENIGING VAN ARCHIVARISSEN IN NEDERLAND. Gids voor de archieven van gemeenten in waterschappen in Nederland. Grönigen, 1945. 88 p. This guide to the archives of municipalities and polder districts in the Netherlands, compiled under the direction of the Society of Archivists of the Netherlands, was issued in 2 parts, the first being published in 1942. The second part includes the title page, foreword, table of contents, and p. 53-88 of the entire guide.

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

178. CORNWELL, WALLACE L. Record photography in industry. Boston, 1945. 23 p. (*Vocational and professional monographs*, No. 55.) The sales manager of the Photographic Records Division of Remington Rand, Inc., discusses the development of photography in industry, types of photographic record equipment, qualifications for operators of such equipment, and vocational opportunities for record photographers in industry.
179. DAVIS, WATSON. Next steps in microfilm. *Saturday review of literature*, 28: 13-14 (June 9, 1945).
180. DENVER AND RIO GRANDE RAILROAD. Summary of documents microfilmed and destroyed, October 1942 through December 1945. [Denver, 1945] 5 p. A statistical presentation prepared by the records supervisor. The microfilming of the railroads records is outlined in section 15 of its *Manual on procedures* under the heading "Preservation of records."
181. HAUGHTON, SIDNEY H. The preservation of records by microphotography in the United States of America. *Journal of documentation*, 1: [156]-161 (Dec., 1945). Includes a summary of federal and state statutes governing the micro-photographing and ultimate destruction of official records, a statement on the utilization of micro-photography by government institutions, including the National Archives, and data on types of cameras, readers and film equipment.
182. HOOVER, J. EDGAR. The enemy's masterpiece of espionage. *Reader's digest*, 48: 1-6 (Apr., 1946). An application of microphotography used by German agents that has interesting implications for the future of records photography.
183. ILFORD, LTD. The technique of micro-copying. London, 1945. 12 p. A trade publication distributed to prospective purchasers and users of Ilford products.
184. LODGE, CONSTANCE. Acquisition of microfilms: commercial and institutional sources. *College and research libraries*, 7: 226-230 (July, 1946).
185. MICROFILMING as a record preservative. *American city*, 61: 89 (June, 1946).
186. NORTON, MARGARET C. Photography for state records. Pt. 1-2. *Illinois libraries*, 28: 151-155; 180-187 (Feb., 1946).
187. NORTON, MARGARET C. Record materials: inks. *Illinois libraries*, 27: 438-444 (Oct., 1945). Also includes a discussion of typewriter ribbons, stamp pads, and carbon papers.

188. PHILADELPHIA BIBLIOGRAPHICAL CENTER AND UNION LIBRARY CATALOGUE. COMMITTEE ON MICROPHOTOGRAPHY. Union list of microfilms; supplement 4 (1945). Philadelphia, 1946. 144 p.
189. PLOSSER, D. A. Microfilming in the office. n.p., 1945. 7 p. The methods manager of the Timkin Roller Bearing Company discusses the application of microfilm to corporation records.
190. POWER, EUGENE B. University microfilms, a microfilming service for scholars. *Journal of documentation*, 2: 23-31 (June, 1946).
191. TATE, VERNON D. La microfotografía hoy día. *Revista DuPont*, Vol. 6, No. 6, p. 12-13 (Dec., 1945).
192. TEARE, ROBERT F. Microphotography and cataloging; a forecast. *College and research libraries*, 7: 231-236 (July, 1946). The author discusses both the cataloging of microfilm, and the use of microphotography in cataloging processes.
193. TEKNISKA LITTERATURSÄLSKAPET. Utbildningsfrågor inom litteraturtjänsten. Biblioteken och reproduktionsfrågan. Anföranden vid Tekniska Litteratursällskapets årsmöte den 20 mars och 25 maj 1945. Stockholm, 1945. 50 p. (TLS *Meddelande* No. 1.) The proceedings of the Swedish Technical Literature Society for 1945. About one half of the volume is devoted to a discussion of modern methods of documentary reproduction.
194. U. S. NATIONAL BUREAU OF STANDARDS. Standard for permanent record photographic microcopying film (gelatin—silver halide emulsion type). *American archivist*, 9: 229-232 (July, 1946). Reprinted from a bulletin issued by the Bureau in 1943.
195. U. S. WAR DEPARTMENT. Records administration: microfilming of records. Washington, 1946. 94 p. (*Technical manual*, TM 12-257.) After presenting the uses and limitations of microfilm, this manual describes (1) basic operating procedures for microfilming projects generally and (2) special techniques for filming decimal files, index files, engineering drawing, etc. Appendixes consist of a camera operator's guide and a film inspection guide.
196. UNIVERSITY microfilms; a microfilm service organization devoted to filling the needs of scholars and libraries. Ann Arbor, Mich., 1945. 12 p. Discusses how high standard microfilms can be produced economically, considers modernized library service and the use of microfilms, equipment, and presents a pictorial study of microfilming and a microfilming plan for college and university business offices.
197. WILSON, O. C. How to organize a film library. Ottawa, Canada, 1945. 14 p.
198. [WISCONSIN. STATE HISTORICAL SOCIETY] Microfilming and laminating the Draper manuscripts. *Wisconsin magazine of history*, 29: 4-6 (Sept., 1945). The Society announces that it is having the Draper collection microfilmed so that within a year positive microcopies of any series of the collection will be available at reasonable cost to scholars and research libraries.
199. YORK MICROSTAT CORPORATION. Microfilm by microstat. New York [1945] 32 p. A brochure illustrating the services offered by this commercial microfilm firm. See also No. 14.

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

200. BENJAMIN, MARY A. Forged autographs—how to detect them. *Publishers' weekly*, 148: 2217-2224 (Nov. 17, 1945). Condensation of a chapter in the author's *Autographs: a key to collecting*.

201. CLARK, T. D. Records of little businesses as sources of social and economic history. *Business Historical Society, Bulletin*, 19: 151-158 (Nov., 1945).
202. LEONARD, RUTH S. Bibliographical importance of copyright records. *College and research libraries*, 7: 34-40, 44 (Jan., 1946). Describes the records in the Rare Book Room of the Library of Congress and appraises their value to bibliographers and historians on the basis of an examination of the copyright records of the U. S. District Court for Massachusetts.
203. MATHER, RUFUS G. Excavating buried treasure. Cambridge, Mass., 1945. 112 p., plates. A description of the value and fascination of archival research with particular reference to "art, history, biography, genealogy, and heraldry as it relates to art."
204. NORTH CAROLINA. ARCHIVES AND HISTORY DEPARTMENT. The social studies teacher and the state department of archives and history. 12 p. (Special issue of North Carolina Council for the Social Studies, *Bulletin*, Vol. 2, No. 3, Mar., 1946). Dr. Crittenden and his staff make a plea for the teaching of local history, and describe the contribution that the State Department of Archives and History could make toward the development of a local history program.
205. OVERMAN, WILLIAM D. Writing the history of American industry in World War II. *War records collector*, 2: [25]-27 (Sept., 1945). A plea for promptness in utilizing the sources, both archival and personal, for the writing of American industrial history.
206. PARGELLIS, STANLEY. The judgment of history on American business. *Rhode Island history*, 5: 33-40 (Apr., 1946). In this article, a condensation from a talk before the Newcomen Society, the author urges corporation executives to consider making available their non-current records to historians.
207. ROWE, HAROLD B. Use of wartime government records in economic research. American Economic Association, *Papers and proceedings*, 1946, p. 799-806. A discussion of the potential value of certain types of records and their availability for research. Special emphasis is placed on the services of the National Archives as a research center.
208. SCHOLLES, FRANCE V. Research activities of Lansing B. Bloom in foreign archives. *New Mexico historical review*, 21: 100-109 (Apr., 1946).
209. U. S. WAR DEPARTMENT. Centralization, maintenance and servicing of noncurrent clinical records. Washington, 1945. 17 p. (*Pamphlet*, No. 12-14.)
210. USING medical records as personal documents. American Association of Medical Records Librarians, *Journal*, 17: 27-33 (Mar., 1946). A discussion of New Jersey's Hospital Records Act (Chap. 286, Public Law of 1945, Rs: 101-A-1).
211. VIRGINIA. WORLD WAR II HISTORY COMMISSION. Writing your community's war history; some suggestions on content and sources of information. Charlottesville, 1945. 11 p.

X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

212. BENJAMIN, MARY A. Autographs: a key to collecting. New York, 1946. 305 p. Part 1 presents a historical summary of autograph collecting, defines the terminology used by the collector, explains what to collect and where to get it, how to detect forgeries, and how to differentiate between facsimiles, manuscript copies and other reproductions of manuscript materials. Part 2 discusses the care, preservation, and arrangement of an autograph collection.
213. BLAIR, PATRICIA O. Treatment, storage and handling of motion picture film. *Library journal*, 71: 333-336 (Mar. 1, 1946). The author is the head of the Film Bureau, Cleveland Public Library.

