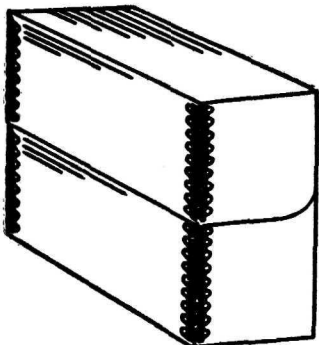


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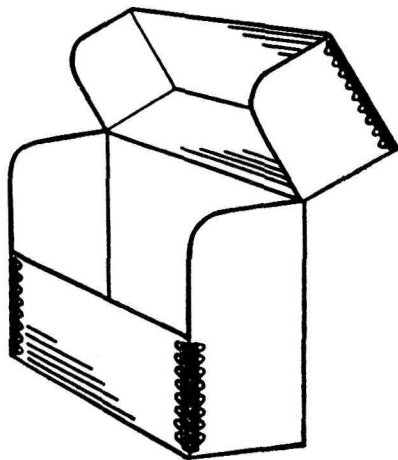
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# The President's Page

By PHILIP C. BROOKS

*The National Archives*

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**P**ROBABLY no member of the Society has been free from concern lately over the role that archivists and manuscripts custodians might play in a national mobilization. As this is written no one can say what the turn of events may be, but mobilization is actually under way. We should have been considering our readiness and how best we can perform in an emergency.

A review of archival activities in the last war stresses the lesson that war is a great stimulant, and that most of its civilian activities are simply accelerations of peacetime functions.<sup>1</sup> Our main concerns were protection, selection and assembly, and providing information from records in our care. Emphases changed: protection from war hazards shaded normal deterioration; selection and accessioning dealt mostly with the rapidly multiplying recent materials; and in reference service private research had to be sidetracked for widely varying war uses of records.

The Society began the war with four special committees on war problems; two were later merged and the others were rather short lived. As on many other occasions, the Society's contributions were chiefly as a stimulant to activity by governmental and other bodies that had administrative resources, and as a clearing house of information on activities within our own field. Our common interest in solution of problems remained high, and some of our most profitable meetings were held during the war.

Our stimulus to governmental agencies included, of course, cooperation with the National Archives, but that was by no means all. Another constant principle was proved again; we do not live alone as a profession, but share responsibilities with many others. Thus archivists and manuscripts custodians worked closely with museum and fine arts custodians and librarians in the Committee on Conservation of Cultural Resources. Nor was the activity all at Washington, by any means. State, county, and municipal records

<sup>1</sup> These activities were described in my article, "Archives in the United States During World War II," *Library Quarterly*, 17: 263-280 (Oct. 1947).

and holdings of countless manuscripts collections figured in protection, selection, and reference use.

Surely more than half of our members changed their individual occupations. Direct military service and transfers to war agencies of government made our mailing list a kaleidoscope. Even so, many went into work that called upon their special qualifications, primarily in records administration and historical writing. One of the most interesting tasks of my term as Secretary of the Society was to provide the list of archivists included in the National Roster of Scientific and Specialized Personnel.

In 1950 some circumstances have changed, though the basic elements are the same. The trend toward decentralization is probably the most striking aspect of defense planning. Improved protection for records against war hazards is still in the planning stage, constituting to my mind a serious lag. Records administration in State governments as in Federal is a much more definitely recognized part of the picture than in 1940. We are better prepared to cope with the selection problems in the ever growing mass of records. Archivists and manuscripts custodians are prepared to provide emergency reference service if we can keep our staffs reasonably well-manned.

While the most direct steps must be taken by the institutions and individuals themselves, I believe the Society has a real contribution to make, and I hope that some definite mechanism for considering war problems can be set up at the Madison meeting. Meanwhile our members might give thought to our group responsibilities and make suggestions to me or to the Secretary, or bring them to the meeting.

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### FEDERAL RECORDS ACT OF 1950

The proposed Federal Records Act of 1950, abstracted in the July issue of the *American Archivist* (p. 319) passed Congress, with minor changes, and became *Public Law 754* (81st Congress, 2d Session) on September 5, when it was signed by the President.

# Writings on Archives, Records Management, and Historical Manuscripts, July 1949-June 1950

By LESTER W. SMITH

*The National Archives*

**T**HIS is the eighth annual bibliography compiled under the auspices of the Committee on Archival Bibliography of the Society of American Archivists. It is a selected list of references relating to archives, records management, and historical manuscripts that appeared between July 1949, and June 1950. A few items dated prior to July 1949, are included, however, either because they were actually issued after that date or because they were not available for examination and listing in earlier compilations. Like its predecessors, the present bibliography does not include references to unpublished items, edited documents, publications in microfilm, library and historical reports devoting but a few lines to manuscript accessions, and items appearing in news notes, unless unusually significant.

The bibliography is classified broadly by subject. A list of the headings used is reproduced here for the convenience of the reader. It should be noted that administrative reports of records centers are entered in Class III A. Items relating primarily to the scientific and technical aspects of the use of photography and to the reproduction of research materials are entered in Class VIII, whereas items relating primarily to the use of photography for purposes of original recording and records management are entered in Class II. Such cross references as are necessary appear at the ends of the several sections of the bibliography.

- I. General Literature
- II. Filing Techniques and Management of Current Records
- III. History, Organization, and Current Activities of Archival Agencies, Manuscript Depositories, and Related Organizations
  - A. United States in General and Federal Government
  - B. State and Local
  - C. Foreign Countries
  - D. International Organizations
- IV. Buildings and Equipment for Archival and Manuscript Depositories
- V. Appraisal, Accessioning, and Disposal of Records and Historical Manuscripts
- VI. Physical Preservation and Rehabilitation of Records and Historical Manuscripts
- VII. Arrangement and Description of Records and Historical Manuscripts, Including Published Finding Aids

- A. General Discussion
  - B. United States in General and Federal Government
  - C. State and Local
  - D. Foreign Countries
- VIII. Application of Photographic Processes to Work with Records and Historical Manuscripts
- IX. Service, Use, and Publication of Records and Historical Manuscripts
- X. Special Physical Types of Records and Historical Manuscripts
- XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Records Officers

### I. GENERAL LITERATURE

1. AMERICAN documentation, a quarterly review of ideas, techniques, problems, and achievements in documentation. Vol. 1, no. 1 (Winter, 1950). Washington, D. C., American Documentation Institute, 1950-. A new journal published under the editorship of Vernon D. Tate by the American Documentation Institute and successor to the *Journal of documentary reproduction*, which was sponsored and published by the American Library Association from 1938 to 1943.
2. ARCHIVI, archivi d'Italia e rassegna internazionale degli archivi. 2d ser., vol. 11-16, fasc. 1 (1949). Rome, Biblioteca d'arte editrice, 1949-. The first issue of this journal to appear since publication was suspended with vol. 10 in 1943.
3. ASLIB proceedings, Vol. 1, no. 1 (1949). London, Association of Special Libraries and Information Bureaux, 1949-. Quarterly. A new journal, which will publish reports of conferences, articles of special interest, and the like.
4. BALL, NORMAN T. Committee on Organization of Information. *American documentation*, 1: 24-34, 100-119 (Winter, Spring, 1950). Describes the formation and activities of the Committee on Organization of Information of the American Documentation Institute. The Committee's functions are chiefly bibliographical, and these articles consist primarily of a selective bibliography on documentation and related subjects.
5. BENJAMIN, MARY A. Autograph dealers are useful aids. *Library journal*, 74: 992-994 (July, 1949).
6. EVANS, LUTHER H. The preservation of the documentation on the history of the Americas. U. S. Library of Congress, *Quarterly journal of current acquisitions*, 7, no. 1: 3-8 (Nov., 1949). An address delivered before the First Congress of Historians of Mexico and the United States at Monterrey, Mexico, September 6, 1949, developing principles to be observed by cultural institutions of the Americas in cooperative efforts to preserve, catalog, and disseminate by means of photographic reproduction the basic documents of their national history.
7. FOSTER, AMY G. Archives and the archivist. *Indian archivist*, 2: 59-67 (Jan., 1948). Reprinted from Library Association, *Record*, 49: 164-168 (July, 1947).
8. GOUW, J. L. van der. Naar een nieuwe Handleiding. *Nederlands archievenblad*, 53: 58-70 (1948-49). Suggestions for a new manual on archives administration.
9. HELIODORO VALLE, RAFAEL. Historiadores y archivistas. Honduras, Sociedad de Geografia e Historia de Honduras, *Revista del Archivo y Biblioteca Nacionales*, 28: 50-51 (July-Aug., 1949).
10. HILL, ROSCOE R. Letter to the editor. *American archivist*, 12: 359-360 (Oct., 1949). A letter of July 11, 1949, relating to archival terminology.
11. JACKSON, WILLIAM A. The importance of rare books and manuscripts in a uni-

- versity library. *Harvard library bulletin*, 3: 315-326 (Autumn, 1949). The greater part of this paper relates to rare books.
12. LIBRARY ASSOCIATION. Papers read at the week-end conference of the London and Home Counties Branch of the Library Association, held at Folkestone, October 1949. London, The Association, 1949. 41 p. Includes a paper on the place of the public library in the care of records.
  13. LITTON, GASTON. Good homes and newer uses for old records. *Chronicles of Oklahoma*, 27: 243-251 (Autumn, 1949). A paper read before the annual meeting of the Oklahoma Historical Society, May 26, 1949, stressing the historical value of private and family archives.
  14. MARTIN, THOMAS P. The historical side of manuscripts. *American archivist*, 13: 158-160 (Apr., 1950).
  15. NORWAY. RIKSARKIVET. Kommunal arkivordning; kort rettleddning for kommuner. Oslo, I kommisjon hos J. Dybwad, 1949. 57 p.
  16. PALTSITS, VICTOR H. Scope of the manuscriptophile as a collector of writing. *Autograph collectors' journal*, 2, no. 1: 3-6; no. 2: 27-29 (Oct., 1949; Jan., 1950). A paper read before the first annual meeting of the National Society of Autograph Collectors in Ann Arbor, Michigan, April 1948. Urges, among other items, the importance of the preservation and proper administration of public records.
  17. PAN AMERICAN INSTITUTE OF GEOGRAPHY AND HISTORY. COMMISSION ON HISTORY. Guía de instituciones que cultivan la historia de América. Al cuidado de Carlos Bosch García. Mexico, D. F., 1949. 231 p. A handbook of historical societies and related institutions in the Americas. Includes certain European institutions interested in the fields of American history and culture.
  18. PANHUYSEN, G. Het respect en de zorg van d archivaris en van de Overheid ook voor moderne archieven. *Nederlands archievenblad*, 54: 18-30 (1949-50). A paper on the care of modern archives delivered before the Society of Archivists in the Netherlands on April 22, 1949. Also published separately.
  19. REYCHMAN, JAN. Z wegierskiej literatury archiwalnej. *Archeion*, 18: 204-217 (1948). A resumé of Hungarian archival literature, 1945-46.
  20. STEWART, JOHN H. Historians and their helpers. *Ohio State archaeological and historical quarterly*, 59: 154-164 (Apr., 1950).
  21. TATE, VERNON D. Introducing *American documentation*, a quarterly review of ideas, techniques, problems, and achievements in documentation. *American documentation*, 1: 3-7 (Winter, 1950).
  22. WRITINGS on archives and manuscripts, July 1948-June 1949. Comp. by Lester W. Smith. *American archivist*, 12: 381-412 (Oct., 1949).

## II. FILING TECHNIQUES AND MANAGEMENT OF CURRENT RECORDS

23. ARNOLD, D. V. Correspondence as a source of technical information. 1. Information from correspondence: general principles. *Aslib proceedings*, 1: 235-239 (Nov., 1949). A paper read before the twenty-fourth annual conference of the Association of Special Libraries and Information Bureaux, September 11, 1949. Discusses the informational value of an institution's correspondence files as compared to other sources of information and the ways in which an information department can maintain contact with the writers of the letters in the organization of which it is a part.
24. ART METAL CONSTRUCTION COMPANY, JAMESTOWN, N. Y. Simplified file analysis. [n. p.] 1949. 16 p. Lists factors to be considered in appraising the adequacy of filing equipment.
25. BENNETT, FLORENCE. The Lockheed experience in the microfilming of records. *NOMA forum*, 24, no. 12: 11-14 (Dec., 1949). Reports the findings of one year's controlled processing, through microfilming, of over seven million records at the Lockheed Aircraft Corporation, Burbank, Calif.

26. BROOKS, PHILIP C. Public records management. Chicago, Public Administration Service, 1949. 19 p. A monograph directed primarily to State and local government officials outlining general principles for the installation and maintenance of effective records programs. Special acknowledgment is made of the assistance of present and former members of the Committee on Records Administration of the Society of American Archivists, of which the author is chairman.
27. CHATFIELD, HELEN L. Records and the administrator. *Public administration review*, 10: 119-122 (Spring, 1950). A review article on U. S. National Archives, *The disposition of Federal records: how to develop an effective program for the preservation and disposal of Federal records* (Washington, 1949) and Philip C. Brooks, *Public records management* (Chicago, Public Administration Clearing House, 1949).
28. FILING, storage on tracks. *Office management and equipment*, 11, no. 1: 36 (Jan., 1950). Describes a British invention, a mobile system of standard steel storage shelving units that roll on tracks, which it is estimated will increase storage capacity by 50% in a given floor area.
29. HAASE, PAUL. Tackling the problem of records retention. *Controller*, 18: 111-113 (Mar., 1950).
30. HASTABA, ALBERT J. Insurance company files its lapsed policies on microfilm. *Office*, 30, no. 4: 66-75 (Oct., 1949).
31. HERRING-HALL-MARVIN SAFE COMPANY, HAMILTON, OHIO. How and how long should business records be kept? Hamilton, Ohio, 1949. 32 p.
32. HOLT, KNUT. Arkivering; systemer, hjelpemidler, organisasjon. Oslo, Aschehoug, 1949. 233 p.
33. INGRAHAM, J. J. Application of microphotography in the medical record library. American Association of Medical Record Librarians, *Journal*, 20: 85 (Aug., 1949).
34. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Annual report of the chairman, 1948-1949. [Washington, 1949] 8 p.
35. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Content of an agency records program. [Washington, 1950] 12, [10] p. Report of the meeting of October 28, 1949, at which John F. X. Britt of the Federal Security Agency and Olive R. Surgen of the Pan American Sanitary Bureau were the speakers. Includes a discussion of the qualifications required of records management personnel.
36. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Operating a records management program in the field. [Washington, 1950] 15 p. Report of the meeting of December 16, 1949, at which E. O. Alldredge, then of the Administrative Office of the Navy Department, Bernard L. Michel of the Fifth Naval District Headquarters, Norfolk, Va., and Ruth E. Stewart of the Naval Research Laboratory spoke on the operation and activities of the Navy's District Records Management Offices.
37. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Position allocation standards for records personnel. [Washington, 1949] 19 p. Report of the meeting of May 27, 1949, at which John L. Hickey of the Civil Service Commission, Ruth A. Henderson of the National Archives, Sherrod E. East of the Department of Army, and Linwood E. Donaldson of the Department of Agriculture were the speakers.
38. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Records inventories, the why and how. [Washington, 1950] 14 p. Proceedings of the meeting of February 17, 1950, at which Samuel Heller of the Veterans' Administration and James Hindle of the Securities and Exchange Commission were the speakers.
39. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. The

- records management program of the General Services Administration. [Washington, 1950] 12 p. Proceedings of the meeting of April 28, 1950, at which Jess Larson, Administrator, General Services Administration, and Herbert E. Angel, Director, Records Management Division, National Archives and Records Service were the speakers, Wayne C. Grover, Archivist of the United States, presiding.
40. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Records systems. [Washington, 1950] 24 p. Report of the meeting of March 24, 1950, at which Helen L. Chatfield and Frances T. Bourne of the Budget Bureau and Charles A. Sterman of the Navy Department were the speakers, Herbert E. Angel of the National Archives and Records Service presiding. The meeting was devoted to a discussion of the development and use of various classification schemes for records of Federal agencies and of the archivist's experience with records so classified.
  41. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. The relationship of equipment to records management. [Washington, 1950] 11 p. Proceedings of the meeting of January 27, 1950, at which Clyde H. Matthews of the Federal Supply Service, Monroe H. O. Berg of the Internal Revenue Bureau, and James Scammahorn of the Agriculture Department were the speakers.
  42. LEAHY, EMMETT J. Modern records management. *American archivist*, 12: 231-242 (July, 1949). An appraisal of modern records management prepared as part of the prospectus for the National Records Management Council submitted to the Social Science Research Council by its Records Management Committee. A slightly longer version was issued in processed form by the Interagency Records Administration Conference, Washington, D. C.
  43. LEAHY, EMMETT J. 32 million dollars wasted in Federal files. New York, National Records Management Council [1949] Folder. Reprinted from *Tax outlook* by special permission of the Tax Foundation, Inc.
  44. LEAHY, EMMETT J. and ROBERT A. SHIFF. Fact power and savings through records management. *Office management and equipment*, 10, no. 9: 27-29; no. 10: 41-42 (Sept., Oct., 1949).
  45. LET's take a look at the records. U. S. Naval Personnel Bureau, *All hands*, no. 390: 19-20 (Aug., 1949). A popular article on the Navy's Records Management Centers.
  46. M., O. and L. W. L'unification des méthodes de classement dans les administrations-publiques belges. *Revue internationale des sciences administratives*, 16, no. 2: 308-316 (1950). Discusses the application of the Dewey Decimal System to the needs of Belgian administrative agencies.
  47. MALMER, A. E. Applications of vertical filing equipment. *Office management and equipment*, 10, no. 11: 45-46 (Nov., 1949).
  48. NATIONAL OFFICE MANAGEMENT ASSOCIATION. The NOMA bibliography for office managers, a classified compilation of selected references to articles and publications appearing in 1949. [Philadelphia] 1950. 16 p. Contains sections on filing, forms, furniture (equipment), and document reproduction.
  49. NEW YORK gets business archives center. *Office management and equipment*, 10, no. 12: 36 (Dec., 1949). A note on the establishment of the first Business Archives Center in New York City, under the direction of the National Records Management Council, for the purpose of storing and servicing corporate records. A similar note appeared in *Office*, 30, no. 5: 127-128 (Nov., 1949).
  50. NOLL, DANIEL F. The microphotography of current court records. *American archivist*, 12: 267-270 (July, 1949).
  51. ODELL, MARGARET K. Foresighted ways for building a records retention-disposal plan. *NOMA forum*, 24, no. 7: 10-11 (July, 1949).
  52. PAN AMERICAN SANITARY BUREAU. Current records management handbook. Wash-



