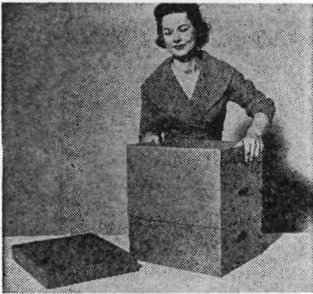




1



2



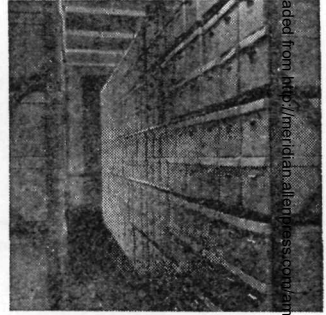
3

**SETS UP AUTOMATICALLY**  
**"1-2-3"**  
**FOR IMMEDIATE USE**

# The UNIQUE **PAIGE MIRACLE BOX**

**cuts record retention costs  
 75% in equipment—300% in space!**

The unique Paige Miracle Box has created a new system for efficient and economical record retention, utilizing full floor-to-ceiling space.



**UNIQUE**—because it sets up INSTANTLY and AUTOMATICALLY—no taping or stapling required.

**UNIQUE**—because it is the only corrugated container that is completely double-walled and double-ordered, providing amazing strength and durability.

**UNIQUE**—because it is double-floored, providing a bottom that can't "fall through."

**UNIQUE**—because it has a separate, telescopic cover.

**UNIQUE**—because it is rugged, though light in weight. Easy to lift and move by its comfortable hand-holds; even when full, can easily be carried by a girl.

Our brochure explains how the use of the unique PAIGE MIRACLE BOX has developed a new system of retaining records . . . how leading companies get maximum use of available space, highest efficiency in operations, greatest convenience for personnel. We'll be glad to send you a copy.

**The PAIGE  
 Company**  
 95 MADISON AVE.  
 NEW YORK 16, N. Y.

THE PAIGE CO., 95 MADISON AVE., NEW YORK 16, N. Y.  
 Send your new, illustrated Miracle Box brochure.  
 NAME . . . . . TITLE . . . . .  
 COMPANY . . . . .  
 STREET . . . . .  
 CITY . . . . . ZONE . . . . . STATE . . . . .

Downloaded from https://meridian.allenpublishing.com/meridian/doi/pdf/10.1080/00141801.1999.9949497

At the time of the late insurrection the Cuban archives were housed in the Cuartel de la Fuerza. While the building was by no means well adapted to such purposes, and while the collection still suffered from the disorders of previous years, nevertheless a semblance of order and, in some sections, a relatively permanent arrangement had been given to the papers by the devoted labors of Señor Julio Ponce de Leon, assistant archivist, and other officials. At the time of the late outbreak the building was required for military purposes. The officials had orders to vacate it, I think within two or three days and were given no proper means of men, sacks, and boxes for the purpose. The documents were thrown out of the windows through chutes to the street, piled in carts of the street-cleaning department, and dumped in the court-yard of the building, where they remained through heavy rain-storms until the insufficient force could get them into the present building. Though Mr. Ponce de Leon did what he could to bring order out of chaos, yet a most of his assistance consisted of the night brigade of street-sweepers, the result is an extraordinary and melancholy condition of disorder. The officials seem to have tried in vain to get a proper force of carriers and to have the proper repairs made to the building, which has many leaks in the roof and many doors and windows that do not properly shut.

I should not trouble you with these matters if it seemed that the management of the Cuban administration by the United States was to be of the most temporary nature. But since it appears that the American occupation may last long enough to cause some plans of administrative improvement to be carried out, and not merely the maintenance of the *status quo*, I venture to ask, on behalf of the historical scholars of the present and the future, who will be deeply interested in the materials which Mr. Pérez's report will bring to their knowledge, that some consideration may be given to the present status of the Cuban archives, and that, if you think fit, some inquiries may be made as to whether it is not practicable, with due regard to other governmental interests, to supply that establishment, if not with a modern fireproof building and an equipment suitable to an important historical archive, at least with sufficient force to repair as far as possible the recent damages and disorders and to make the collection available for the purposes for which it was designed.

I beg leave to offer my apologies if I am stepping outside my proper sphere in making these suggestions. I venture to add that Mr. Pérez, an extremely intelligent young man, well acquainted with the situation in all of its details and also well acquainted with good archive methods, happens to be again at the present time in Havana. If you desire information, which he can supply much better than I, he can be summoned by addressing him in care of the Bank of Nova Scotia, Havana. I shall take the liberty of asking him to call upon you upon the chance of your being able to see him.

— J. FRANKLIN JAMESON, Director, Department of Historical Research, Carnegie Institution of Washington, to the Secretary of War, Mar. 20, 1907 (File 2990, inclosure 39, general classified files, Records of the Bureau of Insular Affairs, National Archives).