214. BRADLEY, JOHN G. Cataloging and indexing motion picture film. *American archivist*, 8: 169-184 (July, 1945). A revision of an article published in the March, 1944, issue of the *Journal* of the Society of Motion Picture Engineers under the title: "Wartime cataloging of motion picture film." Topics discussed include the nature and content of catalogue cards, the use of reference film strips, the problem of size, the use of subject index cards, the problem of shelving, and cost considerations.
215. BRADLEY, JOHN G. Talk given before the Washington Visual Workers on April 24, 1946. [Washington, 1946] 8 p. The director of the Motion Picture Project of the Library of Congress describes events in the Project's history since his appointment in July, 1945.
216. EVANS, LUTHER H. L.C. plans large film collection. *Library journal*, 71: 634-635 (May 1, 1946). A portion of an address delivered by the Librarian of Congress before the 37th annual conference of the National Board of Review of Motion Pictures in New York, March 28, 1946.
217. HERRICK, MARY D. Do you collect and use college archives? *Library journal*, 71: 305-306 (Mar. 1, 1946).
218. LEDUC, THOMAS. Arcana Siwash: the function and needs of a college archives. *American archivist*, 9: 132-135 (Apr., 1946).
219. MONTANA. UNIVERSITY. ARCHIVES COMMITTEE. The university archives. Missoula, 1945. 2 p. An announcement of the principles and policies established by the Committee for the development of the University archives.
220. O'CONNOR, THOMAS F. Catholic archives of the United States. *Catholic historical review*, 31: 414-430 (Jan., 1946). Also available as a part of American Association of State and Local History, *Bulletin*, Vol. 1, No. 10 (Apr., 1946).
221. PETERSON, VIRGIL. Behold there shall be a record kept among you. American Association for State and Local History, *Bulletin*, 1: 272-286 (Apr., 1946). The importance attached to record keeping by the Mormon Church is brought out in this paper, part of the symposium on church archives and history.
222. SPENCE, THOMAS H., JR. The Historical Foundation of the Presbyterian and Reformed Churches. American Association for State and Local History, *Bulletin*, 1: 259-271 (Apr., 1946). This description of Presbyterian and Reformed Church archives by the Foundation's curator forms part of a symposium on church archives and history.
223. THOMPSON, RUTH. The collection and preservation of local historical pictures in the Minneapolis Public Library. *American archivist*, 9: 219-225 (July, 1946).
224. WYOMING. UNIVERSITY. LIBRARY. Archives, University of Wyoming. Laramie, 1946. Leaflet. Describes the objectives and collections of the new Archives Department of the University.

XI. THE RECRUITMENT AND TRAINING OF ARCHIVISTS AND CUSTODIANS OF MANUSCRIPTS.

225. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. Announcement of courses in record and archives administration, 1945-1946. Washington [1945] 5 p.
226. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. [Announcement of the] second intensive training program in the preservation and administration of archives for custodians of public, institutional, and business archives, June 17 to July 6, 1946. Washington, 1946. Folder.

227. COCHRAN, THOMAS C. Plans for internship in business archival work. *Business Historical Society, Bulletin*, 20: 95-96 (June, 1946). Describes a training program planned jointly by New York University and Columbia University for 1946-47.
228. JOSEPHSON, BERTHA E. How can we improve our historical societies? *American archivist*, 8: 194-201 (July, 1945). The author analyses the problems of local historical societies in relation to the need for additional professional personnel and then suggests a training program to meet that need.
229. MEXICO. UNIVERSIDAD FEMENINA. Carrera de archivera y bibliotecaria. Mexico, D.F., [1945]. 4 p. A statement of the opportunities open to women in the library and archives field together with an outline of courses offered in these fields by the University in 1945.

See also No. 75.

XII. ARCHIVES, ARCHIVAL AGENCIES, AND MANUSCRIPT DEPOSITORIES IN TIME OF WAR

230. ALLEN, MAX P. Indiana's war history. *War records collector*, 2: [17]-19 (July, 1945).
231. ALLIED COMMISSION. SUBCOMMISSION FOR MONUMENTS, FINE ARTS AND ARCHIVES. Final report on archives, Part I, Italian archives during the war; Part II, Outline survey of the state of Italian archives at the close of the war. [Caserta?] 1946. 66 p., 24 p.
232. AUSTRALIA. WAR ARCHIVES COMMITTEE. Preservation of war records. (Notes for guidance of departmental officers.) Canberra, n.d. 2 p.
233. BINCKLEY, WILLIAM C. Two world wars and American scholarship. *Mississippi valley historical review*, 33: 3-26 (June, 1946). The author points out the increased interest in the collection and preservation of historical records developed between 1917 and 1941 and discusses the problems created in result. He also describes the origin and development of the various official and semiofficial record and historical programs of World War II.
234. CLOUGH, SHEPARD B. Clio and Mars; the study of World War II in America. *Political science quarterly*, 60: 425-436 (Sept., 1945). Outlines the activities of the Committee on War Studies of the Social Science Research Council and the Advisory Council on War History as supplementing the work of the Committee on Records of War Administration.
235. COMMISSION ON EUROPEAN JEWISH CULTURAL RECONSTRUCTION. RESEARCH STAFF. Tentative list of Jewish cultural treasures in Axis-occupied countries. New York, Jewish social studies, 1946. 103 p. (Supplement to *Jewish Social Studies*, Vol. 8, No. 11.) A list of the library, archival, art, and museum collections known to have been in existence in Axis and Axis-occupied countries at the outbreak of World War II. It was prepared for the guidance of Jewish and non-Jewish organizations engaged in the recovery and restitution of cultural materials.
236. CONN, KENNETH B. The Royal Canadian Air Force Historical Section. *Canadian historical review*, 26: 246-254 (Sept., 1945).
237. CRITTENDEN, CHRISTOPHER. War records in their relation to state and local archives. *American archivist*, 8: 262-264 (Oct., 1945).
238. DANHOF, CLARENCE H. The federal government and the history of World War II. *War historian*, 3: [1]-4 (Mar., 1946). A statement of the activities of the Committee on Records of War Administration, results of its operations, future

- program, and suggestions for state projects, by a member of the Budget Bureau's War Records Section.
239. ERIKSON, STANLEY. The war records program in Illinois. *American archivist*, 8: 254-261 (Oct., 1945).
 240. ESTREICHER, CHARLES. Cultural losses of Poland; index of Polish cultural losses during the German occupation, 1939-1944. London, 1944.
 241. GRAYLAND, EUGENE C. War archives in New Zealand. *Wilson library bulletin*, 20: 418-419 (Feb., 1946).
 242. GUYOL, PHILIP N. Plans and problems in the New Hampshire war history program. *War historian*, 3: [13]-15 (June, 1946).
 243. HAWAII. UNIVERSITY. Honolulu. Hawaii war records depository. University of Hawaii, *Bulletin*, 25: 25 (Dec., 1945).
 244. HEMPHILL, W. EDWIN. Personal military service records of Virginians. *War historian*, 3: 5-7 (Apr., 1946).
 245. HOLMES, OLIVER W. The National Archives and the protection of records in war areas. *American archivist*, 9: 110-127 (Apr., 1946). The work of the National Archives included the preparation of lists of archival repositories in enemy and enemy-occupied countries for the use of our armed forces, the furnishing of advice on archival matters to the Supreme Headquarters of the Allied Expeditionary Force and the Office of Military Government, and the supplying of archivists, upon request, to these agencies, for the purpose of aiding in the recovery, rehabilitation, and restitution, where possible, of archival collections in Europe and Asia.
 246. MILITARY government of Germany; directive to the Commander in Chief of the United States Forces of Occupation. Department of State, *Bulletin*, 13: 596-607 (Oct. 21, 1945). Includes directions that historical archives and cultural institutions and objects shall be preserved. A similar directive for Austria was published in the same journal on Oct. 28, 1945.
 247. MURPHY, THOMAS D. Collecting records for community war history. *War records collector*, 2: [33]-35 (Nov., 1945).
 248. NELSON, SAUL. Preservation of war records. American Economic Association, *Papers and proceedings*, 1946, p. 793-798. Mr. Nelson was asked to survey, for the Price Conference of the National Bureau of Economic Research, the plans of the government agencies, especially the war agencies, for the preservation of the records of this war. In this article he reports his findings.
 249. NEW HAMPSHIRE. WAR RECORDS COMMITTEE. First annual report for the fiscal year July 1, 1944 to June 30, 1945. Durham, 1945. 20 p.
 250. NEW HAMPSHIRE. WAR RECORDS COMMITTEE. Organization and program. Durham, 1945. 3 p. (*Bulletin*, No. 1, Rev.) Attached is a *Tentative outline of a history of New Hampshire in World War II* that the committee hopes to publish.
 251. NEW YORK. STATE WAR COUNCIL. Memorandum re duty of State War Council to provide for care, custody, control and disposition of records of local war councils. [Albany, 1945] [8] p. Attached to copy received in the National Archives Library are official orders and sample inventory and disposal forms.
 252. POLAND. EMBASSY. LIBRARY. Warsaw accuses. [Washington?] 1946. 43 p. A collection of pictures, with text, showing the destruction of Warsaw's historic and cultural monuments, including archives and libraries.
 253. ROSS, MARVIN C. The Germans and their archives. *American archivist*, 9: 89-90 (Jan., 1946). Describes the measures taken by the German government to protect the public and Nazi-party records against the dangers of war.