- ington, 1949. v. p. (*Records management bulletin* no. 3-49). Prepared especially for the Bureau's program as regional office of the World Health Organization.
53. PARKER, E. W. [Correspondence as a source of technical information] 2. Liaison between correspondence and technical records. *Aslib information*, 1: 240-249 (Nov., 1949). A paper read before the twenty-fourth annual conference of the Association of Special Libraries and Information Bureaux, September 11, 1949. Discusses ways in which the information contained in the correspondence files of an institution may be made available to its library or technical information office.
  54. PERLMAN, ISADORE, and P. G. BOYER. What happens to records? U. S. Navy Department, Civil Engineer Corps, *Bulletin*, 4: 102-105 (Apr., 1950). Describes the records management program of the Civil Engineer Corps and the Seabees.
  55. RECORD troubles? Check with San Bruno. *Our Navy*, 44, no. 7: 17 (Sept. 1, 1949). A popular article on the Naval Records Management Center at San Bruno, Calif.
  56. RECORDS: file efficiency. *Newsweek*, 34, no. 17: 66 (Oct. 24, 1949). A note on Emmett J. Leahy and the National Records Management Council.
  57. RESEARCH INSTITUTE OF AMERICA, INC. Management methods: records control pays off, Dec. 20, 1959. [New York, 1949] [4] p. (*Operations report*, 3, no. 26). Outlines steps to be taken in setting up a records management program.
  58. SILBERT, LOUIS. A workable procedure for developing a records retention program. National Association of Cost Accountants, *Bulletin*, 30, no. 24, sec. 2: 1435-1437 (Aug. 15, 1949).
  59. U. S. AGRICULTURE DEPARTMENT. PLANT AND OPERATIONS OFFICE. Records management: how to file and find correspondence records. [Washington] 1949. 25 p. (*O.P.O.* pub. no. 9.) A manual intended for use in "offices of one or several operating officials, or small organizational units where official records are maintained."
  60. U. S. AGRICULTURE DEPARTMENT. PLANT AND OPERATIONS OFFICE. Report, 1948/49. [Washington] 1949. 15 p. The report of the Records Administration Division appears on p. 8-9.
  61. U. S. NAVAL PERSONNEL BUREAU. BuPers; the story of Navy manpower. [Washington, 1949] 68 p. The records system of the Bureau is described on p. [42]-45.
  62. U. S. VETERANS' ADMINISTRATION. Records management: microphotography; basic information on the process, criteria, cost factors, and authorization procedures. Washington, 1949. 41 p., looseleaf. (*Manual* 3-9.)
  63. VIRGINIA. GOVERNOR'S OFFICE. BUDGET DIVISION. Records management program manual of procedures. Richmond, 1949. 62 p. A comprehensive manual on the administration of records, covering records retirement procedures, microfilming, filing techniques, and forms control in that order.
  64. WADAGNOLO, GEORGE E. Proper keeping of your records. *Town clerks topics*, 9, no. 5: 1-2 (May, 1950). Extracts from an address delivered before the annual meeting of the Association of Towns, New York City, February 7, 1950.
  65. WYLIE, HARRY L. How simple is simplification? *Office*, 31, no. 5: 47-52 (May, 1950). Considers various aspects of work simplification, including the elimination of unproductive forms and reports and the improvement of correspondence procedures.

See also 68, 91, 94, 97, 128, 144, 154, 221, 333.

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

#### A. United States in General and Federal Government

66. AMERICAN HISTORICAL ASSOCIATION. Annual report, 1948. Vol. I. Proceedings. Washington [1949] 79 p. Of particular interest are the reports of the Executive Secretary (p. 35-41), the Committee on Business Records (p. 69), and the Committee on Documentary Reproduction (p. 70), which describes progress made in developing microcopying programs in foreign countries. The recommendation that the Committee on Manuscripts be discontinued and that its program be taken over by a joint committee of the Association for State and Local History and the Society of American Archivists with the purpose of (1) preparing a union inventory in the United States, (2) making known the yearly accessions of public repositories, and (3) promoting cooperation rather than competition in the acquisition of materials is reported on p. 32. Problems in connection with the compilation of the *Writings on American history* and the cumulative index thereto are discussed on p. 38-39 and 59.
67. BALL, NORMAN T. A program for the American Documentation Institute. *American documentation*, 1: 61-65 (Spring, 1950). Urges that the Institute, if established on a working or service basis, could provide many documentary services at low cost, provided some means of initial financing were forthcoming.
68. BOLLING, RICHARD. Records management service. *Congressional record*, 96:A1708-A1709 (Mar. 3, 1950). An extension of remarks by Representative Bolling of Missouri in introducing legislation (81-2, H. R. 7545) amending the Federal Property and Administrative Services Act of 1949, by which the National Archives became part of the General Services Administration, for the purpose of defining the duties and functions of the Administrator of General Services and the Archivist of the United States with respect to records management.
69. BROOKS, PHILIP C. The president's page. *American archivist*, 13: 46-48 (Jan., 1950). Observations addressed to the membership of the Society of American Archivists by its president.
70. CARROLL, PHILIP W. Viewing 48 years in the Department of State; an interview with Bertha S. Rodrick. U. S. State Department, *Bulletin*, 21: 741-744 (Nov. 14, 1949). Includes comments on work in the Bureau of Indexes and Archives, 1901-7.
71. CONNOR, R. D. W. FDR visits the National Archives. *American archivist*, 12: 323-332 (Oct., 1949). Describes a visit made by President Roosevelt to the National Archives on June 16, 1937.
72. CRITTENDEN, CHRISTOPHER. The president's page. *American archivist*, 12: 227-230, 366-368 (July, Oct., 1949). Observations addressed to the membership of the Society of American Archivists by its president.
73. DURHAM, CARL T. The late R. D. W. Connor. *Congressional record*, 96: 2611 (Mar. 1, 1950). A eulogy of Dr. Connor, the first Archivist of the United States, by Representative Durham of North Carolina.
74. FOREMAN, GRANT. Communications from Dr. Grant Foreman relating to the Indian Archives and to the Library. *Chronicles of Oklahoma*, 28: 105-109 (Spring, 1950). Reproduces several letters written by Dr. Foreman in 1949, relating to the further transfer of records of the Five Civilized Tribes to the Oklahoma Historical Society, by virtue of the Hastings Act, passed by Congress in 1934.
75. FRANKLIN D. ROOSEVELT LIBRARY, HYDE PARK, N. Y. Tenth annual report of the Archivist of the United States on the Franklin D. Roosevelt Library, Hyde Park, N. Y., for the year ending June 30, 1949. Washington, 1950. 12 p.

76. GROVER, WAYNE C. National Archives. *Americana annual, an encyclopedia of the events of 1949*. New York [1950] p. 465-466. A similar article was published in the *1950 Britannica book of the year* (Chicago, 1950), p. 62; and an article covering the year 1948 was published in the *1949 Collier's year book* (New York, 1949), p. 45.
77. HOLMES, OLIVER W. The National Archives at a turn in the road. *American archivist*, 12: 339-354 (Oct., 1949).
78. LELAND, WALDO G. The First Conference of Archivists, December 1909: the beginnings of a profession. *American archivist*, 13: 109-128 (Apr., 1950). A paper read at the joint meeting of the American Historical Association and the Society of American Archivists at Boston, December 29, 1949. Describes the First Conference of Archivists, held in New York City in conjunction with the 1909 annual meeting of the American Historical Association and on the tenth anniversary of the Association's Public Archives Commission. Includes data on some of the later Conferences.
79. MCLEAN, PHILIP T. The Hoover Institute and Library. *Library quarterly*, 19: 235-249 (Oct., 1949). Describes the purposes, organization, and accomplishments of the Hoover Library on War, Revolution, and Peace, with some mention of its archival and manuscript holdings.
80. MOLL, W. The National Archives te Washington. *Nederlands archievenblad*, 53: 71-79 (1948-49).
81. NAVAL HISTORICAL FOUNDATION, WASHINGTON, D. C. Annual meeting, November 18, 1949. United States Naval Institute, *Proceedings*, 76: 469-471 (Apr., 1950).
82. PAGE, THAD. R. D. W. Connor, 1878-1950. *American archivist*, 13: 99-101 (Apr., 1950). A tribute to the memory of the first Archivist of the United States.
83. PARKER, RALPH C. The strongest memory is weaker than the palest ink. United States Naval Institute, *Proceedings*, 76: 59-63 (Jan., 1950). Urges former naval personnel to record their experiences in World War II and to deposit copies with the Office of Naval Records and Library or the Naval Historical Foundation.
84. PATTERSON, RICHARD S. The old treaty seal of the United States. Washington, 1949. 19 p. Reprinted with some revision and the addition of notes relating to sources, which are in part in the National Archives, from *American foreign service journal*, 26, no. 3: 14-16, 44 (Mar., 1949).
85. PATTERSON, RICHARD S. The seal of the Department of State. U. S. State Department, *Bulletin*, 21: 894-896 (Dec. 12, 1949).
86. SCHIECHE, EMIL. Massnahmen in den USA zur Sicherung historischen Stoffes über den Zweiten Weltkrieg. *Der Archivar*, 2, no. 2: cols. 74-75 (Aug., 1949).
87. SHERA, JESSE H. and MARGARET E. EGAN. Documentation in the United States. *American documentation*, 1: 8-12 (Winter, 1950).
88. SOCIETY OF AMERICAN ARCHIVISTS. Reports for the year 1948-49. *American archivist*, 13: 51-69 (Jan., 1950).
89. U. S. ADJUTANT-GENERAL'S OFFICE. RECORDS ADMINISTRATION CENTER, ST. LOUIS, MO. Report of administration & operations, Records Administration Center, St. Louis, Missouri, and Kansas City Records Center, fiscal year 1949. [n. p., 1949] 72 p.
90. U. S. CONGRESS. HOUSE. A bill making appropriations to supply deficiencies in certain appropriations for the fiscal year ending June 30, 1950, and for other purposes. [Washington, 1950] 63 p. (81-2, H. R. 8567). An item of \$31,350 for the National Archives and Records Service appears on p. 38.
91. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. A bill making appropriations for the support of the Government for the fiscal year ending June 30, 1951, and for other purposes. [Washington, 1950] 431 p. (81-2, H. R. 7786). The "omnibus appropriation bill" as reported to the House. The appropriation for the National Archives and Records Service is subsumed under other

- appropriations for the General Services Administration on p. 284. In the Committee's report on the bill (81-2, *H. Rept.* 1797), the appropriation for the National Archives and Records Service is discussed briefly on p. 210.
92. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriations for 1951. Hearings . . . 81-2. Pt. 1. Washington, 1950. 294 p. Funds for the Office of Selective Service Records are discussed on p. 140-171.
  93. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriations for 1951. Hearings . . . 81-2. Pt. 5. Washington, 1950. p. 1507-1990. Hearings on the National Archives and Records Service appear on p. 1726-1732, 1775-1787, and 1794-1797.
  94. U. S. CONGRESS. SENATE. A bill to amend the Federal Property and Administrative Services Act of 1949, and for other purposes. [Washington, 1950] 36 p. (81-2, *S.* 3959). One of several bills introduced in the 2d session of the 81st Congress to amend the Federal Property and Administrative Services Act of 1949, by which the National Archives became part of the General Services Administration. The bill would add a new Title 5 to the Act, to be cited as the "Federal Records Act of 1950." Its provisions are designed (1) to provide a permanent statutory authority for activities formerly authorized by annual appropriation acts, (2) to retain desirable provisions of existing law, and (3) to provide new authority with respect to records management and archival administration. It would provide for expanded activities of the National Historical Publications Commission; establish a Federal Records Council as an advisory body to the Administrator of General Services; authorize the acceptance for deposit in the National Archives of the personal papers of the Presidents and certain other officials of the Government; authorize the Administrator to exercise staff and coordinating functions with respect to records management, including the establishment of records centers; and require Federal agencies to make proper provision with respect to the creation, maintenance, and disposal of records. The Senate Committee on Expenditures in the Executive Departments reported favorably on the bill (81-2, *S. Rept.* 2140). Other bills of generally similar character introduced in the same session of the Congress were *S.* 3781, *S.* 3842, *H.R.* 7545, *H.R.* 8353, *H.R.* 8416 and *H.R.* 9129.
  95. U. S. CONGRESS. SENATE. COMMITTEE ON APPROPRIATIONS. Independent offices appropriations, 1951. Hearings . . . 81-2. Washington, 1950. 1,136 p. Funds for the National Archives and Records Service are discussed on p. 673, 680-681, and 732-738.
  96. U. S. CONGRESS. SENATE. COMMITTEE ON EXPENDITURES IN THE EXECUTIVE DEPARTMENTS. Reorganization plan no. 20 of 1950, transferring of functions from the Secretary of State and the Department of State to the Administrator of General Services; report. [Washington, 1950] 6 p. (81-2, *S. Rept.* 1550). Although not required to do so, the Committee desired to express formally its approval of the transfer of the responsibility for compilation of the *Statutes at Large* and the *Territorial Papers* to the National Archives.
  97. U. S. GENERAL SERVICES ADMINISTRATION. Report to the Congress for the six-month period, July through December, 1949. Washington, 1950. 84 p. A special report covering the first six months' operation of the General Services Administration. Part 4, "National Archives and Records Management," appears on p. 35-49.
  98. U. S. GENERAL SERVICES ADMINISTRATION. PUBLIC INFORMATION AND REPORTS OFFICE. [Press releases on the opening of the Roosevelt papers on March 17, 1950, at the Franklin D. Roosevelt Library, Hyde Park, N. Y.] [Washington, 1950] v. p. Contents.—Memorandum to the press, 5 p.; Remarks of Mrs. Franklin D. Roosevelt on the occasion of the opening of the papers, 2 p.; Remarks

- of Jess Larson, Administrator, General Services Administration, 2 p.; The story of the Franklin D. Roosevelt Library, address by Waldo G. Leland, 6 p.
99. U. S. LAWS, STATUTES, ETC. An act making appropriations for the Executive Office and sundry independent executive bureaus, boards, commissions, corporations, agencies, and offices, for the fiscal year ending June 30, 1950, and for other purposes. [Washington, 1949] 36 p. (81-1, *Public law* 266.) The appropriation for the National Archives appears on p. 18-19.
  100. U. S. LAWS, STATUTES, ETC. Federal Property and Administrative Services Act of 1949, with analysis and index. [Washington] 1949. 86 p. The text and an analysis of Section 104 of the Act, relating to records management and the transfer of the National Archives to the General Services Administration, appear on p. 10.
  101. U. S. LIBRARY OF CONGRESS. Annual report for the fiscal year ending June 30, 1949. Washington, 1950. 234 p. A summary report on the Manuscripts Division appears on p. 70-71, and on the microfilming program of the Library, which embraces the reproduction of archival and manuscript materials in various European countries and in Mexico, on p. 113-114.
  102. U. S. NATIONAL ARCHIVES. Fifteenth annual report of the Archivist of the United States for the year ending June 30, 1949. Washington, 1950. 57 p.
  103. U. S. PRESIDENT, 1945- (TRUMAN). Reorganization Plan no. 20 of 1950; message from the President transmitting Reorganization Plan no. 20 of 1950, providing for transfer from the Secretary of State to the Administrator of General Services a number of functions which have no connection with foreign affairs but bear a close relation to the archival and records functions of the General Services Administration. [Washington, 1950] 4 p. (81-2, *H. Doc.* 525.) The plan authorizing the transfer to the National Archives of the responsibility for the preservation and publication of certain public documents — the *Statutes at large* and the *Territorial papers*.
  104. U. S. SELECTIVE SERVICE RECORDS OFFICE. Report, 1947-1948. Washington, 1950. 176 p. Covers the period April 1, 1947, through June 24, 1948. Records activities of the Office are described in p. 33-58.

See also 39, 335, 337, 366, 368-371, 374-375.

#### B. State and Local

105. BOWMAN, J. N. Preservation of the State archives. *California Historical Society, Quarterly*, 28: 143-150 (June, 1949). The author is historian for the Central Records Bureau, office of California's Secretary of State.
106. BROWNE, HENRY J. A plan of organization for a university archives. *American archivist*, 12: 355-358 (Oct., 1949). Describes the organization and structure of the Department of Archives and Manuscripts of the Catholic University of America, which functions as a separate administrative unit of the University under the immediate jurisdiction of the rector.
107. COLORADO. STATE HISTORICAL SOCIETY. Report of the president, John Evans. *Colorado magazine*, 27: [1]-8 (Jan., 1950). Reports on accomplishments of the Society for the year 1949. Includes a brief summary of work of the Archives Division together with a statement concerning the training program to be offered by the Division in conjunction with the University of Denver.
108. COLUMBIA HISTORICAL SOCIETY, WASHINGTON, D. C. Records, 1946-1947. Vol. 48-49. Washington, The Society, 1949. 402 p. Includes an article by Meredith B. Colkett, "The public records of the District of Columbia," p. 281-299; and a "Report to the Board of Managers of the Columbia Historical Society relative to the existence and location of certain archives of the District of Columbia," p. 312-313.