# Bibliography

GRACE QUIMBY, *Editor*

*National Archives*

---

## WRITINGS ON ARCHIVES, CURRENT RECORDS, AND HISTORICAL MANUSCRIPTS

JULY 1961—JUNE 1962

COMPILED BY GRACE QUIMBY

This annual bibliography is the twentieth compiled for and published by the Society of American Archivists. It comprises titles issued in the United States and certain other countries within the period indicated. Some titles, not yet examined and therefore omitted here, will be included in the next list. Like its predecessors, this bibliography is a list of selected references to professional writings and does not include, unless they are unusually important, historical documentary publications, unpublished items, reports of institutions that give but a few lines to manuscript accessions, and items appearing in news notes. Still more selective is the listing of foreign archival publications, in view of the international bibliography being published in *Archivum*. The inclusion of more foreign titles than in earlier lists is due in part to current publishing activity and in part to the availability of abstracts in the *American Archivist*.

The bibliography is classified broadly by subject. An outline of the topics precedes the list. As usual, titles relating to technical aspects of the use of photography and to the reproduction of research materials are entered in class VIII, while items relating primarily to the use of photographic techniques for purposes of original recording and record management are entered in class II A. Related titles in different classes are indicated by cross-references at the end of each section.

The compiler is indebted to Geneva H. Penley and JoAnn C. Campbell for assistance in compilation and to the latter also for typing the manuscript.

- I. General Literature
- II. Filing Techniques and Management of Current Records
  - A. General Discussion
  - B. Machine Techniques in Office Operations and in Information Processing
- 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 Record Officers

#### I. GENERAL LITERATURE

1. BIBLIOGRAPHICAL services throughout the world, 1950-1959. Paris, Unesco, 1961. 228 p. Cumulative volume.
2. BIBLIOGRAPHY, documentation, terminology. [V. 1, no. 1], Mar. 1961-. Paris, Unesco, 1961-. Appears bimonthly in four separate language editions: English, French, Russian, and Spanish. Successor to Unesco's *Bulletin on scientific documentation and terminology* and *Bibliographical news*. First three issues called *Bulletin on bibliography, documentation and terminology*.
3. BOEHM, ERIC H., and LALIT ADOLPHUS, eds. Historical periodicals; an annotated world list of historical and related serial publications. Santa Barbara, Calif., Clio Press, 1961. 618 p. Reviewed by Lester K. Born in *American archivist*, 25:248 (Apr. 1962). The U. S. section is reprinted separately.
4. BORN, LESTER K. Archives. Encyclopædia Britannica, Chicago, 1962, v. 2, pp. 287-291. A concise, comprehensive historical sketch and bibliography; a revision of the author's article in an earlier edition of the Britannica.
5. BOULLIER DE BRANCHE, HENRI. Archivo; organización y métodos. Segunda impresión. San José, Costa Rica, Escuela Superior de Administración Pública América Central, 1961. 194 p.
6. BRIGHAM, CLARENCE S. Additions and corrections to "History and bibliography of American newspapers, 1690-1820." Worcester, Mass., American Antiquarian Society, 1961. 50 p. "Reprinted from the Proceedings of the American Antiquarian Society for April 1961."
7. BROEKER, GALEN. Jared Sparks, Robert Peel, and the State paper office. *American quarterly*, 13:140-152 (Summer 1961).
8. BUCK, SOLON J. Clarence E. Carter, 1881-1961. *American archivist*, 25:59-60 (Jan. 1962).
9. CARMAN, HARRY J., and ARTHUR W. THOMPSON, comps. A guide to the principal sources for American civilization, 1800-1900, in the city of New York;