254. SAMARAN, CHARLES. Les principales destructions d'archives en France causées par faits de guerre. London. University. Institute of Historical Research, *Bulletin*, 20: 1-8 (Nov., 1943; published 1946). A list, alphabetically by place, of the losses of archives départementales and of important archives communales.
255. SCHLEGEL, MARVIN W. Writing the history of World War II. *War records collector*, 2: 37-38 (Dec., 1945).
256. SINGEWALD, KARL. Some observations on Maryland service records of World War II. *War records collector*, 2: 39-40 (Dec., 1945).
257. STACY, C. P. The historical programme of the Canadian army overseas. *Canadian historical review*, 26: 229-238 (Sept., 1945).
258. TUCKER, GILBERT N. The Royal Canadian Naval historical section and its work. *Canadian historical review*, 26: 239-245 (Sept., 1945).
259. U. S. ARMY. EUROPEAN THEATER OF OPERATIONS. OFFICE OF MILITARY GOVERNMENT. Military government regulations. Wetzlar, Germany, 1946. 1289 p. These regulations established 10 July 1945, and their amendments or additions, supersede all existing military government directives and instructions on the subjects dealt with by the Titles. Of special interest are Title 18, *Monuments, Fine Arts, and Archives*, and Title 22, *Military Government Reports and Histories*.
260. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. Historical and records program of the War Production Board. Transcript of proceedings of seminar December 7, 1945. Washington, 1946. 28 p.
261. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. Historical program of the Army Air Forces. Washington, 1945. 30 p.
262. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. The historical program of the Army Service Forces, the Ordnance Department. Washington, 1945. 9 p. Transcript of proceedings of a seminar held July 18, 1945.
263. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. The historical program of the Navy. Washington, 1945. 25 p. Transcript of proceedings of two seminars were separately issued under the same title.
264. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. The historical program of the Signal Corps. Washington, 1945. 35 p. Transcript of seminar proceedings April 21, 1945.
265. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. The historical program[s] of the Office of the Surgeon General and the Transportation Corps. Washington, 1945. 29 p. Transcript of seminar proceedings June 2, 1945.
266. U. S. ARMY INDUSTRIAL COLLEGE. RESEARCH DEPARTMENT. Historical programs of the Chemical Warfare Service and the Corps of Engineers. Washington, 1945. 26 p. Transcript of proceedings of a seminar held May 26, 1945.
267. U. S. FOREIGN ECONOMIC ADMINISTRATION. Civil affairs guide: preservation and use of key records in Germany. [Washington] 1944. 91 p. (War Department *Pamphlet*, No. 31-123). Prepared in cooperation with the National Archives, the Foreign Funds Control, and the Office of Foreign Agricultural Relations. Confidential when issued.
268. U. S. WAR DEPARTMENT. Military records: historical records and histories of organizations. [Washington] 1946. 2 p. (*Army regulations*, 345-105, C4.)
269. WAR records projects; a report. *War historian*, 2: [45]-58 (Feb., 1946). For War records projects addenda see same publication 3: [9]-10 (May, 1946).
270. WIERSUM, E. Lotgevallen van Schielands archief. *Nederlandsch archievenblad*, 50: 15-20 (1946). An account of the fate of the Schielands archives.
See also No. 21, 25, 76-77, 218.

News Notes

KARL L. TREVER, Editor

*The National Archives
Washington 25, D.C.*

ANNUAL MEETING OF THE SOCIETY OF AMERICAN ARCHIVISTS

The tenth annual meeting of the Society of American Archivists will be held in Washington, D.C. October 24-25. The meeting of the American Association for State and Local History will be held October 25-26 with a joint meeting on the overlapping date.

Headquarters will be at the National Archives Building, 7th and Pennsylvania Avenue. All meetings except the dinner meetings will be held there. The dinner meetings will be held at the dining hall of the American University. It has not yet been decided whether any luncheon meetings will be held.

Hotels reserving quarters for members of both Societies include the Raleigh, the Washington, the Willard and the Mayflower.

Committee on Local Arrangements include, in addition to Herbert Angel, chairman, Martin Claussen, the Reverend John Tracy Ellis, Luther H. Evans, Lyle Holverstott, Waldo G. Leland, Thornton Mitchell and Ernst Posner. The chairman for the American Association for State and Local History is Lillian Kessler.

SOCIETY OF AMERICAN ARCHIVISTS

At one of the sessions of the Council held at Indianapolis last year, Dr. Buck suggested that a *List of the Committees of the Society of American Archivists and Their Functions* might prove useful to members of the Society and others. Such a list, prepared by Secretary Cappon, follows:

Archival Bibliography: Compilation of the annual list of "Writings on Archives and Manuscripts" was begun for the year July 1942-June 1943 and is published in each October issue of THE AMERICAN ARCHIVIST. The Committee is also preparing a select list of publications on archives and manuscripts issued prior to June 30, 1942.

Auditing: The treasurer's books and financial statement for the year are audited by this Committee which makes a report at the annual business meeting.

Buildings: Consulting service is rendered to inquirers concerning the initiation or improvement of facilities for housing archival records. The Committee keeps abreast of building plans and construction in this field and makes special studies of related problems.

Filing Equipment: Present conditions and needs of filing equipment in

various kinds of archival establishments are the concern of this Committee, along with the possibility of finding common ground on which the needs of the archivist and the product of the manufacturer can be better accommodated.

Finance: According to Section 17 of the Constitution of the Society, "The president, the secretary, and the treasurer shall constitute a finance committee, which shall approve all investments and shall prepare a budget for submission to the council and the Society at each annual meeting."

Information: Promotional and publicity work is the function of this Committee, which carries on a clipping service in connection with THE AMERICAN ARCHIVIST, stimulates reprinting or abstracting from the magazine, and secures newspaper publicity in advance of each annual meeting of the Society and publication of a summary of the meeting in a score of professional journals.

Institutional and Business Archives: The work of this Committee embraces a survey of the archives of educational institutions, churches, labor unions, fraternal organizations, business corporations, etc., to determine to what extent their records are adequately preserved and made accessible, and to provide practical instructions for planning the organization of such archives or the improvement of those already established.

International Relations: Through this Committee the Society endeavors to establish and maintain closer relations between archivists in the United States and those in foreign countries by exchange of publications, correspondence, cooperative undertakings, and personal contacts through individual and group meetings. Postwar problems provide special incentive for this Committee's activities. It also seeks to increase the foreign membership of the Society.

Local Arrangements: Provisions for local facilities and accommodations in connection with the annual meeting of the Society are the responsibility of this Committee.

Local Records: Set up to work with local officials who have legal responsibilities for keeping county and other records and "to explore ways and means of educating lay custodians of archival material," the Committee has a manual in preparation for this purpose. It also endeavors to encourage closer relations between the state archivists and local records officers in each state.

Membership: In order to increase the membership of the Society, individual and institutional, this Committee is organized on a geographical basis. Special attention is also given to prospective foreign members, in cooperation with the Committee on International Relations.

Municipal Archives: A survey of the preservation and accessibility of records in certain selected cities in the United States by this Committee will provide the basis for a plan whereby the Society may be able to do constructive work in this relatively unexploited field of archives.

Nominations: The retiring member of the Council each year is *ex officio* chairman of this Committee. It submits a slate of officers for consideration in the election at the annual business meeting of the Society.

Photographic Techniques: Photographic reproduction by various methods

and related problems are investigated, and consultation is available by conferences and correspondence so that the Society can keep abreast of developments in this important field.

Program: Organization of the program and selection of speakers for the annual meeting of the Society constitute the duties of this Committee, along with the preparation of a report of the meeting by the chairman for publication in THE AMERICAN ARCHIVIST. Special committees on programs for joint sessions of the Society with other organizations held at times other than the date of its annual meeting are appointed.

Publication Policies: This Committee is collecting information on publication policies and techniques of various archival agencies and manuscript repositories so that the Society may be able to offer recommendations on methods and practice based upon a study of comparative data.

Records Administration: The province of this Committee embraces all phases of the life history of official records that develop before those of enduring value are deposited in archival agencies, in order to meet the urgent need of arousing the intelligent interest of administrators in the importance of economical records administration. A bulletin on this subject for state and local government is in preparation.

Research: By stimulating archivists and others to prepare papers on subjects along lines of their special interest and competence for possible publication in THE AMERICAN ARCHIVIST, this Committee serves to augment the stock of articles on hand in the editor's office, and in general to encourage the filling of gaps in archival literature.

Resolutions: This Committee submits to the annual business meetings resolutions on matters of immediate concern drafted by the Committee or by other members of the Society who may request the submission of such documents.

Uniform Legislation: The drafting of model acts for archival agencies to give them essential authority and responsibility with respect to the records of the government provides a guide to the states in framing and supporting adequate laws of this kind.

The personnel of the following committees of the Society, supplements the list of committee appointments printed in the April issue:

Local Arrangements: 10th Annual Meeting, Washington, D.C., October 24-25: Herbert E. Angel, chairman; Martin P. Claussen, John Tracy Ellis, Luther H. Evans, Lyle Holverstott, Waldo G. Leland, Thornton W. Mitchell, Ernst Posner.

Local Records: Harold S. Burt, chairman; Virgil V. Peterson, Herman F. Robinton, John Clement.

Membership: Virgil V. Peterson, chairman; Eugene B. Barnes, Francis L. Berkeley, Jr., Herbert O. Brayer, Philip C. Brooks, David C. Duniway, Robert W. Hill, G. R. Lomer, William D. McCain, Margaret Pierson, Herbert C. Schulz, Mary T. Quinn.

Municipal Archives: Richard B. Morris, chairman; Beatrice Decker, John H. Powell, Louise Rau.

Program: 10th Annual Meeting: Robert H. Bahmer, chairman; Philip O.

Brooks, Everett E. Edwards, Hugh M. Flick, Bertha Josephson, Thomas H. Spence, Eleeline H. Jones, James N. Young.

THE NATIONAL ARCHIVES

The National Historical Publications Commission, at its meeting on April 2, requested the archivist of the United States to endeavor to obtain authorization for the publication by the National Archives of documents relating to the ratification of the Constitution and the Bill of Rights. This project was planned and proposed to Congress by the Commission in 1936, but Congress has never acted on it. Dr. Philip M. Hamer, records control officer in the National Archives, was elected secretary of the Commission and was directed to prepare plans and estimates with reference to a number of other proposals for the publication of historical materials by the Government.

The National Archives continues to receive substantial quantities of records of World War II. Among those recently received are the records of the United States Ballot Commission; the records of the Fair Employment Practices Committee, except a few papers being used in liquidating the agency; the Fort Ontario Emergency Refugee Shelter files and other field records of the War Relocation Authority; additional records of the Foreign Broadcast Intelligence Service, consisting chiefly of 11,000 recordings of enemy broadcasts; recordings of Office of War Information broadcasts to Japan, including those made by Navy Captain E. M. Zacharias; records of the New Delhi and Stockholm offices of the Office of Strategic Services; and enemy motion pictures captured in Europe and the Pacific. Of note among other accessions are records of United States delegations at various international conferences, 1923-38, and scattered pardon records, 1800-1850, which have been missing from the State Department's pardon files and which were found in the custody of another agency.