109. CROCKER, HOWARD W. The local records program in New York State. *American archivist*, 13: 3-14 (Jan., 1950). The author, who is Supervisor of Public Records, State Education Department, stresses the disposal aspects of New York State's local records program as it operates at the present time.
110. DELAWARE PUBLIC ARCHIVES COMMISSION. Annual report for the fiscal year July 1, 1948, to June 30, 1949. Dover, 1949. 55 p.
111. EDDY, HENRY H. The archival program of Pennsylvania. *American archivist*, 12: 255-266 (July, 1949). A paper read before the twelfth annual meeting of the Society of American Archivists, Raleigh, N. C., October 29, 1948.
112. HENRY E. HUNTINGTON LIBRARY AND ART GALLERY, SAN MARINO, CALIF. Twenty-second annual report, July 1, 1948 — June 30, 1949. San Marino, Calif., 1949. 32 p.
113. KANSAS STATE HISTORICAL SOCIETY. Secretary's report, year ending Oct. 18, 1949. *Kansas historical quarterly*, 18: 59-67 (Feb., 1950). Contains the reports of the Archives Division, the Manuscripts Division, and the Microfilm Division.
114. LORD, CLIFFORD L. The archival program of Wisconsin. *American archivist*, 12: 243-252 (July, 1949). A paper read before the twelfth annual meeting of the Society of American Archivists, Raleigh, N. C., October 29, 1948.
115. MCCAIN, WILLIAM D. History and program of the Mississippi State Department of Archives and History. *American archivist*, 13: 27-34 (Jan., 1950). A paper read before the twelfth annual meeting of the Society of American Archivists, Raleigh, N. C., October 29, 1948.
116. MARYLAND. HALL OF RECORDS, ANNAPOLIS. Fourteenth annual report for the fiscal year July 1, 1948 through June 30, 1949. [Annapolis, 1949] 53 p. Legislation of the 1949 meeting of the General Assembly directly or indirectly affecting the Hall of Records is printed in the appendix. This legislation included an act providing for the microfilming of deeds, mortgages and other documents and the deposit of these films in the office of the Land Commissioner in lieu of abstracts thereof; a general act authorizing State, county, and local governmental agencies to microfilm records and to authorize the use of such films as evidence in the courts; and an act clarifying the definition of nonrecord materials and authorizing the Hall of Records Commission to approve schedules providing for the periodic disposal of records.
117. MICHIGAN. UNIVERSITY. MICHIGAN HISTORICAL COLLECTIONS. Report, 1948-1949. Ann Arbor [n. d.] 11 p. Preprinted from the president's report.
118. MICHIGAN. UNIVERSITY. WILLIAM L. CLEMENTS LIBRARY. Report, 1948-1949. Ann Arbor [n. d.] 16 p. Manuscript accessions are described on p. 11-14.
119. MINNESOTA HISTORICAL SOCIETY. Annual report of the Director for 1949. [n. p., n. d.] 23 p.
120. NEW YORK (STATE) TEMPORARY COMMISSION FOR THE NEW YORK STATE FREEDOM TRAIN. Report of the Commission, March 30, 1948 — March 15, 1949. Albany, Williams Press, 1949. 25 p. (*Legislative document*, 1949, no. 48.)
121. NORTH CAROLINA. STATE DEPARTMENT OF ARCHIVES AND HISTORY. Twenty-second biennial report, July 1, 1946, to June 30, 1948. Raleigh, 1948. 64 p.
122. OLSON, JAMES C. The Nebraska State Historical Society in 1949. *Nebraska history*, 30: 359-375 (Dec., 1949). Includes a brief summary of the Society's activities with respect to records.
123. PIERSON, MARGARET. Indiana's State archives. *Library occurrent*, 16: 313-316 (June, 1950). A brief sketch of the Department of Indiana History and Archives under the Indiana State Library.
124. SANDBURG, CARL. Lincoln collector; the story of Oliver R. Barrett's great private collection. New York, Harcourt, Brace, 1949. 344 p. Excerpts from the Lincoln Collection of Oliver R. Barrett. Includes a chapter on Barrett as the collector and on the history of the collection, p. 3-29.
125. WISCONSIN. STATE HISTORICAL SOCIETY. Proceedings, one hundred and second

annual business meeting, August 20, 1948. Madison, 1949. 51 p. The report of the Archives Division appears on p. 12-13.

### C. Foreign Countries

126. ASOCIACION NACIONAL DE BIBLIOTECARIOS, ARCHIVEROS Y ARQUEOLOGOS. Estatutos da la Asociacion. *Revista de archivos, bibliotecas y museos*, 55: 222-224 (1949). The constitution of the Association of Librarians, Archivists and Archaeologists of Spain.
127. BACHULSKI, ALEXY. 30-letnie reformy archiwalnej w Z. S. R. R. *Archeion*, 18: 296-299 (1948). A summary of developments in Russian archival administration since 1918.
128. BAKER, E. C. [Business archives] 2. An approach to archives. *Aslib proceedings*, 1: 202-210 (Nov., 1949). A paper read before the twenty-fourth annual conference of the Association of Special Libraries and Information Bureaux, September 10, 1949. The author, who is Librarian and Archivist of the British Post Office, describes some of the procedures of that Department in the management (including appraisal and disposition) of current records and proceeds to a discussion of the problems that the bulk and complexity of modern records present to the research scholar.
129. B[ANKOWSKI], P[OTR]. Wroclawska konferencja archiwalna. *Archeion*, 18: 271-287 (1948). A report on the conference of Polish archivists at Warsaw, September 23, 1948, emphasizing war and post-war problems.
130. BARTHEL, LUDWIG. Landschaftliche Archivpflege in Bayern. *Der Archivar*, 2, no. 2: cols. 65-70 (Aug., 1949).
131. BASEL-STADT (CANTON) STAATSARCHIV. Festschrift des Staatsarchivs Basel-Stadt, 1899-1949, zum 50. Jahrestag des Bezugs des Archivgebäudes an der Martinsgasse. Basel, 1949. 114 p. A *Festschrift* commemorating the accomplishments of the Staatsarchiv Basel-Stadt during the past fifty years, including a resumé of its history by its director, Paul Roth.
132. BASEL-STADT (CANTON) STAATSARCHIV. Jahresbericht, 1949. Basel, A. Apel [n. d.] 10 p.
133. BASU, PURNENDU. The Library of the National Archives of India: its aims and problems. *Special libraries*, 40: 210-213 (July-Aug., 1949). Sketches the history of the library and analyzes some of its plans and problems.
134. BERICHT über die Archive in Sachsen-Anhalt. *Der Archivar*, 2, no. 2: cols. 53-58 (Aug., 1949).
135. BLACK, CLINTON V. The Archives of Jamaica: rescue and reorganisation. *Archives*, no. 2: 22-26 (Michaelmas, 1949).
136. BOMBAY (PRESIDENCY) RECORD OFFICE. Annual report for the year 1947-48. Bombay, Central Govt. Press, 1950. 9 p. The first report to be issued since 1931.
137. BRITISH RECORDS ASSOCIATION. The annual conference, 1949. *Archives*, no. 3: 29-41 (Lady Day, 1950). A summary account of the seventeenth annual meeting of the Association, held in London on December 6-7, 1949. The report of the meeting of the Technical Section, devoted to a consideration of lamination and related questions, appears on p. 29-32, and of the discussion meeting of the whole Association devoted to the subject of facilities for access, appears on p. 36-41.
138. BRITISH RECORDS ASSOCIATION. Rules for dealing with accumulation[s] of documents. [London, the Association] 1949. 6 p. (*Memorandum* no. 11). Sets forth general principles to be observed in handling archival materials in local and private custody. Includes a list of chief repositories for records in Great Britain and Ireland.
139. BRITISH RECORDS ASSOCIATION. Seventeenth report of Council and list of members for the year ending 31 August 1949. [n. p.] 1949. 27 p. Describes progress

- made by the Master of the Rolls' Archives Committee in drafting legislation relating to local and private archives and steps taken to deal with problems arising from the effects of nationalization on archives.
140. BRITISH RECORDS ASSOCIATION. RECORDS' PRESERVATION SECTION. Report for the year 1948-49. [n. p., n. d.] 5 p. Includes a brief report on the Discussion Meeting of the Section, which was devoted to a consideration of the preservation, nature, and uses of records compiled in and preserved by schools and of the preservation of old diaries, letters, and photographs.
  141. CANADA. PUBLIC ARCHIVES. Report for the year 1949. Ottawa, 1950. 462 p. The administrative report appears on p. vii-xxxiv. Stresses the importance of the revival of interest in the possibility of transforming the department into a full-fledged public record office of Canada.
  142. CARÍAS, FERNANDO G. Archivo Nacional de Honduras. Sociedad de Geografía e Historia de Honduras, *Revista del Archivo y Biblioteca Nacionales*, 28: 122-130 (Sept.-Oct., 1949).
  143. CARRERA STAMPA, MANUEL. Misiones Mexicanas en Archivos Europeos. Mexico, D. F. [Instituto Panamericano de Geografía e Historia] 1949. 120 p. Describes the major Mexican undertakings to obtain copies of and information concerning materials in European archives relating to Mexico.
  144. CENTRAL AFRICAN ARCHIVES, SALISBURY, SOUTHERN RHODESIA. Central African Archives; a report by the Chief Archivist for the period 1 September 1947, to 31 December 1948. Salisbury, Central African Archives, 1949. 102 p. Comments on the delay in obtaining funds and a site for a new building and on the increasing importance of the work of the Archives in connection with the management of current records.
  145. CERRATO VALENZUELA, ARMANDO. El Archivo Nacional (Honduras). *Revista de historia de America*, no. 28: 431-434 (Dec., 1949).
  146. CHAND, TARA. Survey of historical documents of the United Provinces. *Indian archives*, 2: 22-26 (Jan., 1948).
  147. CONTROL COMMISSION FOR GERMANY (FRENCH ELEMENT). Répertoire des biens spoliés en France durant la guerre 1939-1945. Tome VII. Archives, manuscrits, et livres rares. [Berlin, Impr. Nationale, 1947] 845 p. Compiled with the object of simplifying the search and identification of more than 18 million volumes of archives and rare books lost by France during the German occupation.
  148. CUBA. ARCHIVO NACIONAL. Memoria correspondiente al año de 1949. La Habana, 1950. 8 p.
  149. DEREŃ, ANDRZEJ. Archiwa na Dolnym Śląsku przed druga wojna światowa. *Archeion*, 18: 131-154 (1948). A study of the archives of Lower Silesia before World War II.
  150. DEUTSCHER Archivtag in Wiesbaden. *Der Archivar*, 2, no. 2: cols. 41-48 (Aug., 1949). A report on the meeting of German Archivists held in Wiesbaden on May 31, 1949.
  151. EBERSOLT, JEAN. Archives en danger: un cri d'alarme. *Annales: économies, sociétés, civilisations*, 4: 198-199 (Apr.-June, 1949). Refers to losses of municipal archives dated prior to the French Revolution and of later court records.
  152. ELSAS, MADELEINE. Local archives of Great Britain: 3. The County Record Office of Glamorgan. *Archives*, no. 3: 7-16 (Lady Day, 1950).
  153. EMMISON, F. G. Local archives of Great Britain: II. The Essex Record Office. *Archives*, no. 2: 8-16 (Michaelmas, 1949).
  154. ERHVERVSHISTORISK årbog; meddelelser fra Erhvervsarkivet (Business-historical yearbook; bulletin of the Business Archives). Vol. 1. [Aarhus] Rosenkilde og Bagger, 1949. 96 p. A new yearbook, published in Denmark by the Erhvervsarkivet, an institution established in Aarhus in 1942 to collect and preserve archives of business, industry, handicrafts, and agriculture and to promote



- research in business history. Includes the following articles by Vagn Dybdahl, "Af Erhvervsarkivets historie" (a brief history of the Erhvervsarkivet), p. [11]-18; "Erhvervsarkiver i udlandet" (business archives in foreign countries), p. [19]-34; and "Arkivordningsprincipper i erhvervsvirksomheder" (business recording principles), p. [35]-68. "Beretning om virksomheden l. april 1948-1. april 1949" (report on work accomplished, 1948-49) appears on p. 92-96.
155. ERSTE KONFERENZ der österreichischen Archivleiter am 20. und 21. Oktober 1948. *Mitteilungen des Österreichischen Staatsarchivs*, 2: [29]-31 (1949).
  156. ERSTER österreichischer Archivtag in Wien, 21. bis 24. September 1949. *Mitteilungen des Österreichischen Staatsarchivs*, 2: 75-117 (1949).
  157. ESSEX COUNTY COUNCIL. RECORDS COMMITTEE. The Essex Record Office, 1938-1949. Chelmsford, 1950. 28 p. A history of the organization and development of the office.
  158. FESTFEIER des Österreichischen Staatsarchivs aus Anlass des 200 jährigen Bestandes des Haus-, Hof- und Staatsarchivs am 21. und 22. September 1949. *Mitteilungen des Österreichischen Staatsarchivs*, 2: 32-62 (1949).
  159. FISKAA, H. Libraries and archives. *Norway year book, 1950*. Oslo, Johan Grundt Tanum, 1950. p. 165-170. Includes a brief summary of archival activities in Norway.
  160. FLOWER, CYRIL T. Local archives: the work of the Master of the Rolls' Committee. *Archives*, no. 2: 3-7 (Michaelmas, 1949). Reprinted, with an additional note, from *The Times* of March 19, 1949.
  161. GAEBELÉ, YVONNE R. Archives of the French-India Historical Society. *India archives*, 2: 3-7 (Jan., 1948). Sketches briefly the history of the archives at Pondicherry, comprising the old archives of the French establishments in India in the custody of the local public library, and lists the publications of the French-India Historical Society.
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  163. GESELLSCHAFT DER WISSENSCHAFTEN ZU GÖTTINGEN. Two expertises relating to the archives of the Teutonic Order and the Ancient Prussian Duchy. Expertise based on consideration of international law, presented by Herbert Kraus; expertise based on considerations of historical and archivalian scholarship, presented by Erich Weise. Göttingen, 1949. 34 p. Two expertises submitted to and adopted by the Academy of Sciences at Göttingen to express its opposition to the demand of the Polish Government for the extradition of the Archives of the Knights of the Teutonic Order and of the Ancient Duchy of Prussia, formerly kept in Königsberg.
  164. GONZALES PALENCIA, A. Don Alfredo Pimenta, director del Archivo Nacional Portugues de la Torre do Tombo. *Revista de archivos, bibliotecas y museos*, 55: [93]-103 (1949). A list of the writings of Don Alfredo Pimenta, new director of the Archivo Nacional of Portugal, together with an address delivered by him on January 27, 1949, on his assumption of the office.
  165. GOUW, J. L. vander. De wetenschappelijke archiefambtenaren in het Bezoldigingsbesluit B. R. A. 1948. *Nederlands archievenblad*, 53: 138-140 (1948-49).
  166. GREAT BRITAIN. PUBLIC RECORD OFFICE. Guide to the public records. Pt. I. Introductory. London, His Majesty's Stationery Office, 1949. 70 p. The introduction to a new edition (superseding the one of 1923-24) of the *Guide to the public records*, which is to be published in a number of parts. Pt. I provides a valuable history of the Public Record Office and describes many of its problems and procedures.

167. GREAT BRITAIN. PUBLIC RECORD OFFICE. 110th report of the Deputy Keeper of the Records. London, 1950. 21 p.
168. HAGUE. ARCHIEF DER GEMEENTE. Verslag over het jaar 1947. 's-Gravenhage, Drukkerij trio [1949?] 5 p.
169. HALLIDAY, W. E. D. The public records of Canada: recent developments in control and management. *American archivist*, 13: 102-108 (Apr., 1950).
170. HANDBOOK OF Latin American studies: 1946. No. 12. Cambridge, Mass., Harvard Univ. Press, 1949. 364 p. The section on Archives formerly included in this *Handbook* has been omitted, but material of a bibliographical character has been included in the various subdivisions of the section on History (p. 148-213), in notes supplied by Roscoe R. Hill.
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173. INDIA. HISTORICAL RECORDS COMMISSION. A retrospect, 1919-1948. Delhi, Manager of Publications, 1948. 131 p.
174. INDIA. NATIONAL ARCHIVES. Annual report, 1947. New Delhi, Govt. of India Press, 1949. 29 p.
175. JANKOWSKA, JADWIGA. Działalność Sekcji Archiwalnej Warszawskiego Kola Związku Bibliotekarzy i Archiwistów Polskich w Pierwszym półroczu 1948 roku. *Archeion*, 18: 288-295 (1948). A summary of the meetings of the Archives Section of the Association of Librarians and Archivists of Poland during the first half of 1948, stressing accomplishments in developing a dictionary of archival terminology.
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178. KONARSKI, KAZIMIERZ. Ś. p. Wincenty Lopaciński. *Archeion*, 18: 13-15 (1948). A tribute to Wincenty Lopaciński, who died in 1939 and who was secretary and co-director of *Archeion*.
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181. KUPCZYŃSKI, TADEUSZ. Organizacja przedwojenna Archiwum w Gdańsku i dzisiejsze jego zasoby. *Archeion*, 18: 87-102 (1948). A concise history of the German archives established in 1903 at Danzig.
182. LAFRAGUA, JOSÉ MARÍA. Una circular relativa al Archivo General de la Nación.