In order to expedite retirement of voluminous types of records common to all Federal agencies, the National Archives has issued five general schedules under the authority provided in the Federal Disposal Act of July 7, 1943, as amended July 6, 1945. These schedules permit the disposal after stated periods of time of fiscal and accounting, personnel, informational service, and mail records and those pertaining to draft deferment of Federal employees. They apply principally to the copies of these documents held in all the agencies depending, by and large, upon the retention of master files of the basic series in each class. On the eve of its adjournment, Congress approved the mail schedule and the fiscal schedule, which was worked out in cooperation with the General Accounting Office and the Treasury Department.

Recent publications of the National Archives include an essay on *The Appraisal of Current and Recent Records*, by G. Philip Bauer, a revised edition of *How to Dispose of Records*, and a brief guide to the holdings of the National Archives, entitled *Your Government's Records in the National Archives*. Copies may be obtained from the Assistant Administrative Secretary of the National Archives.

The archivist of the United States has announced the return to the staff of the National Archives of Major Seymour J. Pomeranze, who has been in charge of the Offenbach Archival Collecting Depot in the American Zone of Military Government. Mr. Pomeranze is now librarian of the National Archives, succeeding Matilda F. Hanson, who resigned. Other recent resignations include those of Marion Rice, editor-writer, and Carl Louis Gregory, motion-picture engineer.

FRANKLIN D. ROOSEVELT LIBRARY AT HYDE PARK, N. Y.

The Franklin D. Roosevelt Library has recently received from the executors of the Roosevelt estate a number of papers from the late President's naval history collection. Among them are correspondence and other papers relating to Mr. Roosevelt's service as assistant secretary of the Navy from 1913 to 1920. These materials touch on every phase of his conduct of that office, including matters relating to national preparedness and the conduct of the war with Germany; the campaign to obtain binoculars and telescopes for the Navy; the management of the navy yards, with particular reference to wage disputes and other controversies; volunteer defense organizations; appointments, transfers, and promotions in the Navy; the obtaining of navy yard personnel; and his two trips to Europe in 1918-19. A body of miscellaneous manuscripts relating to the history of the Navy, including letters of and other documents concerning prominent Revolutionary War leaders and Navy secretaries of the period 1775-1865, was also received.

Mrs. Roosevelt has given the Library correspondence and other papers relating to her activities as delegate to the United Nations conference held in London in January 1946. They include personal letters from the British people; agenda of Conference meetings; lists of members; reports of proceedings; press releases, progress reports, and policy statements of the United States delegation; petitions, memoranda, and other papers regarding displaced persons; copies of articles and pamphlets on United Nations matters; official publications including the "Journal"; letters from individuals and organizations on United Nations matters; and a scrapbook of clippings from British newspapers. She has also given the Library a number of diary-notebooks kept by her late husband's father, James Roosevelt, Sr., from 1881 to 1899 and a collection of documents relating to the family seat of her grandparents, Mr. and Mrs. Valentine G. Hall, at Tivoli, N. Y.

Miss Mary W. Dewson, formerly director of the Women's Division of the Democratic National Committee, has presented two large scrapbooks containing samples of campaign literature issued by the Democratic National Committee in 1932 and 1936 and printed copies of radio talks made by her during the latter year.

Manuscripts holdings now available to searchers, in addition to those announced last May, include papers relating to Mr. Roosevelt's service as Assistant Secretary of the Navy, 1913-20; the correspondence and other papers of Louis McHenry Howe while secretary to Mr. Roosevelt during his Navy Department period; and White House papers relating to education,

1933-39, the sugar-tariff question, 1933-39, labor legislation, 1937-39, and strikes, 1933-41.

Over 100,000 persons have visited the Museum of the Library during the past three months, among them delegations from Hawaii, Chile, Columbia, and the United Nations headquarters.

LIBRARY OF CONGRESS

Among recent accessions to the Division of Manuscripts the following may be noted: 146 papers pertaining to land grants and titles, mainly in Russell and Scott counties, Virginia, 1787-1893; 10 manuscript volumes 1851-1865, relating to the activities of Gideon and Company, printers, and William D. Colt, notary, Washington, D.C., communications from the office of the United States Consul at the Port of San Juan del Sur, February 14 and 22, 1857, concerned with the expulsion of William Walker from Nicaragua; typescript translations into English of 16 documents in Russian archives relating to the Russian American Company and to the cession of Alaska to the United States; and 19 boxes of short wave monitoring reports of the Columbia Broadcasting System Listening Station, c. 1938-1945. In addition, individual items or small groups of documents emanating from or pertaining to Charles Pinckney, Henry Knox, John Henry, Thomas Claxton, John Quincy Adams, Waddy Thompson, La Fayette, George Bancroft, Horatio King, Oliver Wendell Holmes, Benjamin Harrison, Alfred T. Mahan, Julia Ward Howe, John Burroughs, and Admiral Mark Bristol were acquired.

The Prints and Photographs Division has received the Office of War Information Photograph Collection. It consists of 119 file cabinets of mounted photographs, 441 boxes of duplicate unmounted photographs, 175 trays of catalog cards, 1 file cabinet of microfilm, and 2 cabinets of negatives.

Archivists will be interested in reading the remarks of the Librarian of Congress in relation to the "Problem of Loot" as reprinted from the *LC Information Bulletin* in the *Library Journal* for June 15, p. 910-911.

In reporting to the librarian of Congress on his examination of the William Allen White papers, recently given to the library, Nelson R. Burr writes:

Much of the time I worked in his library, a large comfortable room lined with books, on the second floor of his house. There were the miscellaneous and personal papers, which contain several hundred letters, by Presidents of the United States, from Theodore to Franklin D. Roosevelt. These will come to the Library, but most of this collection will remain until Mrs. White and her son distribute some of it to Kansas colleges, whose pride in Mr. White has prompted them to request records of his life and work in Kansas for memorial rooms.

These papers seemed impressive—until I saw the letter files kept in the vault of a local bank. As the massive door swung open, the light flashed on the record of fifty years spent in the main currents of American political and literary history. Fifty volumes of onion skin paper contain letters written by the famous editor and novelist from 1899 to 1920. There are more than thirty-four thousand pages, and the William E. Borah, Robert Bridges, William Jennings Bryan, Arthur Capper, Mark Hanna, Henry Cabot Lodge, George H. Lorimer, Theodore Roosevelt, and Booth Tarkington. From 1899 to 1903 there are forty letters to "T. R."

Four hundred letter boxes lined two sides of the large vault, half way to the ceiling.

They weigh about a ton and a half and are jammed with letters to and from Mr. White from 1909 to 1944. Thirteen boxes contain correspondence relating to the Progressive Party from 1912 to 1914. Two extra large boxes concern White's leadership of the Committee to Defend America by Aiding the Allies—fascinating material for studying the swirling currents of opinion in 1940 and 1941, when America hesitated. I estimated the total number of letters at well over two hundred thousand.

The Federal Bureau of Investigation has asked the librarian of Congress to call to the attention of libraries the loss of a box containing a collection of valuable charters, stolen from the Muniment Room at Plas Newydd, in the County of Anglesey, Holyhead, Wales, between May 1944, and December 1945. The collection, which is the property of the Most Honorable, The Marquess of Anglesey, G.C.V.O., comprises between ninety and one hundred old manuscripts relating to the Abbey of Burton-on-Trent in the County of Staffordshire, and the Paget family. They date from 1094 to 1247. Many of them have been damaged, but have been mended. The manuscripts vary in size, and include charters, covenants, grants, ratifications, and leases in connection with land and property. There are deeds, writs, and other papers relating to proceedings, suits, privileges and liberties, all affecting the Abbey at Burton-on-Trent. The Abbey or Abbot of Burton is mentioned in nearly all of the manuscripts, and the following names also appear frequently: Geoffrey de Eglintone; Nigel, Abbot of Burton, Ralph de Grestaville; Andrew of Felda; Hugh Bagot of Bromley; Thomas à Becket; Archbishop of Canterbury, Bishop of Chester; Bishop of Coventry; Bertram de Verdun; Archdeacon of Stafford. Any information concerning the location of these manuscripts should be forwarded to the Federal Bureau of Investigation.

CARNEGIE INSTITUTION

With the retirement of Dr. Leo F. Stock from the Carnegie Institution, its Division of Historical Research, as conceived and directed by Professor McLaughlin and Dr. Jameson, is practically abolished. The work of completing the *Guide to Materials for American History in the Libraries and Archives of Paris* is being continued by Dr. John J. Meng under the direction of Dr. Waldo Leland; Dr. George Sarton's volumes concerned with the history of science will probably be carried forward; and the historical portion of the researches in anthropology, notably the history of the Maya area, will be completed by Dr. Scholes, Dr. Chamberlain, and others. Otherwise the Institution's program at present does not include further projects in the social sciences; henceforth the emphasis will be placed on problems of the physical sciences. Dr. Stock is working independently on the sixth volume of his series of *Proceedings and Debates of British Parliaments respecting North America*, and hopes to complete in some fashion the record to 1783. These volumes will be printed by the Institution in the same style as the five volumes which have been issued. In its hey-day, under Dr. Jameson, the Division placed the historical profession under grateful obligation, not only for the individual assistance and direction given to students and scholars, but particularly for its printed output which consisted of numerous *Guides* to American materials

in domestic and foreign archives and several series of documents which have been widely used.

CHURCH ARCHIVES

The *Canadian Historical Review* for June reports that "The United Church of Canada is planning for a central depository of Church Archives at Victoria University, Toronto, Ontario, which will house not only historical material of the communions that came into the United Church, and of the United Church itself, but of Canadian church history in the widest sense, so as to make available for research students a body of material on church history. An effort will be made to secure an index of all the archival material of the church at different centers across Canada. It is proposed to change the name archivist to church historian and have the appointee lecture on church history. It is hoped by an educational campaign to arouse the church to the necessity of more careful keeping of church records."

The Presbyterian Historical Foundation at Montreal, North Carolina, is making progress toward raising funds for the erection of a new building to house its collection of manuscript and printed matter.

The main archival activity of the Historical Commission of the Church of the Brethren during the last few months has been the transfer and arrangement of the records of the Brethren Civilian Public Service. These records are the files created by the church agencies cooperating with the government in the plan of providing "work of national importance under civilian direction for those conscientiously opposed to war."

INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

The Interagency Records Administration Conference, which is now sponsored by the National Archives, concluded the fiscal year with three sessions, each of which was attended by more than 100 persons. The Conference membership list now includes more than 300 persons drawn from practically every Federal agency. Sherrod East, of the War Department, has been elected chairman for 1946-47, and Terry Beach, of the Federal Security Agency, as vice-chairman. The steering committee as elected consists of Philip C. Brooks, National Archives, Col. Ralph P. Bronson, Veterans Administration, Edmund D. Dwyer, Navy Department, Allen N. Humphrey, General Accounting Office, Ernest Karl, Civil Service Commission, Henry J. Lilienfield, Bureau of the Budget, T. R. Schellenberg, Office of Price Administration, Charles T. Smith, Department of Agriculture, Mrs. Dorothy M. Sparks, Treasury Department, Mr. East, and Mr. Beach.

A question and answer session on the whole records field constituted the May meeting. It was conducted by Mr. Lilienfield, with the assistance of Capt. Mary R. Catlett, Security Advisory Board, Rose McGrath, Federal Public Housing Authority, Robert Claus, National Archives, James M. Maupin, Department of Commerce, and A. J. Roehrer, Bureau of Internal Revenue. At the June meeting Robert L. McKeever, Federal Director of Liquidation, spoke on the economies of prompt retirement of records and

Fritz Morstein Marx, of the Bureau of the Budget, discussed the vital role of records in public administration. Mimeographed transcripts of the discussions at the general monthly meetings are available at the office of the Secretary of the Conference, Frank E. Bridgers, The National Archives, Washington 25, D.C.

TRAINING PROGRAMS IN RECORDS AND ARCHIVES ADMINISTRATION

Plans for Internship in Business Archival Work

The following announcement, signed by Thomas C. Cockran of New York University, is reprinted from the June issue of the *Bulletin* of the Business Historical Society:

Observation of the operation of a number of large companies has convinced Professors Clough and Cochran, the two most active members of the New York Committee on Business Records, that in most companies no official is satisfactorily taking care of the problems of record management. Many of these companies have extensive private libraries and a staff of librarians, but the latter have no contact with the manuscript records of the business and no training in evaluating them. Though a company may have an excellent filing staff, control over past records is usually vested in a busy officer of the company who lacks interest in the records as historical material and thinks chiefly in terms of economical storage and early destruction.

A new type of official is obviously needed, one who will be able to help the officers in establishing wise record policies so that those manuscripts will be preserved which contain information essential to the legal department, the business analyst, and the historian, and supervise the classification, storage, and day-to-day handling of the records. This official might be called a Business Archivist, or better, perhaps, a Record Manager.

The Record Manager should be trained in business history and business economics. He should, of course, also understand library methods and record handling and storage problems. To add these elements to his training, the Columbia and New York University graduate schools of business administration are offering special internships in business archival training. The New York University announcement, for example, reads:

- B. H. 277-278. BUSINESS ARCHIVAL INTERNSHIP. Professor Cochran, September-February, 4 points: hours to be arranged by consultation with Professor Cochran. Training in the management of business manuscripts and business libraries is provided through lectures and internships. Students registering for this course must be prepared to devote the equivalent of at least three months of full-time daily work to gaining practical experience in designated libraries and business companies. Students completing this course in addition to Business History 275-276 will be recommended as trained business archivists. Registrants must complete the full course to receive credit.

The New-York Historical Society and the United States Trust Company

have generously offered to assist the two universities in this program. They will provide the necessary practical training in library work and in the problems and methods of record storage.

Owing to war-time conditions the one student registered for training this past year was in the course offered at New York University. She worked in the New-York Historical Society under the direction of Dr. Barck. From time to time during the year she had conferences with Professor Cochran regarding the problems of the historian in the business company and the problems of business history in general.

Several of the largest corporations already employ archivists or record managers but, as far as we know, none of these present administrators has studied business history. We hope that as the knowledge spreads that specially trained university graduates are available, many more companies will create such positions and fill them with young scholars who may write business history as well as manage the records. Two companies already have shown an active interest in placing such university-trained persons in charge of their records, and both of these have requested Professor Cochran to make a survey of their needs. Professors Clough and Cochran, at Columbia and New York Universities, respectively, would be glad to receive suggestions for the further development of business archival training, and to send to anyone interested literature describing the work of the New York Committee on Business History and Records.

American Library Association

Miss Margaret Pierson, Indiana State Library, Mrs. Elleine Stones, Detroit Public Library, and Karl L. Trever, National Archives, participated in a panel discussion of archival education at the June 18 meeting of the Archives and Library Committee. Robert W. Hill, New York Public Library, served as chairman.

American University, Washington, D.C.

A second intensive training program in the preservation and administration of archives for custodians of public, institutional, and business archives was offered by American University, Washington, D.C., from June 17 to July 6, 1946. The three-weeks program included lectures on the most important phases of work with archives and manuscripts and practical training in two archival agencies, the National Archives and the Maryland Hall of Records, which agencies granted to the students the privileges of interns for the duration of the program. Ernst Posner, professor of history and archives administration, American University; Oliver W. Holmes, program adviser to the archivist of the United States; Morris L. Radoff, archivist, Maryland Hall of Records; and other members of the staffs of the two cooperating archival agencies served as instructors and as supervisors during the training periods. As part of the practical training, each student was assigned the task of arranging a body of records and describing it in a checklist.

The following students were enrolled in the program: the Reverend Peter P.

Beckman, OSB, St. Benedict's College, Atkinson, Kansas; Lillian E. Blease, Princeton University Library, Princeton, New Jersey; Ellen S. Brinton and Hiram Doty, Swarthmore College Peace Collection, Swarthmore, Pennsylvania; the Reverend Henry J. Browne and the Reverend John Tracy Ellis, Catholic University, Washington, D. C.; Harry A. Brunk, Eastern Mennonite School, Harrisonburg, Virginia; Wanda R. Castle, Colonial Williamsburg, Inc., Williamsburg, Virginia; Sidney Goldman, Archives and History Bureau, New Jersey State Library, Trenton, New Jersey; Marguerita McDonald, Overseas Branch, AAF Historical Office, Baltimore, Maryland; Carolene R. Peeler, War Department Records Branch, Alexandria, Virginia; the Reverend Wilfred P. Schoenberg S. J., Mount St. Michaels, Spokane, Washington; Ernest B. St. Aubin, University of Wisconsin, Madison, Wisconsin; L. Parry Yancey, Division of Loans and Currency, Public Debt Bureau, Chicago Office, Treasury Department. Nine students elected to stay for a fourth optional week to complete their internship projects and to study phases of archival work in which they were particularly interested.

In accordance with suggestions made by the students, the course will be expanded into a four-weeks program when it is offered again, presumably in August 1947.

University of Michigan

Howard H. Peckham, director of the Indiana Historical Bureau and secretary of the Indiana Historical Society, conducted a course in the care and cataloging of historical manuscripts in the summer session of the University of Michigan Library Science Section. This course has been given regularly since the summer of 1942 and is a two-credit library school course which surveys the chief manuscript depositories in the United States, considers terminology and definitions used in manuscript work, discusses the storage, arrangement, description, rehabilitation, reproduction, and use of manuscript materials, and includes lectures on the history and administration of archives in libraries and historical societies.

UNIVERSITY ARCHIVES

Montana University

J. B. Speer, chairman of the Archives Committee of Montana State University, Missoula, has announced that the president has approved the establishment of a University Archives. The circular announcing the fact reads, in part, as follows:

The acceptance of the following principles and policies is necessary for the development and use of archives:

1. The term "archives" applies to (a) files of letters, both sent and received; (b) records, including minute books, accounting records, reports and data prepared for administrative use, including mimeographed and similar material; (c) all material printed or otherwise duplicated for official uses.

2. The records of the official activities of University officers, and offices are the property of the University.
3. The officer in charge of each administrative office is the judge as to how long it is convenient to hold obsolete material, i.e., not in active administrative use, in his own office under his direct control.
4. All archival material, when no longer wanted in the office to which it pertains, should be sent to a central archives division maintained by, or in connection with, the University library.

In general, (1) all divisions of the University (schools, departments, committees, administrative officers) should deposit all records meriting preservation in the central archives after the material is no longer of current value, and (2) the central archives division will preserve such materials and enable those properly concerned to make use of these archives. The archives division will make restricted material available for use in accordance with the provisions under which it was placed in archives.

Additional Sources of Archival Material

The archives include not only material usually designated as official, but all material which pertains to the history of the University. The principal sources of such additional material include:

A. Faculty

1. Organizations, e.g., American Association of University Professors, American Federation of Teachers.
2. Individuals (faculty, officers)
 - a. Professional and research papers, one copy of all unbound pamphlets and reprints of articles published in learned periodicals; printed works need not be preserved as archives.
 - b. Correspondence, manuscripts, and private papers.
 - c. Biographical material and pictures, especially when not available in printed sources; includes record in armed services.

B. Alumni

1. Organizations
Similar to faculty.
2. Individuals
Similar to faculty but only material which relates to University.

C. Students

The records of all types of student organizations, especially the Associated Students and its subsidiary organizations, class and departmental organizations, should be preserved as archives of the University. The rapidly changing personnel of these organizations makes the loss of their records almost inevitable unless preserved through a permanent agency, such as an archives division.

D. Special Collections

Materials relating to the general history of the University, buildings and other property, plans and projects, gifts, including endowments.

Archives include records in any form, pictures and photographs, cuts, "blue prints", as well as material printed or otherwise duplicated.