- Mexico Archivo General, *Boletín*, 20: 521-525 (July-Sept., 1949). The text of a circular issued on November 19, 1846, by José María Lafragua, Ministro de Relaciones Exteriores e Interiores, relating to the Archivo General.
183. LÉONARD, ÉMILE-G. Archives, bibliothèques et oeuvres d'art en Italie durant la guerre. *Revue historique*, 202: [24]-51 (July-Sept., 1949).
184. Llaverías y Martínez, Joaquín. Historia de los Archivos de Cuba. 2d ed. La Habana [Talleres del Archivo Nacional de Cuba] 1949. 429 p. The first edition of this study was published in 1912.
185. MADRAS (PRESIDENCY) RECORD OFFICE. Administration report for 1948-49. Madras, 1949. 16 p.
186. MASCHKE, H. M. Die Deutschen Akten und das Kriegerrecht. *Der archiviar*, 3, no. 1: cols. 27-34 (Jan., 1950). A discussion of the legal status of the "captured" German records of World War II.
187. MAURITIUS ARCHIVES BULLETIN. No. 1. 1948. Port Louis, Maritius, Government Printer, 1949. Irregular. The first issue of this new bulletin contains an introduction (p. [1]-4) by A. Toussaint, Archivist of Maritius, describing the history and present organization of the Mauritius Archives Office; the administrative report of the Office for 1945-48 (p. 5-7); and a check list of notarial records (p. 14-24).
188. MENCEL, TADEUSZ. Zalozenie Archiwum Ogólnego Krajowego w Warszawie w 1808 r. *Archeion*, 18: 103-130 (1948). A study of the origin of the Central Archives at Warsaw.
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190. MOMMSEN, WOLFGANG. Deutsche Archivalien im Ausland. *Der archiviar*, 3, no. 1: cols. 33-38 (Jan., 1950).
191. NETHERLANDS. RIJKSARCHIEF. Verslagen omtrent 's Rijks oude archieven, 1948. 2d ser., vol. 21. 's-Gravenhage, 1949. 123 p.
192. NETHERLANDS. RIJKSARCHIEF IN LIMBURG, MAASTRICHT. Verslagen over 1948. [n. p., n. d.] 13 p.
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194. NOVA SCOTIA. PUBLIC ARCHIVES. Report of the board of trustees for the year ending 30 November 1949. Halifax, King's Printer, 1950. 44 p.
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- ende Beamten in den letzten fünfzig Jahren. I. Das Haus-, Hof- und Staatsarchiv, p. 127-138; Eduard Strassmayr, Das Schlossarchiv Weinberg (Oberösterreich), p. 139-150; Tihamér Vanyó, Das Archiv der Konsistorialkongregation in Rom und die kirchlichen Zustände Ungarns in der 2. Hälfte des 18. Jahrhunderts, p. 151-179; Hermann Wiessner, Das Graf Dietrichsteinsche Fideikommissarchiv, p. 180-191; Josef Wodka, Die St. Pöltner Bestände des ehemaligen Wiener Neustädter Bistumsarchivs, p. 192-221.
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- See also 15, 19.*

#### D. International Organizations

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#### IV. BUILDINGS AND EQUIPMENT FOR ARCHIVAL AND MANUSCRIPT DEPOSITORIES

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224. KEALLY, FRANCIS and HENRY C. MEYER. Air-conditioning as a means of preserving books and records. *American archivist*, 12: 280-282 (July, 1949). A list of references on the subject of air conditioning.
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*See also 28, 381.*

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

227. BRITISH RECORDS ASSOCIATION. Modern records; preservation and salvage. [London, The Association] 1948. 2 p. (*Memorandum* no. 10). Consists of extracts from the Association's *Memorandum* no. 7, designed to assist owners and custodians of manuscripts of all kinds, but particularly solicitors, in the task of selecting records that should be preserved.
228. EMMISON, F. G. Business archives. 1. The selection of records for retention. *Aslib proceedings*, 1: 195-201 (Nov., 1949). A paper read before the twenty-fourth annual conference of the Association of Special Libraries and Information

- Bureaux, September 10, 1949. The author, who is County Archivist of the Essex Record Office, suggests ways in which local record offices and libraries can be of assistance to business institutions in preserving and making available for use their historically valuable records.
229. ILLINOIS. STATE LIBRARY. ARCHIVES SECTION. Disposition of Illinois records. *Illinois libraries*, 32: 321-344 (May, 1950). The first installment of a manual adapted, by permission, from *Disposition of Federal records; how to develop an effective program for the preservation and the disposal of Federal records*, issued by the National Archives (Washington, 1949).
230. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. New Government records disposal procedures. [Washington, 1949] 14 p. Report of the meeting of September 30, 1949, at which T. R. Schellenberg of the National Archives was the speaker. Discusses Federal records disposal procedures under the regulations of the National Archives Council issued on July 29, 1949.
231. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, WASHINGTON, D. C. Policies on the disposal, storage, and appraisal of records. [Washington, 1949] 13 p. Report of the meeting of June 17, 1949, at which T. R. Schellenberg of the National Archives was the speaker. Includes remarks by L. E. Donaldson of the Agriculture Department.
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233. U. S. AGRICULTURE DEPARTMENT. PLANT AND OPERATIONS OFFICE. Disposition of records. Washington, 1949. 2, 3, [2], 4 p. (*Memorandum* no. 7, Dec. 1, 1949.) Includes a copy of the regulations of the National Archives Council adopted July 29, 1949, of Standard Forms 115 and 115a, and of preliminary instructions on their use in the Department of Agriculture.
234. U. S. NATIONAL ARCHIVES. Disposition of Federal records; how to develop an effective program for the preservation and the disposal of Federal records. Washington, 1949. 40 p. A manual designed to assist Federal agencies in developing programs for the disposition of their records. Includes chapters on analysis and evaluation of records, retirement, microfilming, and disposal. Supersedes *How to dispose of records* (rev. 1946).
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237. U. S. VETERANS' ADMINISTRATION. Consolidated record disposal bulletin (VA record disposal bulletins 1-15). Washington, 1950. 1 vol. (looseleaf). (*VA consolidated bulletin* 1.)
238. U. S. VETERANS' ADMINISTRATION. Records management; disposition of noncurrent records. Washington, 1949. 36 p., looseleaf. (*Manual* 3-8.) Outlines policies and procedures applicable to the disposition of all noncurrent records of the Veterans' Administration.

See also 26-27, 109, 116, 166, 376.

## VI. PHYSICAL PRESERVATION AND REHABILITATION OF RECORDS AND HISTORICAL MANUSCRIPTS

239. ADHESIVES — chiefly for paper. *Consumers' research bulletin*, 24, no. 2: 21-24 (Aug., 1949).

240. ALMELA MELIA, JUAN. Manual de reparación y conservación de libros, estampas y manuscritos. Mexico, D. F. [Instituto Panamericano de Geografía e Historia] 1949. 124 p. (*Manuales de técnica de la investigación de la historia y ciencias afines*, 2.)
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248. LAWRENCE, VIRGINIA N. The care of autographs; some suggestions for the collector. *Autograph collectors' journal*, 2, no. 1: 8-10 (Oct., 1949).
249. NIXON, HOWARD M. Lamination of paper documents with cellulose acetate foil. *Archives*, no. 2: 32-36 (Michaelmas, 1949).
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251. TRIBOLET, HAROLD W. Protect those documents. *Autograph collectors' journal*, 2, no. 2: 3-8 (Jan., 1950). A description of methods to be used in repairing, framing, binding, and storing documents.
252. U. S. FEDERAL FIRE COUNCIL. COMMITTEE ON PROTECTION OF RECORDS. Annual report, 1949. [Washington, 1950] 3 p. Includes data relating to the stages of deterioration of nitrate film.
253. WORTH, JOHN T. Permanent paper. American Association of Medical Record Librarians, *Journal*, 20: 60-61, 66 (June, 1949). Reprinted from U. S. Census Bureau, *Registrar*, 10, no. 3: 2, 4 (Mar. 15, 1945).

See also 137.

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

### A. General Discussion

254. MUNDEN, KENNETH W. The identification and description of the record series. [Washington, 1950] 17 p. (U. S. Adjutant-General's Office. Departmental Records Branch. *Technical paper* no. 50-1, March, 1950.)
255. RUSSELL, MATTIE and EDWARD G. ROBERTS. The processing procedures of the Manuscript Department of the Duke University Library. *American archivist*, 12: 369-380 (Oct., 1949). Covers acquisition, accessioning, preparation for analysis, and cataloging.

256. U. S. ADJUTANT-GENERAL'S OFFICE. DEPARTMENTAL RECORDS BRANCH. Pattern of directives and finding aids issued by the Branch. [Washington, 1949] 5 p. (*DRB memo* no. 29, December 27, 1949).
257. U. S. NATIONAL ARCHIVES. The preparation of preliminary inventories. [Washington] 1950. 14 p. (*Staff information circular* no. 14.) A manual providing technical instruction and guidance for the preparation of preliminary inventories, focusing attention on their purpose and scope, organization and content, and style and format.

*See* also 379.

## B. United States in General and Federal Government

258. BEERS, HENRY P. The papers of the British commanders in chief in North America, 1754-1783. *Military affairs*, 13: 79-94 (Summer, 1949). An article describing the papers of the British commanders in chief and the extent to which either the originals or facsimiles are available in American depositories, with notes indicating where parts of them have been published.
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262. BRAND, KATHARINE E. The papers of Oscar S. Straus. *Record of the Oscar S. Straus Memorial Association; ed. with an introd. by George S. Hellman*. New York, Printed for the Assoc. by Columbia Univ. Press, 1949. p. 54-61. Reprinted, with slight changes, in U. S. Library of Congress, *Quarterly journal of current acquisitions*, 7, no. 2: 3-6 (Feb., 1950). The papers are now in the Library of Congress.
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264. FISHWICK, MARSHALL W. A note on World War II naval records. *American historical review*, 55: 82-85 (Oct., 1949). Indicates very briefly the location of some of the United States naval records of the World War II, with emphasis on the Flag Files in the Naval Records Management Center at Mechanicsburg, Pennsylvania.
265. GONDOS, VICTOR and DOROTHY GONDOS. Materials in the National Archives relating to Alexandria, Virginia. *Virginia magazine of history and biography*, 57: [421]-432 (Oct., 1949).
266. GONZALO PATRIZI, LUIS. Documentos Relativos a Venezuela que se conservan en The National Archives de Washington, 1835-1906. Venezuela. Academia Nacional de la Historia, *Boletín*, 32, no. 125: 81-98 (Jan.-Mar., 1949). A report prepared by the author as an intern in the National Archives, and comprising a subject analysis, arranged by month and year, of the principle matters discussed in the correspondence of the State Department with American foreign



- service officials in Venezuela and with Venezuelan foreign service officials in the United States.
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270. QUESADA ZAPIOLA, CARLOS A. Catalogo de la documentacion referente a las relaciones diplomaticas entre Estados Unidos de America y la Republica Argentina, 1810-1830, existente en el Archivo Nacional de los Estados Unidos de America. Buenos Aires, Archivo General de la Nacion [1948] 210 p. A catalog prepared by the compiler as an intern in the National Archives.
271. ROSENBACH COMPANY, *firm, booksellers*, PHILADELPHIA. The history of America in documents; original autograph letters, manuscripts, and source materials. Pt. I. The period of discovery to the Battle of Yorktown. Philadelphia, 1949. 135 p. A catalog to be completed in two additional parts.
272. SCHRIFTGIESSER, KARL. Franklin Roosevelt: a new self-portrait. *New York Times magazine*, Mar. 26, 1950, p. 13, 50-53. Describes interesting documents in the recently opened Roosevelt papers in the Franklin D. Roosevelt Library at Hyde Park, N. Y.
273. SELECTED recent acquisitions. *Mississippi Valley historical review*, 36: 569-575 (Dec., 1949). A selective list of some of the more important manuscript acquisitions of colleges, universities, and historical societies for the year 1949.
274. SHELLEY, FRED. The papers of Moreton Frewen. U. S. Library of Congress, *Quarterly journal of current acquisitions*, 6, no. 4: 15-20 (Aug., 1949).
275. U. S. ADJUTANT-GENERAL'S OFFICE. DEPARTMENTAL RECORDS BRANCH. Guide to the records of Headquarters, Army Service Forces, 1942-1946. Washington, 1949. 66 p. (*Record group summaries* nos. 200.01 to 205.08.) These summaries were originally prepared by Martin P. Claussen for ultimate use in the "Handbook of Federal World War II records" to be published by the National Archives.
276. U. S. ADJUTANT-GENERAL'S OFFICE. DEPARTMENTAL RECORDS BRANCH. Guide to the records of Office of Secretary of War, 1939-1946. Washington, 1949. 53 p. (*Record group summaries* nos. 100.21 to 105.37.) These summaries were originally prepared by Martin P. Claussen for ultimate use in the "Handbook of Federal World War II records" to be published by the National Archives.
277. U. S. LIBRARY OF CONGRESS. Annual reports on acquisitions: manuscripts. *Quarterly journal of current acquisitions*, 7, no. 3: 23-31 (May, 1950). Written by Solon J. Buck and Dorothy S. Eaton, this report is concerned with materials added to the collections in the custody of the Manuscripts Division and includes a definition of the acquisition policy of the Library of Congress with respect to such materials.

278. U. S. LIBRARY OF CONGRESS. California; the centennial of the Gold Rush and the first State constitution; an exhibit in the Library of Congress, November 12, 1949, to February 12, 1950. Washington, 1949. 96 p. The catalog of the exhibition, which included items lent by the National Archives.
279. U. S. NATIONAL ARCHIVES. Freedom Train exhibit, September 1949-January 1950. [Washington, 1949] 10 p. The catalog of the exhibit.
280. U. S. NATIONAL ARCHIVES. National Archives accessions. No. 38-40. [Washington] 1949-50. Issued quarterly as a supplement to the *Guide to the records in the National Archives* (Washington, 1948).
281. U. S. NATIONAL ARCHIVES. Organization, functions, and records of the United States Maritime Commission during World War II. Comp. by Homer L. Calkin. [Washington] National Security Resources Board, 1949. 20 p. Consists of copy prepared for the National Archives for its forthcoming handbook of records of World War II.
282. U. S. NATIONAL ARCHIVES. Organization, functions, and records of the War Shipping Administration during World War II. Comp. by Homer L. Calkin. [Washington] National Security Resources Board, 1949. 50 p. Consists of copy prepared for the National Archives for its forthcoming handbook of records of World War II.
283. U. S. NATIONAL ARCHIVES. Preliminary inventory of the records of the United States Senate. Comp. by Harold E. Hufford and Watson G. Caudill. Washington, 1950. 284 p. (*Preliminary inventory* no. 23.)
284. VANDERBILT, PAUL. Prints and photographs of Nazi origin. U. S. Library of Congress, *Quarterly journal of current acquisitions*, 6, no. 4: 21-27 (Aug., 1949). Describes materials gathered by the Library of Congress Mission in Europe.
285. WEBB, WILLARD. The Hotchkiss Papers; an additional note. U. S. Library of Congress, *Quarterly journal of current acquisitions*, 7, no. 1: 23-24 (Nov., 1949). A further note on the papers of Maj. Jedediah Hotchkiss, topographical engineer of the Second Corp of the Army of Northern Virginia.

### C. State and Local

286. BERTHRONG, DONALD J. The Civil War Collection of the Illinois State Historical Library. Springfield, Illinois State Historical Library, 1949. 23 p. Manuscript materials are described on p. 7-23, including a brief indication of pertinent materials in the Illinois State Archives.
287. BULL, JACQUELINE. The Samuel M. Wilson Library. [Frankfort, Ky., n. d.] 3 p. A note by the Archivist of the University of Kentucky Library describing the book and manuscript materials comprised in the gift of the Samuel M. Wilson Library to the University.
288. CHICAGO, BURLINGTON AND QUINCY RAILROAD COMPANY. Guide to the Burlington Archives in the Newberry Library, 1851-1901. Comp. by Elisabeth Coleman Jackson and Carolyn Curtis. Chicago, Newberry Library, 1949. 374 p. Described as a "pioneer effort to make corporation records usable by historians," this guide is a checklist executed in considerable detail and fully indexed.
289. EDDY, HENRY H. Guide to the published archives of Pennsylvania, covering the 138 volumes of *Colonial records* and *Pennsylvania archives*, series I-IX. With an alphabetical finding list and two special indexes compiled by Martha L. Simonetti. Harrisburg, Division of Public Records, Pennsylvania Historical and Museum Commission, 1949. 101 p.
290. THE [GEORGE] SARTON collection in the history of science. *Harvard Library bulletin*, 4: 276-277 (Spring, 1950). Describes a collection, including Dr. Sarton's correspondence, recently presented to the Harvard College Library.