Wyoming University

A leaflet prepared by Lola M. Homsher, archivist, states that an "Archives Department" was established in the University Library in 1945 following "the presentation to the University of several important collections of historical papers." The Archives Department has several objectives: (1) to classify and catalog collections already deposited in the library; (2) to offer a depository to the citizens of Wyoming and the Rocky Mountain Region for their papers of historical interest; and (3) to save collections of papers which might be destroyed or dispersed by disinterested persons. The records now in the Archives Department include the records of the Wyoming Stock Growers Association, 1873-1923; records of the "range" assembled by Herbert O. Brayer and the staff of the Western Range Cattle Industry Study; and 15 smaller collections of historical interest to the people of Wyoming and the Rocky Mountain Region. The Archives seeks to acquire correspondence, both business and social, financial records, business records, pamphlets, early books on western topics, early newspapers—"in fact, any document relating to Wyoming history." Miss Homsher's leaflet does not state whether or not her department will serve as the depository for the *official* records of the University of Wyoming.

ARCHIVES IN WAR AREAS

Sargent B. Child returned to the United States early in April after having spent approximately a year in Germany as adviser on archives, and after November 1945, as adviser on archives and libraries, to the Office of Military Government, United States, in Berlin. Before his departure it was agreed that Maj. Lester K. Born should succeed him upon returning from a furlough in the United States. (Maj. Born spent the week of June 14-21 conferring with National Archives and other officials in Washington.) Paul Vanderbilt was in charge at Berlin in the interim.

On the Land level Harold J. Clem continued in charge in Bavaria with headquarters at Munich, and Jesse Boell was in charge in Greater Hesse with headquarters at Wiesbaden. Lt. Leslie Poste has been responsible for archival matters in the Baden-Württemberg area. The Offenbach Archival Depot was under the direction of Maj. Seymour J. Pomeranze until his return to the States on May 8 at which time the Depot was placed under the supervision of Capt. Bencowitz. The Ministerial Collecting Center was moved to Berlin late last April and consolidated with the Berlin Documents Center under Col. Helm.

In Bavaria and Greater Hesse a systematic survey of German archival institutions and their holdings and of emergency repositories containing evacuated material is being conducted. A similar survey in Baden-Württemberg, which was completed by Maj. Pomeranze earlier, serves as a model.

By a directive of May 1, the Offenbach Archival Depot was designated as

the sole authority for the restitution of either archival or library materials. Restitution of materials to France, Belgium, and the Netherlands, for example, has occupied much time of the center in recent months. It would appear that restitution of archival materials is less troublesome than the restitution of library or art materials because archives are usually easier to identify as to origin and ownership. The return of archival materials to rightful German claimants will be a much more difficult task. The entire American activity with regard to fine arts, archives and libraries in occupied Germany is governed by the recently issued Title 18 of *Military Government Regulations for the U.S. Zone*.

The Monuments, Fine Arts and Archives program in Austria was closed about the beginning of April and the responsibility turned over to the Austrian Authorities. In Italy, too, the program has come to an end, and a final report, apparently prepared by Maj. H. E. Bell, a British archivist, has been received in Washington. This report consists of two parts: "Italian Archives During the War" (88 p.) and "Italian Archives at the End of the War" (24 p.).

Much information on Japanese Archives has been collected by Maj. Collas G. Harris, head of the Research and Information Division of the Civil Information and Education Section of the Supreme Command in Tokyo. Maj. Harris visited the National Archives while on furlough in June. The older records of a number of ministries apparently were destroyed in the 1923 earthquake and many of those that survived were destroyed in the bombing of Tokyo. There is no central archives or archival administration in Japan.

Douwe Stuurman has given most interesting oral and written reports to the librarian of Congress on his service with the Library of Congress Mission in Germany. We quote the following paragraphs from his written report:

When the war came to an end in May, 1945, the Document Center at Freising found itself saddled with the moral responsibility of collecting the documents which the Germans had removed to Bavaria and Austria (the so-called Redoubt Area) for safekeeping. The Redoubt Area, and the hopes of the German Army for a final stand there, proved to be a fairy tale, but not the documents and historical records. And though the Center was suffering from combat fatigue and from the natural let-down which attends the end of any great enterprise, the task of collecting was begun at once. The Army generously furnishes space, staff, material and trucks, and the operation got away to an early start.

Project X (as this operation came to be known) soon distinguished itself from other normal G-2 functions, and when the L. C. Mission entered the field six months later it was natural that the two projects should merge. I joined the L. C. Mission at this time (Nov. 1945), taking my discharge at the Army Separation Center in Frankfurt. I remained with the Mission as Field Representative in Bavaria till my departure in June, 1946.

The material collected in Bavaria is characterized more by uniqueness than by duplication. It includes, for example, the Nazi Party's own efforts at contemporary archive building (the Hauptarchiv de NSDAP), the Rehse Collection in Munich, the Adjutantur from the Chancellery in Berlin, the private

library of Adolf Hitler, and numerous other smaller Nazi collections. The posters and leaflets (quarter million), the newspapers (1500 titles representing Nazi propaganda in all occupied territories), the underground pamphlets, etc., alone represent a Nazi collection unique of its kind in the world.

FOREIGN NEWS

Cuba

Volume 43 (January-December, 1944) of the *Boletín* of the Archivo Nacional has just been received in this country. It is of particular interest to archivists because a major portion of the volume is devoted to matters connected with events occurring during the dedication of a new building for the Archivo on September 23, 1944. The volume contains photographs of the new structure, and photographs of visiting dignitaries, including the archivist of the United States and Roscoe R. Hill, the representatives of the United States at the ceremonies. Dr. Hill's report on events connected with the dedication is printed in English in the *Boletín*, p. 89-100.

Of equal interest to American archivists is the illustrated *Memoria* (Report) for 1945 (84 p.) recently issued by the Archivo. In addition to furnishing a picture of the historical development of Cuban Archives and their administration since 1899, the report presents data on current activities, including the dedication referred to above. Of particular interest is an account of the Cuban program for the training of archivists. Through the courtesy of Capt. Joaquín Llaverías, the archivist of Cuba, the National Archives has received as a gift from the Archivo Nacional 65 specially bound volumes of photostat copies of documents in the custody of the Archivo that relate to the history of the United States. The documents are chiefly taken from two series, "Asuntos Políticos" and "Floridas", and the volumes are accompanied by a very full inventory in Spanish. The organizing, inventorying, photocopying, and binding of this material was a major undertaking and was well executed. It is a significant gift to American historians and will be useful in supplementing records of the United States in the field of Cuban-American history.

Germany

The effect of the war on the Prussian Privy State Archives in Berlin-Dahlem is indicated vividly by the following excerpts from a letter written in August 1945 by the acting director of that institution, the late Dr. G. Wentz, to an American friend:

The Privy State Archives received its first hit on August 23, 1943, when the book bindery in the attic [of the administration building] was gutted. On December 29, 1943, and on February 15, 1944, it was the turn of the stack building. Aerial bombs destroyed its southern part and the middle portion down to the lower stories and damaged the administration building as a result of the resulting air pressure. Very fortunately the upper stories had been evacuated already and as a result there were, up to that point in time, hardly any losses of record material. Such losses occurred only when the mad final battle for Berlin started. A German anti-aircraft battery fired point-blank at

the front of the archives building [i.e., the administration building] and the second floor was badly damaged, but only when military operations had almost ceased did the stack building become the victim of a fire that was started by Russian soldiers and reduced the building to ashes all the way to the lower stories of the northern part. Inasmuch as the first floor and the basement were still occupied by records and other material we have to lament such regrettable losses as those of the General Map Collection, the Collection of Seals, the Land Records [real estate books] of the Mark Brandenburg, the remaining copies of the *Imperial Charters in Facsimiles*, etc. You will readily imagine that the entire archives area presents a picture of gruesome devastation.

Major evacuations of records were carried out much too late (from 1943 on only) because the Archives Administration persevered too long in the erroneous assumption that military events might possibly make such measures no longer necessary. In spite of my objections they also began to remove the library and archives holdings to the Neumark [that is, the part of the Province of Brandenburg east of the Oder River]. As a result it later became necessary to remove them once again to the West. The library holdings, however, could not be removed. They have been captured by the Poles and the Privy State Archives is not going to see them again. I need not explain to you what the loss of the Classes Prussia and Brandenburg means for us.

The bulk of the records were finally got together in two salt mines in Stassfurt and Schönebeck near Magdeburg, where they were thoroughly protected from bombs and have weathered the downfall of the empire in a safe spot. The 180,000 packages that are stored there constitute about three-fifths of the Privy State Archives. Ten thousand packages are still in one of the anti-aircraft towers in the Eastern part of Berlin. The anti-aircraft tower is in the Russian Zone of Occupation and so are now the two salt mines, which were previously occupied by the Americans.

What the occupation troops have done with the records, we do not know. Neither the Russians nor the Americans have approached the Privy State Archives in order to receive information about the evacuated centers, in spite of the fact that in these centers conditions are such that even a thoroughly initiated person would find it difficult to find his way around. The contents of the individual record groups [Reposituren] may have remained together, but within the record groups everything is utterly confused. It is quite impossible to use individual binders, which will also make it impossible to carry out the transfer of records which must certainly result from the territorial changes in the East. It is, therefore, in the interest of the Privy State Archives as well as of the victorious powers to have the arrangement of the records in the salt mines restored if they want to avoid measures that might be detrimental to the records. It is hardly possible to bring the records up to the daylight in the near future unless the construction of temporary barracks is envisioned, because we cannot store them in the destroyed stack building.

Naturally we are very anxious to get the records back somehow or other in

order to be able to provide for their expert custody, but for us it is hardly possible to do anything about it inasmuch as we in Dahlem are under American authority while the salt mines in Middle Germany are under Russian sovereignty.

There is, furthermore, the important consideration that scholarly institutions such as the Institute for Archival Science, the Monumenta Germaniae, the Emperor William Institute for German History, the Hanseatic Historical Society, the Central Research Center for Post War History, and the University Seminar for Regional History have stored their collections of material, their working papers, and other manuscripts in the mines together with the archival holdings. Now that the war is over they would like to have them back in order to continue their work, particularly since getting this material back is also a matter of existence for them. You know that a part of these materials has been collected over many decades and that they constitute an intellectual product that belongs not to Germany alone but to Western civilization in its entirety. Its destruction or even its eventual removal by the Russians would mean an inconceivable loss for our Western intellectual life.

Second International Congress of Archive Custodians, Librarians, and Museum Curators of the Caribbean Area

The second meeting of the Congress will be held in Guatemala City from October 12-20, 1946. The *Regulations and Agenda* indicates that papers submitted to the Section of Archivists shall adhere to the following agenda:

- a) Relations between the Archives of the Caribbean Area.
- b) Relations between the Archives of the Caribbean Area and those of the rest of the American Continent.
- c) Relations between the Archives of the Americas and those of other Continents.
- d) Classification and catalogation.
- e) General and special archives.
- f) Interamerican Archives.
- g) History of the Archives of the Caribbean Area.
- h) Technical publications.
- j) Development of Archives in the Caribbean Area.
- j) Filing Schools for the Caribbean Countries.
- k) Advanced course for archive custodians.
- l) Economic regime of the Archives of the Caribbean Area. Creation of specific taxes, similar in all the Countries of the Caribbean Area for the development and support of Archives.
- m) Appointment of staffs of archive custodians in the Caribbean Countries.
- n) Protection to valuable documents relative to the History of America.
- o) Interchange of photographic and microphotographic copies of documents.
- p) Documents that should be filed.
- q) Official and private documents.

Foreign Visitors at the National Archives

Joaquín Pardo, director of the General Archives of Guatemala, Ambrosio Perara, director of the National Archives of Venezuela, and Enrique Ortega Ricaurte, director of the National Archives of Colombia were recent visitors in Washington. Other foreign personalities who spent some time at the National Archives were (1) J. O. Wilson, member of the staff of the General Assembly Library, Wellington, New Zealand, who was traveling under a special grant from the New Zealand government to study libraries and archives in the United Kingdom and North America; (2) Heikki Waris, historian from the School of Social Sciences, Helsinki, Finland, who has been closely connected with archival activities in Finland; (3) Juan Saurez-Morales, of the library of the University of Puerto Rico, who was making a study of archival methods in connection with his work in the Library's Puerto Rican Room; (4) Alexis Solomos, member of the firm of P. Solomos, Athens, Greece, and representative there of Remington Rand; (5) Pierre Bourgeois, director of the Swiss National Library; (6) Mario López Pelú, of the National Archives of Cuba, who has begun a six months' period of archival training in the United States under the terms of the program of the Interdepartmental Committee on Cultural and Scientific Cooperation; (7) Carlos Kuesada Zapiola, of Argentina, who is continuing his archival studies for a second four-months period under the auspices of the same committee; (8) Shih Chia Chu, who is studying archival administration, under an American Library Association Fellowship, preparatory to undertaking archival duties in China; (9) J. F. Vanderheyden, librarian of the Fonds Bibliotheque Albert I, Brussels; and (10) F. Donker Duyvis, executive secretary of the International Federation for Documentation, The Hague.

CALIFORNIA

Henry E. Huntington Library has acquired a collection of over 1,300 letters written by Judge John W. North, founder of Riverside, California, and his wife. Judge North was a prominent figure in the history of Nevada and California, serving under Lincoln as territorial surveyor of Nevada. He directed the survey of the California-Nevada Line through Tahoe, and later served as judge of the Supreme Court of Nevada Territory and president of the constitutional convention of Nevada.

INDIANA

The following statistics showing the activities of the Archives Division of the Indiana State Library were published recently in the state year book, p. 862:

Requests for military service records received2,672
Most of these requests involved records of World War I and the Civil War.

Requests for non-military records received1,464
Archives received:

Attorney General. Correspondence and documents, 1902-41—10 volumes,
3 letter boxes, 17 boxes.

Auditor. Land Office records, 1804-20—175 volumes.

Department of Conservation:

General correspondence, 1933-42—3 boxes.

Division of Fish and Game. Fish propagation fund. Cash books, 1927-42—3 volumes.

Legal Division. Reports and misc. items—20 folders.

Governor. Correspondence, 1935-43—31 boxes.

Highway Commission. LaPorte district office. Correspondence and documents—1 filing case.

Historical Bureau. Official citations of Indiana men in World War I—8 filing cases.

Legislative Bureau. Original House and Senate bills, 1943 session—24 volumes.

Department of Public Welfare. Correspondence of the State Board of Charities, 1889-1923—98 volumes, 145 letter boxes.

Secretary of State. Papers of dissolved corporations—19 filing cases.

At the request of the governor of Indiana and the secretary of state, the University of Chicago Library has returned to the office of the secretary of state the manuscript minutes of the House of Representatives and of the Legislative Council of Indiana Territory from 1805 to 1815. These records were retained by the Indiana secretary of state until sometime about 1890, when they were unlawfully loaned to William H. English, then at work on a history of Indiana. Upon Mr. English's death in 1896, his papers, including these archives, passed to a descendant who gave the lot to the University of Chicago in 1930. The desire of the Indiana Historical Bureau to publish these Territorial records raised the legal question of what they were doing in Chicago. Upon being apprised of the situation regarding their origin and transmission, the University of Chicago readily consented to their return to Indiana, where they have been placed in the Archives Division of the State Library, Indianapolis.

MARYLAND

Hall of Records

The Hall of Records has announced the issuance of Hall of Records Publication No. 5, *Calendar of Maryland State Papers No. 2—Bank Stock Papers*, compiled and edited by the archivist with an introduction by Bray Hammond, of the Federal Reserve Bank. This volume will sell for two dollars. Accessions received recently by the Hall of Records include the Charles County Land Records, 1714-1743; Land Commissions, 1716-1721; Dorchester County Land Records, 1702-1745; Court Proceedings, 1728-1788; Dockets, 1785-1787.

Maryland Historical Society

Papers of the Boyce and Mackubin families, 1756-1857, including correspondence of George Mackubin, treasurer of the Western Shore, are among the important manuscripts added to the Maryland Historical Society's collections in recent months. Especially interesting are an undated list of fees to

be charged by members of the Annapolis bar, with signatures of those promising to abide by the agreement, certain ledgers and notebooks of Nicholas Mackubin, of Annapolis, 1746-71, and the account books and sketch books of John Henry Carroll, of "The Caves," Baltimore County, 1814-52.

Voluminous correspondence of the Hollyday family in Talbot and Queen Anne's counties, 1677-1905, dealing with business, land, legal, and personal matters have also been received. These papers are valuable for the social and economic history of the eighteenth century, with comments on the Acadians in Maryland, the British in the Chesapeake, and inoculations for smallpox. A farm journal kept during 1824-44 at "Priestford," Harford County home of the Neilson family, together with the ledgers and memorandum books, and notes and sketches of James C. Neilson, architect, were among Neilson family papers also acquired by the Society. Letters of General Thomas M. Forman and family, 1801-1862, and business papers of Lloyd Day, Edward A. Day, William Y. Day, and J. Orso Day, 1805-80, form another new collection. Civil war items acquired include the papers of Col. I. R. Trimble dated in April-May, 1861 and comprising a full file of Col. Trimble's correspondence with Charles Howard, president of the Board of Police Commissioners, concerning the troubles in Baltimore at the beginning of the conflict between the states. Business records accessioned include those of the Bloomsbury Mills, at Sugar Loaf Mountain, in Frederick County, 1806-42, and the correspondence and notes of J. Appleton Wilson concerning the restoration of the Senate Chamber in the State House at Annapolis, 1894-1906.

MISSOURI

The Western Historical Manuscripts Collection of the University of Missouri recently acquired the papers of Representative Ralph F. Lozier, 1922-1934, and some papers of A. Ross Hill, former president of the University of Missouri and director of relief for the American Red Cross in Europe after 1920.

NEW YORK

Institute for Local Historians

The second annual institute for local historians met June 3-6 at the State Education Building in Albany. The program was designed to provide summary instruction in the preservation and care of records and a variety of related subjects.

Onandaga County

Edward O. Yackel, chairman of the Board of Supervisors, announced June 28 that he would appoint a committee to study plans for a county archives building. In addition to Board members, the committee was to include state and city officials. At present most county records are stored in the basement of the courthouse. The *Syracuse Herald Journal* stated in an editorial on the subject that there was "no question that such an archives' headquarters [was] needed."

Cattaraugus County

In April a disastrous fire occurred in the Cattaraugus County courthouse, destroying or damaging a considerable volume of records. Further, the roof was so badly damaged that records stored in the attic have been exposed to vagaries of the weather so that mildew set in, making the problem of reclamation more acute.

Writing about this event in the June issue of *Town Clerks Topics*, Albert B. Corey, state historian said, "It does no public office any good to have any part of its useful and valuable records destroyed. The only reasonable and sensible thing to do is to provide adequate fire-proof or fire-resisting vaults and safes for the storage of those records that ought to be kept." Mr. Corey referred to the safety standards established for safes and vaults and suggested that county historians urge county officials to provide standard records storage equipment in their communities.

NORTH CAROLINA

An article on the North Carolina State Department of Archives and History and its Manuscript Collections written by Christopher Crittenden appeared in the *National Genealogical Magazine* for March 1946.

OHIO

The Archives Division of the Ohio State Archaeological and Historical Society recently received records from the School for the Blind, the Purchasing Division of the Department of Highways, the Bureau of Inspection of the State Department, and the Office of the Secretary of State.