291. GOSNELL, CHARLES F. Labels from the New York State freedom train. *New York history*, 30: 354-368 (July, 1949).
292. HAMMOND, GEORGE P. Manuscript collections in the Bancroft Library. *American archivist*, 13: 15-26 (Jan., 1950). Indicates the nature of the more important collections in the Library. The author comments incidentally on the need for a Federal records center on the Pacific Coast.
293. HISTORICAL RECORDS SURVEY, PENNSYLVANIA. Guide to the manuscript collections of the Historical Society of Pennsylvania. 2d ed. Philadelphia, Historical Society of Pennsylvania, 1949. 1 vol. (unpaged). Lists some sixty per cent more collections than the first edition.
294. [KELLEY, CHARLES J.] The La Junta Archives. *New Mexico historical review*, 25: 162-163 (Apr., 1950). A brief note on the archives of the Catholic Church in Ojinaga.
295. LOVETT, ROBERT W. The Thompson Products Collection. Business Historical Society, *Bulletin*, 23: 191-195 (Dec., 1949). Describes a collection of documents presented to the Baker Library at Harvard University by Thompson Products, Inc., of Cleveland and illustrating labor-management-government relations in the company, 1933-48.
296. MEYER, MARGARET R. Local history materials in one college library. *College and research libraries*, 10: 449-451 (Oct., 1949). Describes the local history materials in the Library of Russell Sage College.
297. MISSOURI. STATE HISTORICAL SOCIETY. Biennial report of the Society, July 1947-June 1949. *Missouri historical review*, 44: 142-146 (Jan., 1950). Includes a summary on the archives deposited with the Society and on its newspaper microfilming program.
298. MISSOURI. UNIVERSITY. LIBRARY. Western Historical Manuscripts Collection. [n. p., n. d.] 77l. (*Bulletin* no. 5, July, 1949). A catalog, arranged alphabetically, of the groups and items in the collection, which includes papers of eight Missouri governors and a variety of other materials.
299. ROCHESTER, N. Y. UNIVERSITY. LIBRARY. The Local History Department. *Bulletin*, 4: 47-55 (Spring, 1949). Lists the more important groups of manuscripts in the Library, which is also the repository of the archives of the University.
300. SAN JACINTO MUSEUM OF HISTORY ASSOCIATION. A check list of manuscripts, including a transcript of a letter from the battleground, an eyewitness account of the Battle of San Jacinto. [Houston] 1949. [36] p. A checklist of materials included in the Emil Hurja collection of Texana, recently presented to the Museum.
301. STERN-TAEBULER, SELMA. Acquisitions. *American Jewish archives*, 2, no. 2: 23-32 (Jan., 1950). A list of selected accessions received by the American Jewish Archives in 1949.
302. VIRGINIA. UNIVERSITY. LIBRARY. Jefferson papers; a calendar comp. by Constance E. Thurlow and Francis L. Berkeley, Jr.; with an appended essay by Helen D. Bullock on the papers of Thomas Jefferson. xii, 343 p. Charlottesville, Va., The Library, 1950. Covers all the University's 2,500 original Jefferson manuscripts and a few photographic copies of originals in private custody. The essay by Helen Bullock (p. 279-291) discusses the history of Jefferson's personal papers and their widespread dispersion among libraries and individuals.
303. WYOMING. UNIVERSITY. ARCHIVES DEPARTMENT. University archives and western historical manuscripts collections, University of Wyoming. Laramie, 1949. 11 p. Compiled by Lola M. Homsher, Archivist of the University, this pamphlet describes briefly the collections in the Department as of June 1949.

## D. Foreign Countries

304. ADY, CECILIA M. The Archivio Bentivoglio at Ferrara. *English historical review*, 64: 353-359 (July, 1949). Indicates briefly the scope and contents of the Archivio.
305. ANWEISUNG des Badischen Landesarchivamtes zur Ordnung der Gemeindearchive. *Der Archivar*, 2, no. 2: cols. 69-73 (Aug., 1949).
306. BEYERMAN, J. Nogmaals: "Het klapperen van archivalia." *Nederlands archievenblad*, 54: 67-70 (1949-50).
307. BIALKOWSKI, LEON. Akt lubelskich średniowieczne fragmenty. *Archeion*, 18: 155-158 (1948). Notes on medieval documents in the Archives of Lublin.
308. BOMBACHI, ALESSIO. La collezione di documenti turchi dell'Archivio di Stato di Venezia. *Rivista degli studi Orientali*, 24: 95-107 (1949).
309. BRECHLER, OTTO. Die Handschriftensammlung. *Die Österreichische Nationalbibliothek; Festschrift hrsg. zum 25. Jährigen Dienstjubiläum des Generaldirektors Univ.-Prof. Dr. Josef Bick*. Wien, H. Bauer-Verlag, 1948. p. 105-118. Describes the manuscript collection of the Austrian National Library.
310. COYECQUE, ERNEST. La collection de placards du Minutier Central (XVIIe-XIXe siècle). *La gazette des archives*, new ser., no. 5: 22-25 (Jan., 1949).
311. DOBIE, MARRYAT R. Military manuscripts in the National Library of Scotland. Society for Army Historical Research, *Journal*, 27: 118-120 (Autumn, 1949).
312. GALEA, JOS. The archives of the Hospitallers and the records of the Commune in the Royal Malta Library. *Journal of documentation*, 5: [31]-37 (June, 1949).
313. HISTORICAL manuscripts. London. University. Institute of Historical Research, *Bulletin*, 22: 181-214 (Nov., 1949); 23: 100-[138] (May, 1950). These entries list (1) accessions of manuscripts reported by public or corporate body repositories; (2) migrations of manuscripts by sale or change of private ownership.
314. IRELAND, WILLARD E. The papers of Rev. Ebenezer Robson, D.D. United Church of Canada, Committee on Archives, *Bulletin*, no. 2: 3-7 (1949). Describes records recently presented to the Provincial Archives of British Columbia.
315. JOHNSON, C. H. Methodist archives at Mount Allison. United Church of Canada, Committee on Archives, *Bulletin*, no. 2: 14-17 (1949).
316. LEFEVRE, PL. Archives des arts. *Archives, bibliothèques, et musées de Belgique*, 20: [9]-18 (1949). Lists documents to be found in archives located in Brussels relating to artists from 1294 to 1509 A.D.
317. LHOTSKY, VON ALPHONS. Handschriftenausstellung der Österreichischen Nationalbibliothek anlässlich des Ersten Österreichischen Archivtages. Handschriftliche Denkmäler der Geschichte Österreichs. Mitteilungen des Österreichischen Staatsarchivs, 2: [7]-28 (1949).
318. NETHERLANDS. RIJKSINSTITUUT VOOR OORLOGSDOCUMENTATIE. Preliminary survey of the collections. No. 1. September, 1949. Amsterdam [1949] 20 p. A preliminary list, by short title only, of the materials in the custody of the Netherlands State Institute for War-Documentation (World War II). Original German and Dutch records are listed on p. 1-9.
319. PUGH, R. B. Privy Council minutes newly transferred to the Public Record Office. London. University. Institute of Historical Research, *Bulletin*, 22: 11-21 (May, 1949).
320. RAGATZ, LOWELL J. Early French West Indian records in the Archives Nationales. 2d ed. Washington, Educational Research Bureau, 1949. 40 p.
321. RAY, MARGARET. The Albert Carman Collection of Victoria University. United Church of Canada, Committee on Archives, *Bulletin*, no. 2: 8-13 (1949).
322. ROK 1848. Materiały do wypadków 1848 roku w polskich archiwach państwowych. *Archeion*, 18: 17-46 (1948). Consists of articles by Franciszek Paprocki, Adam Kamiński, Michał Antonow, and Mirosława Zakrzewska describing documents

- relating to the events of 1848 in the State archives at Posen, Krakow, Kattowitz, and Lublin.
323. RUDDOCK, ALWYN A. The earliest records of the High Court of Admiralty (1515-1558). London. University. Institute of Historical Research, *Bulletin*, 22: 139-151 (Nov., 1949).
324. SINHA, N. K. Old records in the Calcutta High Court, 1749-1800. *Indian archives*, 2: 8-11 (Jan., 1948).
325. SMITH, RAYMOND. London local collections. *Journal of documentation*, 5: [19]-30 (June, 1949). Mentions briefly the holdings of the Guildhall Records Office and includes remarks on the general advisability of making the local librarian the custodian of municipal records.
326. SPAIN. ARCHIVO GENERAL DE INDIAS, SEVILLE. Catálogo de documentos de la Sección Novena. Vol. 1. Comp. by Don Cristóbal Bermúdez Plata. Sevilla [Imprenta de la Escuela de Estudios Hispano-Americanos] 1949. 822 p. Lists items to be found in two of some fourteen series making up this section of the Archivo, relating to Santo Domingo, Cuba, Puerto Rico, Louisiana, Florida, and Mexico.
327. VEN, A. J. VAN DE. De kapittelarchieven in het Rijksarchief te Utrecht. *Nederlands archievenblad*, 54: 71-76 (1949-50).
328. WALES. NATIONAL LIBRARY, ABERYSTWYTH. Handlist of manuscripts in the Library. Pt. 13. [Aberystwyth, 1950] 32 p.
329. ZENGOITIA, JUAN DE. The National Archive and the National Library of Bolivia at Sucre. *Hispanic American historical review*, 29: [649]-676 (Nov., 1949). Describes the holdings of the institution in considerable detail. Includes an analysis of the contents of the *Boletín y catálogo del Archivo General de la Nación* (1886-1932), prepared with the assistance of Roscoe R. Hill.
- See also 187.

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

330. BEST, WALTER. Neu Deutsche Aufnahme- und Lesegeräte. *Revue de la documentation*, 17, fasc. 4: 97-101 (1950). Describes recent developments in photographic equipment and reading machines in Germany.
331. BORN, LESTER K. A national plan for extensive microfilm operations. *American documentation*, 1: 66-75 (Spring, 1950). Outlines factors to be considered and advantages to be gained in developing a national plan for microfilming operations, based upon cooperative agreement among libraries and institutions as to areas of concentration, cooperative purchasing, interlibrary loans, exchange of information, and the like.
332. CHAPMAN, EDWARD A. Low-cost institutional photocopying service. *American documentation*, 1: 35-41 (Winter, 1950). Describes a photocopying service recently established at the Library of the Rensselaer Polytechnic Institute, Troy, New York.
333. THE DEVELOPMENT of the microfilm. Great Britain. Treasury, *O and M bulletin*, 4, no. 4: 27-32 (Aug., 1949). A brief summary of microfilm equipment available in Great Britain and of some of the consideration involved in determining whether or not to microfilm a body of records.
334. EHRLICH, EVELYN S. Photomicrography as a bibliographical tool. *Harvard library bulletin*, 4: 123-126 (Winter, 1950). Cites specific examples of the use of photomicrography in the detection of forgeries in printed works. The apparatus used, which would be effective also in work with manuscripts, is a combination of a Leitz Ultropak microscope with a Land Polaroid camera.
335. HANKE, LEWIS. Mexican microfilm developments, I. U. S. Library of Congress,

- Quarterly journal of current acquisitions*, 6, no. 4: 9-13 (Aug., 1949). Reviews the interest of the Library of Congress in Mexicana and describes progress made since the Library assumed responsibility for the microfilm laboratory of the Benjamin Franklin Library in Mexico City.
336. HIRSCH, RUDOLF. Union list of microfilms. *American documentation*, 1: 88-90 (Spring, 1950). A note on the cumulated edition of the *Union list of microfilms*, to be published by the Edwards Brothers some time during the latter part of 1950.
337. HOLMES, DONALD C. The Library of Congress Photoduplication Service. *American documentation*, 1: 84-87 (Spring, 1950). Describes some of the special projects in which the Service has been engaged, including the State Documents Microfilm Project and the operation of the Microfilm Laboratory of the Benjamin Franklin Library in Mexico City, and indicates the nature of the equipment of the Photoduplication Service laboratory.
338. KURZBERICHT ueber die Tagung der Deutschen Gesellschaft fuer dokumentation, Köln, 9. und 10. Dezember 1948. *Revue de la documentation*, 16, fasc. 4: 102-105 (1949). A resumé of the papers read at this meeting, which was devoted to the subject of the application of photographic processes (chiefly microfilm) to work in libraries. Includes a resumé of remarks by Bernhard Vollmer, Director of the State Archives in Düsseldorf.
339. LANCASTER, JOAN C. Microphotography for historians. London. University. Institute of Historical Research, *Bulletin*, 23: 68-75 (May, 1950). Summarizes information brought together in the form of an exhibition at the Anglo-American Conference of Historians in July, 1949, together with a list of microreaders and of microfilming agencies and a bibliography.
340. LIBRARY OF CONGRESS. GENERAL REFERENCE AND BIBLIOGRAPHY DIVISION. Microfilms and microcards: their use in research; a selected list of references. Comp. by Blanche P. McCrum. Washington, 1950. 81 p. A bibliography of sources relating to the "history, development, spread, and present utility of microfilms and microcards." Pt. 1 (p. 1-24) contains references to monographs, bibliographies, catalogs, and journals; Pt. 2 (p. 25-71) contains references to periodical articles, 1946-50. A topical index guides the reader to subjects referred to in the annotations of the entries.
341. NOLL, DANIEL F. An analysis of H. R. 2818, [81st Cong., 1st sess.] on the admissibility of photographic copies made in the regular course of business. *Commercial law journal*, 54: 127-128 (June, 1949).
342. NOLL, DANIEL F. A selected bibliography on microphotography. *Archivi*, 2d ser., vol. 11-16, fasc. 2-4: 207-211 (1949). Reprinted from the *American archivist*, 11: 150-153 (Apr., 1948).
343. OOSTERLOO, N. The direct possibilities of microphotography. *Revue de la documentation* 16, fasc. 3: 80-83 (1949).
344. RIDER, FREMONT. Archival materials on microcards. *American documentation*, 1: 42-45 (Winter, 1950). Argues that a great variety of archival materials can be satisfactorily reproduced in microcard form, but emphasizes that the *practicability* of any particular microcarding project must be carefully appraised.
345. TATE, VERNON D. An appraisal of microfilm. *American documentation*, 1: 91-99 (Spring, 1950). Appraises developments in the use of the microfilm over the past twenty years and concludes that its potentialities are being realized, though not by any means exhausted, in many fields.

See also 25, 30, 33, 48, 50, 62-63, 66, 101, 116, 250, 379.

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

346. ALTICK, RICHARD D. A neglected source for literary biography. *Autograph collectors' journal*, 2, no. 2: 13-16 (Jan., 1950). Emphasizes the research value of catalogs of private autograph collections and of books written by autograph collectors. Many of the author's observations as to the failure of the literary biographer to exploit these materials would apply equally well to the historian.
347. AMERICAN ASSOCIATION OF REGISTRATION EXECUTIVES. The confidential nature of birth records. [Washington, 1950] 11 p. A policy for uniform procedures in all the States for the handling of birth records, recommended by the American Council of Registration Executives, Council on Vital Records and Statistics and endorsed by the Children's Bureau and the National Office of Vital Statistics.
348. [ANGLO-AMERICAN HISTORICAL COMMITTEE] Report on editing historical documents. *Indian archives*, 2: 36-54 (Jan., 1948). Reprinted from London, University, Institute of Historical Research, *Bulletin*, 1: 6-25 (1923).
349. CANE, MELVILLE. Who owns your letters? The paper belongs to you, but not the message. *Autograph collectors' journal*, 2, no. 3: 19-22 (Apr., 1950). A discussion of the common-law rights of literary property as they affect the right of publication, which in the case of any particular document remains in the writer or in his estate.
350. DAVIES, MARTIN. Archives and art history. *Archives*, no. 2: 17-21 (Michaelmas, 1949).
351. EXHIBITION of documents; report of a sub-committee appointed by the Council of the British Records Association, 18 October 1949. *Archives*, no. 3: 42-45 (Lady Day, 1950). An outline of factors to be considered in planning and administering exhibits of archival materials.
352. GARSON, O. ANDREAS. The display of manuscript collections. *Autograph collectors' journal*, 1, no. 4: 17-19 (July, 1949). Suggestions for the managers of loan exhibits of heterogeneous materials and for the housing and exhibiting of private collections.
353. GODBER, JOYCE. The publication of Latin records. *Archives*, no. 3: 17-19 (Lady Day, 1950).
354. GOODMAN, NATHAN G. Historian and the auction block; valuable letters are sold to the public. *Autograph collectors' journal*, 2, no. 3: 23-27 (Apr., 1950). Describes documents of great historical significance that have appeared in auction rooms in the past quarter century.
355. GRAS, NORMAN S. B. Past, present, and future of the Business Historical Society. Business Historical Society, *Bulletin*, 24: 1-12 (Mar., 1950).
356. HULL, FELIX. Facilities for access. *Archives*, no. 3: 20-23 (Lady Day, 1950). A discussion of problems relating to the provision of adequate reference and research facilities in archival establishments.
357. HUMPHREY, RICHARD A. Historical research in the Department of State. *Revista de historia de America*, 27: 59-75 (June, 1949). Discusses the philosophy underlying the historical research program of the Department of State.
358. KAHN, HERMAN. A note on the authentication of documents. *American archivist*, 12: 361-365 (Oct., 1949).
359. DIE KÜNSTIGE Behandlung der Personalakten und der bei den Gerichten erwachsenen Akten personengeschichtlichen und erbiologischen Inhalts. Korreferate. *Der Archivar*, 2, no. 2: cols. 57-64 (Aug., 1949).
360. LE HARDY, WILLIAM. Records of local clubs and societies. *Archives*, no. 3: 24-28 (Lady Day, 1950). Urges the value of records of local clubs and societies for the study of social history.
361. MICHIGAN. UNIVERSITY. WILLIAM L. CLEMENTS LIBRARY. Facsimiles & forgeries, a guide to a timely exhibition in the Library. Ann Arbor, 1950. 26 p.

362. ROBERTS, A. D. Searching for the texts of treaties. *Journal of documentation*, 5: [136]-163 (Dec., 1949). Relates chiefly to published sources, but mentions also unpublished sources.
363. RUBINCAM, MILTON. What the genealogist expects of an archival agency or historical society. *American archivist*, 12: 333-338 (Oct., 1949).
364. TERENCE, PETER B. Legal aspects for medical records librarians. American Association of Medical Record Librarians, *Journal*, 20: 81-83, 108-110 (Aug., Oct., 1949).
365. U. S. ADJUTANT-GENERAL'S OFFICE. DEPARTMENTAL RECORDS BRANCH. Search room regulations. [Washington, 1950] 4 p. (*DRB publication* no. 50-10.)
366. U. S. CONGRESS. HOUSE. An act to increase the annual authorization for the appropriation of funds for collecting, editing, and publishing of official papers relating to the Territories of the United States. [Washington, 1950] 1 p. (81-2, S. 2348.)
367. U. S. CONGRESS. HOUSE. A bill to amend an Act fixing the price of copies of records furnished by the Department of the Interior. [Washington, 1950] 2 p. (81-2, H. R. 6013.) The Public Lands Committee reported favorably on this bill (81-2, H. Rept. 2215).
368. U. S. CONGRESS. HOUSE. COMMITTEE ON APPROPRIATIONS. Department of State appropriations for 1951. Hearings . . . 81-2. Pt. 1. Washington, 1950. p. 517-963. Funds for the compilation and publication of the *Papers relating to the foreign relations of the United States* are discussed on p. 650-653 and p. 699-700.
369. U. S. CONGRESS. SENATE. A bill to implement Reorganization Plan Numbered 20 of 1950 by amending title 1 of the United States Code, as regards publication of the United States Statutes at Large, to provide for the publication of treaties and other international agreements between the United States of America and other countries in a separate compilation, to be known as United States Treaties and Other International Agreements, and for other purposes. [Washington, 1950] 4 p. (81-2, S. 3728.) A bill to authorize separate compilation and publication by the State Department of treaties, formerly included in the *Statutes at large*.
370. U. S. NATIONAL ARCHIVES. The National Archives Library. [Washington, 1949] 4 p. A leaflet describing the facilities and services of the National Archives Library available to staff members and to searchers using records in the National Archives.
371. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. Custody, protection, and use of historical material. Application for permission to use; admission card. *Federal register*, 15: 1913 (Apr. 5, 1950). Regulations governing the issuance of admission cards to the search rooms of the Franklin D. Roosevelt Library.
372. U. S. NATIONAL OFFICE OF VITAL STATISTICS. Registration of vital events among Indians. [Washington, 1950] p. 109-126. (*Vital statistics—special reports*, 33, no. 6. June 9, 1950.) Published as part of the program of the National Office of Vital Statistics, with the cooperation of the Bureau of Indian Affairs, of promoting more complete vital registration among Indians.
373. U. S. SOCIAL SECURITY ADMINISTRATION. Regulation no. 1 (as amended). Disclosure of official records and information. Washington, 1949. [7] p.
374. U. S. STATE DEPARTMENT. Department of State facilities available to educational and research institutions. [Washington, 1949] 9 p.
375. WOLKINSON, HERMAN. Demands of Congressional committees for Executive papers. Pts. 2-3. *Federal bar journal*, 10: 223-259, 319-350 (July, Oct., 1949).
376. WRIGHT, ALMON R. The scholar's interest in personnel records. *American archivist*, 12: 271-279 (July, 1949). Adapted from a paper read before the Interagency Records Administration Conference, Washington, D. C., October 15, 1948.

See also 23, 53, 96, 103, 128, 137, 140, 154, 228, 232, 341, 377.



X. SPECIAL PHYSICAL TYPES OF RECORDS  
AND HISTORICAL MANUSCRIPTS

377. BAUMHOFER, HERMINE M. Some reference problems of picture collections. *American archivist*, 13: 121-128 (Apr., 1950). A paper read before the annual meeting of the Society of American Archivists, Quebec, September 20, 1949.
378. FRIIS, HERMAN R. Cartographic and related records: what are they, how have they been produced, and what are problems of their administration? *American archivist*, 13: 135-155 (Apr., 1950).
379. MAPS in the Library. *Library journal*, 75: 421-516 (Mar. 15, 1950). A special feature issue of the *Library journal* prepared by the Geography and Map Group of the Special Libraries Association. Articles of particular interest to archivists are the following: Kathleen Irish, "What about gazetteers?" (p. 447-449); Ottilia C. Anderson, "No best method to catalog maps" (p. 450-452); Lloyd A. Brown, "Those rare maps are not curios" (p. 459-461); Arthur B. Carlson, "Old maps recorded history" (p. 461-463); and Gerritt E. Fielstra, "Photo-reproduction of maps: practical?" (p. 464-465).
380. SMITH, G. HUBERT. Pictures and history. Montpelier, Vt., American Association for State and Local History [1949]. p. 75-99. (American Association for State and Local History, *Bulletins*, 2, no. 3. Sept., 1949). The author, who is curator of the Museum of the Minnesota Historical Society, outlines procedures in acquiring, preserving, and organizing picture collections and promoting their use.
381. WINKLER, J. FRED. Cartographic record filing in the National Archives. *American archivist*, 12: 283-285 (July, 1949).

*See also* 223, 246, 252.

XI. THE RECRUITMENT AND TRAINING OF ARCHIVISTS, CUSTODIANS  
OF MANUSCRIPTS, AND RECORDS OFFICERS

382. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. Announcement of courses in record and archives administration, 1949-1950. Washington [1949] 7 p.
383. AMERICAN UNIVERSITY. SCHOOL OF SOCIAL SCIENCES AND PUBLIC AFFAIRS. Archives, genealogy, historic buildings; 3 specialized courses for summer study, beginning June 12, 1950, offered in cooperation with Colonial Williamsburg, Inc., Library of Congress, Maryland Hall of Records, National Archives, National Park Service. Washington, 1950. Folder.
384. GOUW, J. L. VAN DER. Wat het rapport van de Staatscommissie reorganisatie H. O. bevat omtrent de opleiding van de wetenschappelijke archiefambtenaar der le klasse. *Nederlands archievenblad*, 54: 61-66 (1949-50).
385. NEW YORK UNIVERSITY. GRADUATE SCHOOL OF BUSINESS ADMINISTRATION. Announcing a new training center in records management and archives administration, offered by the Graduate School of Business Administration, New York University and the National Records Management Council, September 26, 1949, to June 2, 1950. [New York, n. d.] Folder.
386. RECORDS management training. *Office management and equipment*, 11, no. 6: 20-22 (June, 1950). Announces the establishment by the National Records Management Council of fellowships in business records management as a memorial to the late R. D. W. Connor, first Archivist of the United States.

*See also* 35, 37, 107, 205.

# News Notes

MARY C. LETHBRIDGE, *Editor*

*The National Archives*

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## THE NATIONAL ARCHIVES AND RECORDS SERVICE

Under the terms of some of President Truman's reorganization plans, several functions of the Department of State not related to foreign affairs were recently transferred to the General Services Administration and were assigned to the National Archives and Records Service. *The Territorial Papers of the United States*, of which Dr. Clarence E. Carter is the editor, will hereafter be published by the National Archives. *The Statutes at Large* will be published by NARS' Division of the Federal Register, but the State Department will continue to publish treaties and other international agreements and related documents. The Division of the Federal Register has also been made responsible for the receipt of the laws, their publication in slip copies, and their preservation; for the receipt and preservation of certifications of Presidential electors and electoral votes; and for the publication of amendments to the Constitution.

The Archivist of the United States, Dr. Wayne C. Grover, and Oliver W. Holmes, Director of the Natural Resources Records Branch of the National Archives, attended the First International Congress on Archives held in Paris in August. Mr. Holmes is the Council's Deputy Secretary-general for the Western Hemisphere and the Archivist is a member of its Committee on Admissions.

## LIBRARY OF CONGRESS

The Library of Congress has recently received as a gift from the National Women's Trade Union League of America the records of that organization from the date of its establishment in 1903 to June 15, 1950, when for a variety of reasons, chief of which was "lack of personnel and funds," its activities were terminated.

The League was a federation of trade unions having women members, many nationally prominent, with a supplementary membership of persons who endorsed its principles and accepted its platform. The fundamental idea upon which the League's work was based was the organization of women wage workers into trade unions, "thereby to help them secure conditions necessary for healthful and efficient work and to obtain a just return for such work." It was in part responsible for the Federal investigation into conditions of working women and children, made during President Theodore Roosevelt's administration and with his support, and for the establishment within the Department of Labor of the Women's Bureau and the Children's Bureau, both headed for many years by active League members.

In large part through the efforts of Miss Elisabeth Christman, national Secretary-Treasurer of the League, the organization's headquarters records were chronologically arranged, indexed, and bound. In addition to the 32 volumes of such material, the League's gift to the Library includes verbatim proceedings of conventions, 1909-47, proceedings of the three International Congresses of Working Women in 1919, 1921, and 1923, more than 100 dossiers relating to the League's educational program on international affairs, legislation, and other matters, and a considerable body of photographic material.

The Library of Congress announced in July that it will extend its interlibrary loan service on a trial basis to include positive copies of microfilm in those cases where the Library possesses the negative and where the original material is believed not to be available on interlibrary loan from an institution in continental United States. The broadened service will be extended to libraries with adequate equipment and personnel trained for servicing microfilm.

The objective of this service is to prevent wasteful expenditures by libraries for research materials or microfilm copies thereof for which they have only occasional need.

The rules which govern the Library's loan of microfilms are the same as those of interlibrary loan in general, with the following conditions:

- a. Only positive microfilms will be lent, and only those positives of which the Library possesses the negatives under conditions of acquisition which do not prevent such lending. (Where the Library possesses the negative but no positive, the Library will prepare a positive copy for loan if, in its opinion, circumstances warrant.)
- b. A requesting library will be required to include in the first application for a loan of microfilm a statement describing its equipment for the use of microfilm and the training and experience of its staff in the handling of film and the use of such equipment.
- c. The period of loan will ordinarily be one month from the date of shipment of the microfilm to the borrowing library. Loans for longer periods may be made in special cases. Material is subject to recall at any time in the discretion of the Library of Congress.
- d. The minimum unit of loan will be one reel. Users of very small quantities, such as a few feet of film, will be expected to purchase a copy of the film instead of borrowing it.
- e. Because of restrictions which apply to many items in the Library's microfilm collection, reproductions of material lent from it may not be made without the written permission of the Library of Congress.

#### OFFICE METHODS DIVISION, NAVY DEPARTMENT

To take the place of Herbert E. Angel, now Director of Records Management, National Archives and Records Service, the former Assistant Director, Edmund D. Dwyer, has become Director of Office Methods. Lewis J. Darter is now responsible for the Navy records retirement program and the five Naval Records Management Centers.

The Centers, which now hold 1,105,218 cubic feet of records, are continuing to receive records from ships and stations. Reference service continues at a high level. During the quarter ended 30 June 1950, 353,687 reference re-

quests were received and handled by the Centers. Significant recent archival accessions included correspondence and other files of the U. S. Naval Academy, 1845-1927, which reflect the development and administration of the Academy since its founding in 1845 through the efforts of Navy Secretary, George Bancroft. These records will be transferred to the National Archives at a later date.

Recently the annual conferences of the District Records Management Officers and Directors of the Naval Records Management Centers were held in Washington. Records management problems occasioned by administrative developments and sharp curtailment in the Navy shore establishment were discussed. By order of the Secretary of the Navy of 15 September 1950, District Records Management Officers were made responsible for transferring records of disestablished stations and decommissioned ships to the records centers.

Rudolph Bares, Jr., Management Engineer in the Bureau of Ships, has succeeded Herbert E. Angel as Commanding Officer of the Management Engineering Volunteer Reserve Unit in the Washington area. This unit studies Navy management programs, including those involving records.

#### INTERAGENCY RECORDS ADMINISTRATION CONFERENCE

On April 21, 1950 Jess Larson, Administrator of the General Services Administration (of which the National Archives and Records Service is now a part) and Wayne Grover, Archivist of the United States, spoke to a capacity audience on the topic, "The Records Management Program of the General Services Administration." Hirst Sutton and Wilfred S. Williams of the Budget Bureau's Administrative Management Division addressed the Conference in May on "Measurements and Standards in Records Administration."

In response to widespread interest in pending records legislation the Conference sponsored on June 2, 1950 a special round table discussion of *H. R. 8416*, a proposed amendment to the Federal Property and Administrative Services Act of 1949. The meeting provided an opportunity for agency records officers and officials of the National Archives and Records Service to exchange views on current proposals designed to clarify General Services Administration's role in records management.

At the final meeting of the season, June 16, 1950, Dallas Irvine, Chief Archivist of the Audio-Visual Records Branch, National Archives, presented several films on the subject of records and archival matters and discussed the work of his branch. The annual end-of-the-season social meeting was held in the National Archives Conference Room. The Steering Committee for 1950-51, elected at this time, has the following members:

- Everett O. Alldredge, National Archives and Records Service, GSA
- John F. X. Britt, Federal Security Agency
- Helen Chatfield, Bureau of the Budget
- James Hindle, Securities and Exchange Commission
- W. Kenneth Hoover, Department of State
- L. Robert Jones, Civil Aeronautics Administration

Henry J. Lilienfeld, Veterans Administration  
 Dorothy M. Luttrell, Department of Agriculture  
 Ollon D. McCool, Department of the Army  
 R. Bruce McNair, Public Health Service, FSA  
 Thomas J. Pugliese, Atomic Energy Commission  
 Theodore Schellenberg, National Archives and Records Service, GSA

Philip C. Brooks, Chief Archivist, War Records Branch, National Archives, announced his retirement from the Steering Committee. Dr. Brooks, completing his second term as Conference Chairman, has been a member of the Committee since the establishment of IRAC. The membership by unanimous vote expressed its gratitude for his long and faithful service to the organization and his contributions to Federal records administration.

### NATIONAL COUNCIL FOR HISTORIC SITES AND BUILDINGS

Trustees of the National Trust for Historic Preservation, created by Act of Congress to "provide for the preservation of historic sites, buildings and objects of national significance," were announced in February by the Executive Board of the National Council for Historic Sites and Buildings. In addition to the ex-officio trustees provided for by Congress, the Attorney General, the Secretary of the Interior, and the Director of the National Gallery of Art, the Council elected the following: Former President Herbert Hoover; General George C. Marshall; Winthrop W. Aldrich, Chairman of the Board of the Chase National Bank of New York; Eugene R. Black, President of the International Bank for Reconstruction and Development; Harry A. Bullis, Chairman of the Board of General Mills, Inc.; Mrs. Francis B. Crowninshield, Boston, leader in historic preservation and a founder of the Kenmore Association in Virginia; George McAneny, New York, President of the American Scenic and Historic Preservation Society; Major General U. S. Grant, 3rd, President of the American Planning and Civic Association; John Nicholas Brown, former Assistant Secretary of the Navy for Air; H. Alexander Smith, Jr., a director of the Society for the Preservation of Maryland Antiquities; Horace M. Albright, former Director of the National Park Service; and Charles Sumner Bird, Chairman of the Standing Committee of The Trustees of Public Reservations in Massachusetts, and the only American member of the Council of the British National Trust.

### NATIONAL SOCIETY OF AUTOGRAPH COLLECTORS

Richard M. Lederer was elected to succeed Joseph E. Fields as president of the National Society of Autograph Collectors at the third annual meeting, held May 1 and 2 at the Library of Congress in Washington. The program included tours of the Library, Mount Vernon and the National Archives; talks by Frederick B. Adams, Jr., Director of the Pierpont Morgan Library, and Dr. Victor Hugo Paltsits; panel discussions conducted by Colton Storm and Paul M. Angle; and, as the final feature, the re-enactment of the assassination of Abraham Lincoln at Ford's Theatre, presented by the Chicago Civil War Round Table under the direction of Dr. Otto Eisenschiml.

## PUBLIC HEALTH CONFERENCE ON RECORDS AND STATISTICS

The Budget Bureau's *Statistical Reporter* announced that the Public Health Conference on Records and Statistics held its second annual meeting in Washington, D. C., on April 24 to 27, 1950. Over 200 vital statistics registrars, public health statisticians, and government representatives from interested agencies participated in the working group programs, reporting on studies made during the past year and planning special research activities for the year to come.

Prior to the annual meeting, units of a Committee on Statistics conducted special studies on problems related to morbidity, mortality, mass surveys, case registrars, natality, service statistics, and population. In considering the reports of these studies, the meeting approved most of the study findings but emphasized, through many recommendations and resolutions, the need for further research. These resolutions will be published by the National Office of Vital Statistics as part of the proceedings of the annual meeting.

Plans of the Conference for the coming year include intensive work, in cooperation with the Morbidity Statistics Committee of the Public Health Service, on the problem of notifiable disease reporting. Special emphasis on the improvement of medical certification of cause of death is also contemplated. A need for the preparation of a pamphlet enumerating definitions and minimal tabulations for premature births was expressed at the meeting. In the field of population studies, State vital statistics bureaus were encouraged to assume leadership for the development of population estimates, sufficient for the needs of public health programs, for small areas during post-censal periods.

Paralleling the Conference deliberations on public health statistics were many reports of studies in vital statistics registration. In this field, special research will continue during the next year on problems related to marriage and divorce registration, query programs in vital statistics, delayed registration, promoting and testing the completeness of registration, and the confidentiality of vital statistics.

## COLLEGE AND UNIVERSITY ARCHIVES

### *Catholic University*

The Reverend Henry J. Browne, archivist of the Department of Archives and Manuscripts, Catholic University, read a paper on "The Archives of a Catholic College or University," before a group of fifty college administrators convened in June for a special workshop on their problems. The Department recently accessioned a group of twenty-four letters of Monsignor Thomas Sim Lee, rector of St. Matthew's Cathedral in Washington, 1891-1922, and also microfilm copies of thirty-one letters of American prelates to Henry Cardinal Manning of Westminster, England, dating from 1870 to 1892.

The program committee of the American Catholic Historical Association announces that at the Christmas week meeting of the Association at the Hotel

Stevens, Chicago, there will be a luncheon session devoted to American Catholic archives and manuscript collections. It will be opened to the public and the members of the Society of American Archivists will be especially welcomed. Papers will be read by the Reverends Thomas T. McAvoy and Henry J. Browne. Fr. McAvoy, archivist of the University of Notre Dame, is author of the recently published, "Catholic Archives and their Preservation," *Catholic Library Practice* (The University of Portland Press, Portland, 1950), II, 87-99.

The Reverend John Tracy Ellis, professor of American Church History at the Catholic University of America, visited some important Catholic archival centers in Europe this past spring. He was able to obtain further materials for his biography of James Cardinal Gibbons, former Archbishop of Baltimore, in the archives of the Congregation of the Propaganda Fide in Rome, the archives of the Superior General of the Society of St. Sulpice in Paris and from the papers of Cardinal Manning kept by the Oblates of St. Charles in Bayswater, London.