The Library of the Society acquired a collection of records of the publishing house of U. P. James, which was prominent in Cincinnati book-trade activity from 1832 until about 1880. Manuscript items include miscellaneous family letters, an 1838 copyright agreement, a record of books received from the bindery (1855-1877), and tissue letter-books of U. P. James (1856-1866). There are also scrapbooks of James advertisements and book notices over the years from 1840 to 1860. Among trade documents printed by the publishing house are broadsides of book auctions and sales, catalogues, trade-lists, and trade circulars including announcements of the important Cincinnati semi-annual trade sales inaugurated by U. P. James in 1841. This material, which is believed to be a unique source of original information about the western book trade during the period of its greatest importance, complements a large collection of James imprints obtained by the Library a few years ago.

OREGON

David C. Duniway, state archivist, announces the acquisition by the Oregon State Archives of the late Howard D. Trover's photographic negatives and plates, 1892-1945, including the work of all studios owned and operated by Mr. Trover and his wife, the former Anna Cronise, at Salem, Oregon. The various names under which they did business were Cronise &

Craven, Cronise Photo Studio, Trover-Cronise, Trover-Carter, Trover-Weigel, and the Trover Studio. It is probable that the collection also includes the work of their predecessors, F. J. Catterlink, 1888-1892, and T. J. Cherrington, 1887-1898.

Mr. Trover photographed many important people, scenes and events in the central Willamette Valley and for many sessions made large photographs of the Oregon State Legislature. He was secretary and president of the Photographers Association of the Pacific Northwest and was known as the dean of Oregon photographers. The condition of the older negatives is such that they cannot be made available for reproduction until they are cleaned and rehoused, but prints can be made of pictures taken within the last 20 years. The Archives has also acquired as a deposit the photographic portrait negatives of the Tom Cronise Studio, 1902-1916. These are in order and prints can be made upon request.

PENNSYLVANIA

The Historical Society of Pennsylvania has received the records of the Stage Door Canteen operated in Philadelphia during the war.

The Pennsylvania Historical and Museum Commission has the records of the old Fall Brook Railroad and Fall Brook Coal Company, stored for years in the former station of the New York Central Railroad in Corning, N. Y. The files, well preserved since about 1840, include a large volume of correspondence of President Magee, one of the outstanding railroad builders and executives of the nation.

SOUTH CAROLINA

The South Carolina Historical Society has received the proceedings of the Commissioners of Roads of All Saints Parish, 1817-1859; the Laurel Hill Mill records, 1846-1861; a day book of Dr. George Paddon Bond Hassell (1781-1818); a day book, 1841-1850, and an additional volume of medical accounts, 1830-1842, of Dr. Andrew Hassell (1803-1866); 3 volumes of records of the Charleston Poor House Hospital, 1847-1863; a medical account book, 1850-1854, of Dr. Arthur B. Flagg (1828-1893); three volumes of medical accounts 1881-1883, 1897-1898, 1923-1924, including a trial justice docket book, of Dr. J. J. W. Flagg (1860-?); a sketch book dated 1837, of E. B. Flagg; and 9 volumes of miscellaneous records of Springfield and Brookgreen plantations, 1832-1904.

VIRGINIA

The fifteenth *Annual Report on the Historical Collections, University of Virginia Library, for the Year 1944-45* is now available.

Recent additions to the manuscript collections of the University of Virginia include the following: about 3,000 manuscripts, 1740-1880, recording the personal and business history of Pocket Plantation, Pittsylvania County, Va., and its owners, the Smith and Clement families, including early records

of the sub-sheriff of Albemarle and Goochland counties; personal correspondence and business and legal papers of Wilson Cary Nicholas (1761-1820), relating to the Bank of the U. S. in Richmond, the College of William and Mary, the Albemarle County militia, and the port of Norfolk, and involving Thomas Jefferson and many other noted Virginians, about 3,000 items, 1751-1850; 500 papers, 1767-1849, of Callohil Menzies, lawyer, of Bedford County, Va., including letters relating to Washington Academy, Lexington, Va.; manuscript volumes, 1792-1797, kept by Battaile Muse recording the rents collected from and owed by Virginian tenants of the Fairfax family; manuscript letterbook, 1798-1799, of David Montagu Erskine (1776-1855), whose letters to his father give an English traveler's impressions of Norfolk, Richmond, Baltimore, and Philadelphia; 170 manuscripts and prints, 1834-1908, for the Civil War Collection, papers chiefly of noted Confederate leaders; 2,000 more papers for the James Gibson Johnson collection on secondary education in Virginia, 1870-1944; 600 additional items for the World War I Collection, 1916-1920, including motion picture films of the Lafayette Escadrille; 1,000 papers, 1935-1943 of the Thomas Jefferson Memorial Commission concerning construction of the Memorial and its dedication by President Roosevelt, 13 April 1943; 8,000 additional papers for the World War II Collection, 1941-1945, containing much material relative to the military activities of Charlottesville, Va., training programmes at the University of Virginia and the Eighth Evacuation Hospital.

The merger of Virginia Historical Society with Confederate Memorial Association was approved July 8 by members of the historical society. The merger becomes effective after it has been filed with the State Corporation Commission.

PERSONNEL NOTES

T. Terry Beach, formerly records officer for the United States Coast Guard, has been appointed records officer for the Federal Security Agency. Francis Berkeley, Jr., has succeeded Lester J. Cappon as Curator of manuscripts at the University of Virginia. Mr. Cappon, it will be recalled, is now associated with Colonial Williamsburg, Inc. William H. Crocker has returned from military service to his post as assistant archivist in the Division of Archives and History in New York state. Henry Howard Eddy, formerly acting state archivist of the state of New York, has been appointed head of the Division of Archives and Manuscripts at North Carolina State Department of Archives and History, succeeding Mrs. Gordon Lovejoy, who resigned to accept a position with the Randolph Macon College Library. Henry Edmunds, formerly records officer of the Civilian Production Administration and the War Production Board, is now serving in a similar capacity for the International Monetary Fund. Hugh Flick has returned from military duty in the Army Records Branch to his position as state archivist of New York. W. H. Gaines, Jr., is assistant in charge of manuscripts at the Alderman Library, University of Virginia. Virginius C. Hall, librarian and director of the Ohio Historical and Philosophical Society, is visiting a number of the larger historical societies

of the east to gather data on the nature of their collections and the conditions surrounding the safekeeping, display and use of such collections. Kenneth Heckler, in the office of the assistant chief of the Division of Administrative Management of the Bureau of the Budget, will carry on, as a part time proposition, the work of the War Records Section of the Bureau. He succeeds Patterson French, formerly head of the Section, who has become head of the Government Organizations Branch of the Division of Administrative Management. Herbert A. Kellar, Director of the McCormick Historical Association, Chicago, has been elected president of the Mississippi Valley Historical Association for the year 1946-47. Harlow Lindley, secretary, editor, and librarian of the Ohio State Archaeological and Historical Society retired June 30 after serving as a member of the staff since 1929. He formerly directed the Indiana State Department of History and Archives, 1907-1928, and served as secretary and director of the Indiana Historical Commission, 1915-1924. He was librarian of the Hayes Memorial Library before going to the Society. John O. Marsh, curator of history for the Society, will act as librarian and James Rodebaugh, research associate, will act as editor. Col. Lawrence Martin, famous for many years as chief of the Division of Maps of the Library of Congress, has retired. S. Ambrose Wetherbee, document archivist and classifier at the Illinois State Library, Archives Division, has resigned to accept a position with the Illinois State Historical Library.

STATEMENT OF THE OWNERSHIP, MANAGEMENT, CIRCULATION,
ETC., REQUIRED BY THE ACTS OF CONGRESS OF AUGUST 24,
1912, AND MARCH 3, 1933

Of THE AMERICAN ARCHIVIST, published quarterly at Menasha, Wis-
consin for October 1946.

State of Virginia, County of James City, ss.

Before me, a notary public in and for the State and county aforesaid, personally appeared Lester J. Cappon, who, having been duly sworn according to law, deposes and says that he is the secretary of the Society of American Archivists and that the following is, to the best of his knowledge and belief, a true statement of the ownership, management (and if a daily paper, the circulation) etc., of the aforesaid publication for the date shown in the above caption, required by the Act of August 24, 1912, as amended by the Act of March 3, 1933, embodied in section 537, Postal Laws and Regulations,

1. That the names and addresses of the publisher, editor, managing editor, and business managers are: Publisher, The Society of American Archivists, c/o the secretary, Box 203, Williamsburg, Va.; Editor, none; Managing Editor, Margaret Cross Norton, Illinois State Library, Springfield, Ill.; Business Managers, none.

2. That the owner is: The Society of American Archivists.

3. That the known bondholders, mortgagees, and other security holders owning or holding 1 per cent or more of total amount of bonds, mortgages, or other securities are: (If there are none, so state.) none. The officers are Solon Justus Buck, president, Washington, D.C.; Morris Leon Radoff, vice president, Annapolis, Maryland; Lester Jesse Cappon, secretary, Williamsburg, Va.; Helen Louise Chatfield, treasurer, Washington, D.C.

4. That the two paragraphs next above, giving the names of the owners, stockholders, and security holders, if any, contain not only the list of stockholders and security holders as they appear upon the books of the company but also, in cases where the stockholder or security holder appears upon the books of the company as trustee or in any other fiduciary relation, the name of the person or corporation for whom such trustee is acting is given; also that the said two paragraphs contain statements embracing affiant's full knowledge and belief as to the circumstances and conditions under which stockholders and security holders who do not appear upon the books of the company as trustees hold stock and securities in a capacity other than that of a bona fide owner; and this affiant has no reason to believe that any other person, association, or corporation has any interest direct or indirect in the said stock, bonds, or other securities than as so stated by him.

(Signed) LESTER J. CAPPON, *Secretary*

Sworn to and subscribed before me this 11th day of September 1946,

MARY C. McCAUSLAND

(My commission expires July 2, 1950)

(Seal)