*U. S. Military Academy, West Point, N. Y.*

Columbia University Press has recently published a book written by Sidney Forman, Archivist and Historian of the Academy, entitled *West Point, A History of the United States Military Academy*. The first full-length history of the Academy published since the Civil War, it is based largely on archival sources.

### TRAINING OF ARCHIVISTS

In cooperation with the National Archives, the Library of Congress, and the Maryland Hall of Records, The American University in Washington, District of Columbia, offered its sixth intensive training course in the Preservation and Administration of Archives from June 12-July 7, 1950. The four-weeks program included lectures on the most important phases of work with records and manuscripts and practical training in the National Archives and Records Service, the Manuscripts Division of the Library of Congress, and the Maryland Hall of Records.

The following students were enrolled in the course: Joseph Rober Comeau, Public Archives of Canada; Rev. Thomas J. Connolly, Archives, Diocese of Reno, Nevada; Rev. Leo C. Cullen, Archives, Province of California of the Society of Jesus; May Dornin, Department of Archives, University of California Library; Roy Sylvan Dunn, Texas State Archives; Ofra Eliash, Archives, Embassy of Israel; Lawrence Graves, University of Wisconsin; George G. Hagmaier, C.S.P., St. Paul's College; Fenton L. Kennedy, College of William and Mary; Donald R. McCoy, American University; Rev. Vincent de Paul McMurry, Catholic University; William G. Ormsby, Public Archives of Canada; Virginia Phillips, University of Maryland Library; Mary D. Quint, American Optical Company; Robert Rosenthal, Manuscripts Collection, University of Chicago Libraries; Charles R. Rowdybush, Field His-

tory Branch, Headquarters Air Material Command, Dayton, Ohio; Marcelle F. Schertz, Louisiana State Archives; Charles W. Shetler, West Virginia Collection, University of West Virginia Library; Donald A. Sinclair, Manuscripts Collection, Rutgers University Library; George W. Spragge, Archives of the Province of Ontario, Canada; Florence R. Stewart, Archives, Northwestern University Library; Raymond J. Teller, Archives, American Catholic Historical Society of Philadelphia; Alvin D. Thiessen, International Civil Aviation Organization; Hugo Vargas, Ministry of Development, Venezuela; Muriel L. Wilson, Archives, Moravian Church; and Rev. George Zorn, Woodstock College.

The American University also conducted, from June 12-June 30, its second Institute in the Preservation and Interpretation of Historic Sites and Buildings (Director, Donald Derby) and its first Institute of Genealogical Research (Director, Meredith B. Colket, Jr.). The three Institutes will be repeated in June 1951.

The York (England) Summer School of Archives and Historical Research was again held from 12 to 26 August 1950. A limited number of qualified students attended the School, which is intended to 1) give some account of York as an ancient City; 2) set out the riches of the archive collections in the City; 3) provide lectures on certain certified subjects, such as the organization of a great Cathedral, the Ecclesiastical Courts, the particular aspects of social and economic history; and 4) give introductory instruction in the reading of medieval hands and the interpretation of typical documents.

The Colorado State Archivist, Dolores C. Renze, in cooperation with the University of Denver, directed a course in the "Preservation and Administration of Archives" for students in history, political science, public administration or library science at the University. They receive five hours credit per quarter at the University for attendance at lectures given by the State Archivist and for serving of Research Internships in the Division of Archives, which comprise a minimum of ten additional hours per week. The summer class in archival work developed documentary research on the Governor John Evans materials — a project entered into jointly by Northwestern University, the University of Denver, and the Colorado State Historical Society. Governor Evans was appointed second Territorial Governor of Colorado by Abraham Lincoln; he was also the founder of Northwestern University and the University of Denver. The course in Archives Techniques and Administration has been enthusiastically received by these advanced students and has opened to students of western history heretofore unexplored avenues of documentary research.

The scholastic work in archives classes has stimulated an interest on the part of the University to explore the possibilities of establishing a University Archives. The State Archivist has made several studies and recommendations for the Chancellor along these lines. The problem of microfilming of Uni-



versity records has also been explored with the Comptroller of the University and a modest program along these lines will soon be effected.

Miss Nona-Murray Lucke, who is assistant administrator of the Committee on Veterans Medical Problems of the National Research Council and who has long been a member of the Society of American Archivists, has recently lectured at the Johns Hopkins University Graduate School of Hygiene and Public Health on the application of good records administration principles in the field of hospital records and statistics. Miss Lucke was for many years a files installation and systems specialist with commercial equipment firms and has worked in the field of records administration at the National Archives, the War Department and the National Office of Vital Statistics. Among numerous agencies and firms which have utilized her records management experience on a consultative basis are the United Nations and Ford International, Inc.

## FOREIGN NEWS

### *Colombia*

The press of Colombia recently reported the recovery of an important collection of documents left by Julian Trujillo, president from 1878 to 1880. Long abandoned, they were cast upon a fire during a house cleaning, in spite of protests of Sr. Rogelio Gutierrez G., a passing photographer, who reported the matter to Dr. Enrique Ortega Ricaurte, director of the Archivo Nacional. When they were able to enter the house after some delay, they found that fortunately a downpour of rain had saved the records from destruction. The documents have been deposited in the Archivo Nacional, where they have been cleaned and are now in the process of being arranged and catalogued. They throw much new light on events in Colombian history of that period, particularly on the battle of Los Chancos.

### *Cuba*

The Ministry of Education of Cuba, upon the recommendation of its Committee for the Day of the Cuban Book, awarded a prize to Captain Joaquín Llaverías, Director of the National Archive of Cuba and honorary member of the Society of American Archivists, for the new edition of his important and valuable *Historia de los Archivos de Cuba* (Habana: 1950.), reviewed in *American Archivist*. The Society of American Archivists congratulates Captain Llaverías on the high honor and merited recognition which have come to him because of his long years of service in the interest of the National Archive of Cuba.

### *France*

Dorothy Mackay Quinn, author of the article on the Ecole des Chartes in the October issue of the *American Archivist*, has been given recognition for her contributions to French archival work in the form of (1) a decoration from the government of France, the "Palme Académique" and (2) an hon-

orary life appointment as Correspondent Étrangère des Sociétés Historiques du Loiret. Mrs. Quynn's contributions were described as "both material and intellectual."

### *Great Britain*

The British Museum has announced a new policy, under which it will accept on permanent or indefinite loan materials which it recognizes to be of national or international significance. The Museum had heretofore refused manuscripts and records which were not to become the outright property of its Trustees. Some reservations have been made by the Trustees. They will not accept on loan papers inferior in interest to those which they can accept as gifts or are prepared to purchase. They cannot furnish depositors with detailed calendars of their property. And, while they will accept loans under the new policy, only gifts, the permanent property of the nation, will appear in the printed catalogs of the Department of Manuscripts.

*Archives*, no. 3, (Lady Day, 1950), announces that a Conference of the Voluntary Helpers of the National Register of Archives was held at the Vintners' Hall in London, December 5, 1949. The discussion centered chiefly around methods of reporting and the treatment of larger archive accumulations. Reports on various collections were on view at the Conference, together with photostats of individual documents. The total number of reports received since the inception of the Register had reached 1857 by the end of February 1950, and local committees continue to send them in in large numbers.

The Glamorgan County Record Office held an exhibition in the County Hall, Cardiff, Wales, from June 19 to July 29 on "Methods of Record Repair." Showcases contained damaged records, examples of their enemies, such as bookworms and mildew, materials used in repair and the different methods and stages of treatment. Demonstrations were given each Tuesday and Thursday afternoon, and the County Archivist, Madeleine Elsas, announced that advice on the best methods of repair could always be obtained at the Record Office.

### *Palestine*

The Zionist Central Archives, in a report to the General Zionist Council for the period May 1, 1949 to February 4, 1950, announced that as a result of a three months mission to Europe important official and private archives had been added to the collections and ties with Zionist institutions in different countries were strengthened. British, French, and Dutch organizations are represented in the accessions which double the number of official files in the Archives. Private collections, photographs, and a library of printed books and newspapers make up the rest of the Archives which was visited by over 2,000 persons during the period covered by the report. Dr. G. Herlitz heads a staff of seven professional and technical workers.

### *Spain*

The National Association of Librarians, Archivists, and Archeologists, Dr.

A. Tortajada, President, met in congress at Madrid on March 21-23, 1950. The agenda included such matters as general relations with state agencies, personnel of provincial and municipal bodies, and, in the archival field specifically, buildings and equipment, cataloging, archival legislation, indexes and guides, disposition of records without historical value, and central, university, provincial, and municipal archives.

### COLORADO

The Denver Public School Administration, in consultation with the Division of State Archives has established a school archives unit, with all of the latest microfilm and photographic equipment necessary to the preservation of archival records. Mr. Roger Rutledge is the deputy in charge and the department may well serve as a model for other municipal school systems archives.

As of June 1, 1950 all the staff (technical and administrative) except the State Archivist went under State Civil Service. This resulted in up-grading of every position on the staff and the State Civil Service Commission did a commendable job of position classification. The Archivist's position was deemed to be a policy-making, administrative, and educational position and was exempted from the classified service. The Civil Service Commission is eager to have the State Archivist develop a training program for Records Officers throughout the state departments and agencies, a program which is now being studied and planned. In the photographic archival field the Division has done technical research necessary to developing a method of recording on 35 mm. microfilm (using movie film) the glass plate negative collection of W. H. Jackson. Approximately 3,000 glass plates out of a total of 8,000 negatives ranging in size from 3" x 5" to 18" x 22" have been recorded. Work and research on the biographical picture collections in the Archives has continued. When these two projects are completed, over 8,000 railroad pictures remain to be processed and set up in index form. The Microfilm Unit of the Archives Division, along with the regularly scheduled filming of State work, has accomplished extensive recording of newspapers on microfilm. An index of newspapers on 35 mm. microfilm has been prepared and encompasses a 90 year period in the Territory and State history. A complete record of holdings will mean a five year project. Current holdings include approximately 2,500 rolls of microfilmed newspapers.

### CONNECTICUT

Edgar F. Waterman, President of the Connecticut Historical Society, announced in June the purchase of the Curtis H. Veeder residence at 1 Elizabeth Street, in Hartford, as the new home for the Society. Founded in 1825, the Society has occupied quarters in the Wadsworth Atheneum since 1843. These cramped rooms have long necessitated outside dead storage so that recently books, manuscripts and museum materials have been housed in four different buildings.

The Society's library contains some 65,000 volumes, 5,000 volumes of newspapers and 20,000 manuscript collections totaling several million individual pieces. The museum has more than 200 paintings, 200 pieces of antique furniture, numerous relics including the remaining portion of the Connecticut Charter of 1662, Israel Putnam's tavern sign, Nathan Hale's powder horn and camp basket, and collections of Indian relics, silver, pewter, glass and other colonial objects.

The new building for the Society was built twenty-five years ago of marble, concrete and steel and is strictly fireproof. It has an elevator, built-in vacuum cleaning and trash disposal systems. Asylum Avenue busses pass the building every ten minutes. Interior alterations of the second floor for museum installations commenced June 26. A multiple tier stack wing with a capacity of 100,000 volumes is contemplated, along with adjacent parking facilities.

Thompson R. Harlow, Director, announced the closing of the Atheneum rooms on Monday, June 19, and the beginning of the moving of the library.

#### DELAWARE

On Memorial Day the Delaware Veterans of World War II, Dover Post, and the Veterans of Foreign Wars in a joint service formally dedicated the Memorial Volume compiled by the Public Archives Commission. This volume, containing the names of nearly 800 Delaware men and women who lost their lives during World War II, is the culmination of more than five years work. As part of the dedication, the volume was formally enshrined in a specially built display case in the exhibit lobby of the State Archives. The binding of the volume is full brown Morocco leather with a four inch gold star inlaid on the top cover. The end papers are of purple taffeta and each page has a border in purple of the names of the theaters of action in which the Delawareans lost their lives. Only one copy of this volume was printed, and this will remain on permanent display in the Hall of Records, Dover.

The new Delaware State Museum Division of the Public Archives Commission drew its preliminary work to a close with the conversion of the old Presbyterian church, built in 1790, into a museum building. During the summer the museum staff headed by Helen S. Johnson, Curator, occupied the building and began to arrange some of the collections and assemble other material for exhibit purposes. The formal opening is planned for late fall.

The Archivist's *Annual Report*, for the fiscal year 1949-1950, is now available for distribution in printed form. The microfilming of public records is continuing in the county offices, and it is gratifying to note that filming in one county is complete and in one other is half done. These copies are being made for security purposes.

The staff of the Historical Society of Delaware was reorganized in December 1949 when Gertrude Brincklé resigned as librarian and Ruthanna Hinds took her place. Mrs. George G. Windell, formerly of the History Department, University of Delaware, is now assistant librarian, particularly con-

cerned with editing the magazine *Delaware History*. Miss Brincklé remains part time as executive secretary of the Society.

The Society acquired during 1949 valuable material from the Committee on Historic New Castle, the diaries of General James H. Wilson, covering the Civil War and the Boxer Rebellion, a collection of papers concerning a proposed Bohemia-Appoquinimink Canal, and various family papers, deeds and photographs.

### ILLINOIS

After several months of preliminary planning Northwestern University has launched "an integrated program for the preparing and publication of business histories of representative enterprises, principally in the Midwest." Policy making and direction of the program is in the hands of a faculty committee composed of specialists in marketing, labor, finance, management, business history, and economic history. Herbert O. Brayer has been appointed to the faculty with responsibility for carrying on the program. It is planned to publish histories of representative concerns that have been actively engaged in business for a substantial period. In connection with the program the University offers "as a cognate service the making of surveys of corporate records and other documentary sources available for the preparation of business histories, their location, accessibility, condition, and scope, together with specific recommendations for their housing, care and preservation."

### KENTUCKY

A Record Control System is now being installed for the State of Kentucky by the management firm of J. C. Boyd, Consultants, Inc., Lexington, Kentucky. The system is believed by the company to be somewhat in advance of any that other states have as yet installed. It incorporates the preservation and disposal of records, the control of forms and the use of microfilm. A Records Control Board, created by the 1950 General Assembly, is composed of the Auditor of Public Accounts, Clerk of the Court of Appeals, Commissioner of Finance, Attorney General, and the Secretary of the Kentucky Historical Society, Bayless E. Hardin, the last named serving as Chairman of the Board. One hundred thousand pounds of worthless records have already been sold as waste paper and the Board expects to dispose of over 200,000 pounds more. In one office the amount of space saved is demonstrated in a ratio of one inch in the new system to sixty-six inches in the old. Savings effected by the elimination of obsolete records, file cabinets, desks, machines, etc., will free approximately 180,000 square feet of office space. A streamlined filing system has been set up in the Division of Personnel, and the State Treasurer's checks are being recorded on 16 mm. film.

The Kentucky Historical Society is planning to start an extensive 35 mm. microfilming program in the near future. This program intends to preserve valuable historical records which are deteriorating through constant use.

## MARYLAND

The Hall of Records is microfilming the annual reports of the various State agencies which it does not have within its own files and which are no longer obtainable from the issuing agency.

The Hall of Records has compiled for early fall printing its seventh publication: *Calendar of Maryland State Papers No. 4, the Red Books*. The volume covers about one-third of the papers in the *Red Books*, a collection of official documents of the Revolutionary period.

The 1950 *Maryland Manual*, prepared by the Archivist of the Hall of Records for distribution by the Secretary of State of Maryland, was issued recently, and editorial work has already begun on the 1951 edition. This volume has been issued at regular intervals since 1896, but the editorial work has been done at the Hall of Records only since 1949.

## MASSACHUSETTS

The largest collection of Emily Dickinson papers, a collection which has been kept intact since her death in 1881, has been given to the Houghton Library of Harvard University. The gift was made by Gilbert Holland Montague, New York lawyer and bibliophile, who purchased the manuscripts and personal belongings which had been preserved at Miss Dickinson's home in Amherst and were owned by Alfred Leete Hampson. The purchase of the collection was made through the rare book dealer, Dr. A. S. W. Rosenbach.

The collection includes autograph drafts of 958 poems, many of her letters and letters written to her, her books and possessions and family papers. The gift to Harvard also includes all copyrights and literary rights previously vested in the Dickinson heirs.

Harvard University has named Dr. Thomas H. Johnson, co-author of *Literary History of the United States* and head of the English department at Lawrenceville School, as editor of the papers; he expects to prepare three or four volumes within three years. Harvard University Press plans to publish a variorum edition of the poems and letters, giving all versions of each poem. Study of the Dickinson manuscripts is expected to shed light on at least two problems: the chronological order in which the poems were written, and the exact values and meanings given by Miss Dickinson to each version of each poem. When Dr. Johnson's editorial work has been completed, the collection, including earlier acquisitions of the Houghton Library, will be available for study by other scholars.

## MICHIGAN

Recent manuscript accessions of the Michigan Historical Collections, University of Michigan, include: additional correspondence of the late Chase S. Osborn, 176 scrapbooks containing clippings relating to his career, 1881-1949, and his diaries, 1895-1915; fifteen Civil War diaries of Lt. Col. Charles B. Haydon, Second Michigan Infantry, 1861-1864; two volumes of lecture

notes taken by the late Edwin S. Peck when he was a student in John Dewey's classes in "Movements of Thought in the 19th Century" and "English Transcendentalism" at the University of Michigan in 1891 and 1892; and the papers of John Jay Carton, president of the Michigan Constitutional Convention in 1907, 1903-1920.

### MINNESOTA

The manuscript division moved forward another pace in building up its collections in economic history when it acquired in December the records of the Copper River Development Company. The company, organized in 1899 by men from Minnesota, Michigan, Wisconsin and Iowa at the headquarters in Superior, Wisconsin, proposed to "sell, exchange, and deal in all kinds of real property, survey, explore, and develop mineral or other resources . . ." After attempts to interest outside capital and to carry out some of the purposes stated in articles of incorporation, the firm was dissolved in 1936. There are in the records a minute book (1899-1931), two cash account books (1901-1936), and about two thousand letters. These manuscripts are the gift of Mrs. Walter K. Adams of Minneapolis.

An important addition to the papers of Alexander Ramsey has been made by Anita and Laura Furness of St. Paul, granddaughters of Minnesota's first territorial governor. There are in the group more than two hundred deeds, abstracts, agreements, letters, plats, and tax receipts dating from 1850 to 1929. With this addition, the Ramsey Papers now number well over 5,000 pieces.

The manuscript division of the Minnesota Historical Society has completed an inventory of the records held by the E. J. Longyear Company, iron mining company with headquarters in Minneapolis. The records just surveyed cover the years 1892 to 1948. Under an agreement between the Company and the Society, some of the records will be transferred to the Society for use by qualified scholars; others will remain with the Company for some time. The inventory is the first of many that will be made of selected companies in the next few years. The object is to find out where the records are, under what terms they can be used by scholars, what condition they are in, and what groups should be transferred to the Society.

Miss Alice Andrews of St. Paul has presented to the Society additional C. C. Andrews family papers. There are in this new acquisition 120 volumes — diaries, letterpress books, and scrapbooks — and 2000 items. The papers cover C. C. Andrews' career as a lawyer in Boston, Kansas and St. Cloud, as minister to Sweden, as consul general in Brazil, as fire warden and leader in forestry in Minnesota. The years covered by the papers are 1843 to 1922.

All the incoming correspondence, logging contracts, and letterpress books in the Laird, Norton Company papers are arranged and ready for use by qualified scholars. Persons who wish to use the papers should apply to the Minnesota Historical Society and to the Laird, Norton Company. Both letters may be addressed to the Minnesota Historical Society, St. Paul, 1, Minnesota.

Two hundred and fifty-three letters have been added to the Thomas S.

Williamson Papers (1839-1917). Most of the letters in this addition were written by John Williamson from his mission at Crow Creek, Dakota Territory, in the sixties. The letters tell of the removal of the Sioux to the Crow Creek Reservation, the work of the missionaries and Indian agents, traffic on the Missouri River, and the expedition of General Sully against the Sioux, and the attempts to introduce agriculture on the reservation.

### NEBRASKA

John B. White, formerly Serials Librarian at Love Memorial Library, University of Nebraska, has been appointed Librarian of the Nebraska State Historical Society.

### NEW YORK

Legislation passed in the 1950 session of the State Legislature will materially affect the program of Records Management in New York State, since the responsibility for management of state records will be assumed by the Division of the Budget October 1, 1950 with the management of records of local units of government remaining in the State Education Department as a function of the Division of Archives and History.

In February, Vernon B. Santen was appointed to the position of State Archivist to succeed Hugh Flick, who left the post in 1949. Mr. Santen, a graduate of Holy Cross College in Worcester, Massachusetts, did graduate work at Syracuse University in the field of public administration and prior to Army service with the Ordnance Department in the Pacific during the last war, was for seven years Assistant to the State Administrator of the National Youth Administration in New York State, responsible for methods and procedures work. Upon discharge from the Army in 1947 he was employed by the Research Division of the State Civil Service Department doing work in the fields of salary and personnel research.

Current projects in progress include a survey of the protection facilities available for local records in the office of county, city, town and village clerks and other custodians of the records of local units of government. Nearing completion is a sizeable project which involves a complete inventory and evaluation of all records of the State Comptroller, many of which are 18th century documents. Plans for carrying out the Records Management program to be administered by the Division of the Budget are not sufficiently advanced to warrant publication at this time.

### NORTH CAROLINA

On March 10, Governor W. Kerr Scott appointed Benjamin Franklin Brown of Raleigh, retired dean of the Basic Division of North Carolina State College, a member of the Executive Board of the State Department of Archives and History to fill the unexpired term created by the death of Robert Digges Wimberly Connor, who died on February 25.



The State Department of Archives and History has ordered a Barrow laminating machine and a fumigating vault to be installed in the Division of Archives and Manuscripts. This Division recently added eighty-seven items to its Calvin H. Wiley Collection, a gift from Wiley's daughter, Miss Mary Callum Wiley of Winston-Salem. These items consist of speeches, parts of speeches, letters, and articles to the press of North Carolina's first Superintendent of Common Schools.

Mr. William S. Powell of the State Department of Archives and History has received a grant in aid from the Institute of Early American History and Culture in Williamsburg to work on the biography and collect the letters of John Pory (1573-1635) and also to collect ballads for a revised edition of Sir Charles Firth's *An American Garland*. He plans to spend September and October in England at the British Museum, the Public Records Office, Oxford and Cambridge, and several county archives.

The Duke University Library has been materially enlarged and the George Washington Flowers Collection and the University Archives have been moved into new and more spacious quarters. New stack space is adequate for 900,000 volumes, and there are carrels for 250 readers. At the end of the last fiscal year the University's collection contained 927,701 official catalogued volumes.

## OHIO

Latest acquisitions to the manuscripts division of The Hayes Memorial Library include numerous original letters and documents of President Hayes, including eight pardons issued between 1878 and 1879; an appointment of A. T. Britton of Washington, D. C., as a member of a commission to codify land laws; a life membership certificate in the Firelands Historical Society, gift of John J. Young, Jr., Norwalk, O.; a surety bond of Rutherford Hayes, Sr., for his brother, Russell Hayes, 1815, gift of Goodspeed's, Boston; and eight letters (1868-1891) of the President addressed to various correspondents.

In addition to photographic reproductions of papers of the President and members of his family, the Library added the originals of a Docket Book, No. 5 (1814-1835) of Marshall Miller, Jr., of Dummerston, Vt., and an account book (1807-1841) of Joel Crane, early settler of Vermilion, O.

A special Independence Day exhibit at the Library featured a facsimile of the desk on which Thomas Jefferson drafted the Declaration of Independence (the facsimile was made at the time the original portable desk was presented to President Hayes for the American government); and an original letter of John Hancock to Dorothy Quincy, mentioning the Revolutionary War, written by Hancock a few months before they were married.

## OKLAHOMA

A total of 476 volumes of the Five Civilized Tribes have been received by the Oklahoma Historical Society from the Five Civilized Tribes Agency at Muskogee in the past year, under Federal Public Law No. 133, approved March 27, 1934.

Mrs. Rella Looney of the Indian Archives Division announces that in July 1949 the Society received a total of 84 volumes from the Agency, consisting of 79 Choctaw volumes and 5 Chickasaw volumes.

In October 1949 the Division received a total of 392 volumes, as follows: 199 Choctaw volumes; 33 Cherokee; 18 Creek; 17 Chickasaw; 11 Seminole; and 114 miscellaneous volumes (Agency and Dawes Commission).

### VERMONT

Dr. Arthur W. Peach, Professor of English and Head of the English Department at Norwich University, Northfield, Vt., became Director of the Vermont Historical Society at the close of his university work in June. Long interested in the Society and its work, he has served as vice president, and as editor of the *Proceedings*, now known as the *Vermont Quarterly*.

The Society has been given a land tax record account book of the town of Plymouth, 1825-1827. This was maintained by Moses Pollard and salvaged from an old trunk of papers found in the attic of the Elias Pinney house in Ludlow. The house had been occupied by Moses Pollard, Jr. It is a record of surveying made by Moses Pollard and is particularly significant since it carries records of the holdings of the Coolidge family and a description of their lands. With the account book, Mary Orenda Pollard of Middlebury has given to the Society a sheet from her birthday book containing the autograph of Calvin Coolidge, born July 4, 1872. It dates at some time between 1885 and 1890, while he was attending the Black River Academy.

### VIRGINIA

Harry Clemons, who retired as librarian of the University of Virginia on June 30, 1950, has served in that post since 1927. During his incumbency he saw the university's enrollment expand from 2,000 to 5,000, with especially heavy growth in the graduate and professional departments. The collections of cataloged printed books have grown during his administration from 150,000 to more than 575,000 volumes, the manuscripts from a few thousand to over 3,500,000 pieces, while picture and print collections of 50,000 and map collections of 68,000 items have been assembled. The general library (which today has a year-round average working week of 96 hours) had seven full-time staff members in 1927, sixty-three in 1950. Several developments during these years, including the acquisition of some notable special libraries, have made the university a center for American studies, with unusual strength in regional materials of the southeastern states.

In 1930 Clemons persuaded the administration to create the office of Archivist of the University, with offices in the Library and some duties in connection with the Library's non-archival manuscripts. Lester J. Cappon held the post from that year until 1945. Other accomplishments at Charlottesville include the creation of a regional collection of historical source materials; the campaign and planning for the Alderman Library and the removal to it in

1938 of the general library from Jefferson's Rotunda; the creation of a department of rare books; the compilation, 1933-1943, of the checklist of the surviving papers of Thomas Jefferson; the development of a cooperative project for the preservation of all newspapers published in Virginia; the acquisition by the University of such special collections as the McGregor Library of southeastern Americana and English literature, the Coles collection of Virginia books and manuscripts, the Lomb optical collection, the Mackay-Smith music collection, the Stone library on the history of printing, the Streeter collection of material on southeastern railways, the Sadleir-Black collection of Gothic novels, the Taylor collection of American novels, and the Victorious collection on evolution; the establishment of nearly a score of special endowment funds for the purchase of books; and the activities of the University of Virginia Library as publisher of the *Annual Report on Historical Collections* (twenty reports to date), of the University of Virginia Bibliographical Series (nine volumes to date), and of the publications of the McGregor library (of which eight have already been issued).

Dr. Clemons has been succeeded by Jack Dalton, former associate librarian and head of the reference division at Virginia.

Frank Evans, an assistant archivist, has resigned to undertake doctoral work at the University of Chicago. His successor is James A. Bear, Jr. Constance E. Thurlow, also an assistant archivist, has been on leave during the summer months at the University of Rochester, her post having been temporarily filled by William H. Gaines, Jr., 1950 doctoral graduate.

The History Division of the Virginia State Library, formerly the World War II History Commission, which has occupied quarters in the University of Virginia Library at Charlottesville since 1944, has recently moved to permanent offices in the State Library at Richmond. W. Edwin Hemphill is director and William M. E. Rachal is an assistant director of the History Division.

W. J. Barrow, documents restorer of Richmond, began in July the introduction of his laminating process at the Archives Nationales of France. The Barrow Laminator, a machine for applying cellulose acetate sheets to old documents, is already in use at the State Libraries of Virginia, Maryland, Delaware, Georgia, at the Library of Congress and the Federal Bureau of Investigation in Washington, and at the Archives Generale du Royaume in Brussels, Belgium.

## LETTER TO THE EDITOR

COUNTY OF GLAMORGAN

County Record Office,  
County Hall,  
CARDIFF.

16th May, 1950.

Sir:

As the English-trained Archivist to the Glamorgan County Council which was the first to set up a County Record Office in Wales, I feel it incumbent upon me to reply to the article by Mr. Evan D. Jones on "The National Library of Wales as the National Records Depository for Wales," that appeared in a recent issue of your journal. The article has three main points of attack directed against the idea of county record offices in Wales and their present mode of operation: a) that a Welsh county has not sufficient money to support an efficiently conducted record office, b) that Welsh records are of a nature so different from other records that an English-trained archivist would not understand their special problems, c) that a county council and court of Quarter Sessions, should, if they must maintain a record office, limit its scope to their own administrative and past records.

In Glamorgan, under the chairmanship of the Lord Lieutenant and Custos Rotulorum, the County Records Committee, a joint committee of members from the County Council and Quarter Sessions, has maintained for some time past a fully equipped and efficiently operating record office in the County Hall. This record office is well equipped and has attached to it a repair workshop which deals expertly with all types of repair and book-binding. All the records are listed, neatly stored and the "house is in good order." The fact that this has caused no apparent straining of local finances must be sufficient answer to a). Admittedly Glamorgan is the largest and wealthiest county of the Principality, but the expenditure involved should not be beyond the resources of any county in Wales. To maintain a record office is not a very expensive item, and record offices exist in England in counties of low rateable value, such as Bedfordshire and Cumberland. Such offices function well, though perhaps smaller counties who may already combine for purposes of police, lunacy and other administrations might find it convenient to combine in the maintenance of a regional office.

The argument summarised under b) above, really does not bear close analysis. An archivist is primarily concerned with method: he is trained to read records, to respect the records as such by observing the "respect du fonds" and to avoid such arbitrary classification as will impede the records speaking for themselves. So long as these principles are adhered to it matters little whether the archivist be trained in the *École des Chartres*, the *Österreichisches Staatsarchiv* or in England. In this context it might be stressed that the history of extant Welsh records is very much the same as the history of English records: from the English viewpoint Wales has in the past been "dismissed as a region or a large peninsula on the western seaboard of England with no claim to the status of nationality" and this is reflected in the close resemblance between Welsh and English official and semi-official local records and title deeds. Though this may be regretted, the result is that nearly all official Welsh records are written in English in English forms, unless they are early, when, as in England, they were written in Latin.

Argument c) ignores the interest of most students and searchers, and even of those Welshmen who might feel some pride in the preservation of their local records in their own environment. It might be stressed that it is no solution to replace locally, by microfilm copies and readers, records removed to a central depository (in this case the National Library). Even if we forget sentiment, often a document, unlike a book, becomes less legible when photographed as thereby the student is offered only

one viewpoint instead of the many he may have by handling the documents. The National Library of Wales is an enormous repository of local records, mainly owing to the tardiness of Welsh local authorities in inaugurating local record offices. Nevertheless, this is no reason for the future location of all local Welsh records in the not easily accessible mountain fastness of Aberystwyth. If the Principality of Wales were no bigger and of the geographical configuration of Andorra, there might be some good sense in this centralisation. However, there are many objections to housing a nation's historical muniments under one roof, and the English system whereby the national records are housed centrally but the local records are collected by each county, has much in its favour. In the case of serious fire, revolution or enemy action in war-time it would be possible for all Welsh records to be destroyed at once. The suggestion that all Welsh records "must" be brought together and housed in one depository is as sensible as to suggest that all ancient churches in Wales be removed to the Folk Museum at St. Fagans. Finally, to deprive Welsh counties of their natural historical background and heritage by removing the physical evidence of such heritage to a remote "national" centre seems destructive of those feelings of local patriotism which must be the foundation of Welsh national pride and consciousness, and which most Welsh people would wish to foster.

A record office with a staff of two to four is not by any means short of work in a county of moderate size and population. The present complement of the Department of Manuscripts and Records at the National Library of Wales is stated to be fourteen. This would not appear to be as suitable for the efficient "covering" of the thirteen Welsh counties, ensuring that records in private custody throughout the country are safeguarded, as the work of local record office staffs in touch with local families, solicitors and old-established firms.

Wales, consisting as it does of thirteen counties and extending over a large geographical area is administered by thirteen local authorities for such purposes as education, highways, public health and so on. Local records fall very well into these thirteen administrative units and mostly the nature of the records themselves demands their treatment upon a county basis. It is a sound and well-founded archival practice to respect the "fonds." Since the Act of Union in 1536, the Welsh counties have been administered through Quarter Sessions and in each county the Quarter Sessions records form the natural basis of the administrative collection. Besides the Quarter Sessions records there are a variety of *ad hoc* committees whose records were transferred to the county by acts of Parliament when their functions were transferred, for instance the Turnpike Commissioners, Sewers Commissioners, Highway Boards, Boards of Guardians, School Boards, Local Boards, etc. Furthermore, under the Local Governments Acts of 1894 (reenacted in 1933) civil parish records came under the care and protection of county councils [L.G.A. 1933, 23 & 24, Geo. V. c. 51, s. 281 (4)]. Assuming that the acts of Parliament at Westminster still apply to Wales, it seems, to say the least, highly questionable whether a Clerk of the Peace or County Council has the authority to hand over to another depository records such as those mentioned above.

In conclusion it must be remembered that the need of the historian should always be kept in mind. Local records dealing with local administration, either of the county or of the parish are of greatest use to the local historian. Anyone wishing to write parish history will usually select his own parish, a post-graduate student wishing to write a thesis on regional education or communications or highways or any of a host of similar subjects, will naturally choose an area in which he resides and with which he is familiar. He will look for and wish to find these records within his own county. Several complaints have been heard in the Glamorgan Record Office of the inaccessibility of some Glamorgan records now housed in the National Library of Wales at Aberystwyth. It would be far better if these records were here in Glamorgan and microfilm copies in Aberystwyth. The object of record depositories is not merely the

collection of records, but their preservation from decay and making them available to students. I think both these functions can be better served by local record offices.

I must apologise for writing at length but I cannot help feeling that Mr. Evan D. Jones' enthusiasms have blinded him to certain facts. Since the article was published abroad, I have written this in the hope of correcting any false impressions that may have been given of the state of records in Wales.

Yours faithfully,

MADELEINE ELSAS.

County Archivist.

EDITOR'S NOTE: Mr. Evan D. Jones states that what Miss Elsas calls "arguments (a) and (c)" are largely matters of opinion upon which "we can hold different views." He believes that what she calls "argument (b)," however, "lies in a different category." With respect to it he writes: "I certainly never put it forward in my paper, nor anywhere else. . . . You will find that I did not suggest that Welsh records are of a nature so different from other records that an English-trained archivist would not understand their special problems. I did not even plead for a knowledge of the Welsh language on the part of archivists, though, by the way, it is very necessary for deciphering place-names, and personal names, which, as you may imagine, are tricky stumbling blocks for non-Welsh-speaking archivists."

W. J. BARROW

*Document Restorer*

STATE LIBRARY BUILDING

RICHMOND 19, VA.