- printed materials. New York, Columbia University Press, 1962. 630 p. A companion volume to the compilers' *Guide to the principal sources . . . ; manuscripts*. 1960. Topical arrangement includes: Printed guides to manuscripts, p. 423-435; Public records, p. 436-516; Societies and publications of societies, p. 558-570.
10. CONCORDIA HISTORICAL INSTITUTE, *St. Louis*. Bulletin, no. 1- . St. Louis, [1956]- . No. 1, What is archival material; no. 2, Congregational archivists; no. 5 (rev. 1962), Compiling a congregational history. The bulletins are written by Aug. R. Suelflow.
  11. THE CONFERENCE ON SCIENCE MANUSCRIPTS, *Washington, D. C.*, 5-6 May 1960. *Isis*, v. 53, pt. 1, no. 171: 1-157 (Mar. 1962). Papers by R. H. Shryock, W. J. Bell, Jr., Edward Lurie, R. G. Hewlett, W. C. Grover, A. H. Dupree, Harry Alpert, Kendall Birr, Hugh Odishaw, L. H. Evans, Nathan Reingold, Saul Benison, Donald Fleming, H. B. Glass, and C. D. Leake; and appendix, The problem of scientific manuscripts in Britain, by R. N. Quirk.
  12. DIXON, ELIZABETH I. Oral history; a new horizon. *Library journal*, 87: 1363-1365 (Apr. 1, 1962).
  13. ESSAYS IN MEMORY OF SIR HILARY JENKINSON. Edited for the Society of Archivists by Albert E. J. Hollaender. Chichester, Sussex, Printed by Moore and Tillyer, Ltd., 1962. 189 p. Partial contents: Roger H. Ellis, The building of the Public Record Office; W. Kaye Lamb, The fine art of destruction; Elizabeth Ralph, The development of local archive service in England; Maurice F. Bond, The British Records Association and the modern archive movement; David S. Macmillan, Business archives—a survey of developments in Great Britain, the United States of America and in Australia; Ian Maclean, Analysis of Jenkinson's "Manual of archive administration" in the light of Australian experience; Clinton V. Black, Jenkinson and Jamaica; H. E. Bell, Archivist itinerant—Jenkinson in wartime Italy; Raymond Irwin, The education of an archivist.
  14. FAIRBANK, JOHN K., and Ssü-YU TENG. Ch'ing administration; three studies. Cambridge, Harvard University Press, 1960. 246 p. (Harvard-Yenching Institute, *Studies*, 19.) The third study is "on the types and uses of Ch'ing documents." Review by Ernst Posner in *American archivist*, 25: 61-63 (Jan. 1962).
  15. GARRISON, CURTIS W., and DOROTHY ARBAUGH. Coleções de manuscritos, documentos de arquivo, e filmes. Rio de Janeiro, Arquivo Nacional, 1960. 27 p. Translations, by Manoel Adolpho Wanderley, of two articles: The relation of historical manuscripts to archival materials and Motion pictures and the future historian, in *American archivist*, 2: 97-114 (Apr. 1939).
  16. GEORGE WASHINGTON UNIVERSITY. SCHOOL OF GOVERNMENT, BUSINESS AND INTERNATIONAL AFFAIRS. MANAGEMENT RESEARCH GROUP. Essential records for individual identification and re-establishment of individual rights. Appendix A (preliminary): An annotated bibliography. Library search by Grace Quimby. Edited by Doreen S. Jones. Prepared under contract with the National Archives and Records Service. Washington, 1962. 19 p.
  17. GINGERICH, MELVIN. A manual for church archivists. *American archivist*, 24: 445-450 (Oct. 1961).
  18. GUIDE TO MICROFORMS IN PRINT, 1962. Albert James Diaz, editor. Washington, Microcard Editions, 1962. 81 p.
  19. HEPWORTH, P. Archives in libraries? *Library review*, 138: 101-106 (Summer 1961).
  20. HOLMES, OLIVER W. Sir Hilary Jenkinson, 1882-1961. *American archivist*, 24: 345-347 (July 1961).
  21. HULL, FELIX. Limits. Society of Archivists, *Journal*, 2: 138-140 (Oct. 1961). Considers the limits of time and resources to be used in semiarchival duties.
  22. INTERNATIONAL FEDERATION FOR DOCUMENTATION. Modern documentation and information practices. The Hague, 1961. 225 p. (FID *Publication* 334.) A basic manual with extensive bibliography.

23. ISTERIIA SSSR, Mar./Apr. 1957- . Moscow, Institut Istorii Akademia Nauk SSSR, 1957- . A bimonthly journal that includes source materials on modern history of the U.S.S.R. and articles on archival science, the profession, institutions, and holdings. Table of contents also in English.
24. JENKINSON, Sir HILARY. Roots. Society of Archivists, *Journal*, 2: 131-138 (Oct. 1961).
25. LABAREE, BENJAMIN W. New England town meeting. *American archivist*, 25: 165-172 (Apr. 1962).
26. LIND, WILLIAM E. Worth Marion Tippy, 1866-1961. *American archivist*, 25: 8 (Jan. 1962).
27. MARQUANT, R. Os arquivos e as modernas pesquisas econômicas e sociais. Tradução de Manoel Adolpho Wanderley. Rio de Janeiro, Arquivo Nacional, 1960. 32 p. Report to the 4th International Congress on Archives, Stockholm, 1960.
28. MASTERTON, JAMES R., ed. Writings on American history, 1954. Compiled for the National Historical Publications Commission. [Washington, 1961.] 648 p. (American Historical Association, *Annual report for the year 1956*, v. 2.)
29. NUNIS, DOYCE B., JR. The library and oral history. *California librarian*, 22: 139-144 (July 1961).
30. PAN AMERICAN UNION. COLUMBUS MEMORIAL LIBRARY. Bibliografía bibliotológica; por Emma Linares. Washington, D. C., 1960. 233 p. (*Bibliographic series*, no. 49.) Includes titles on "archivos, documentación, fichas, mecanización, restauración y conservación, edificio y equipo, terminología" and "formación profesional."
31. POSTE, LESLIE I. The development of U.S. protection of libraries and archives in Europe during World War II. Chicago, 1958. 1 vol. (various pagings.) Thesis, University of Chicago. Photostat of typescript; in National Archives Library.
32. RICHTER, JOHN H. Librarians and archivists on postage stamps. A guide to an exhibit in the University of Kentucky Library, February 1962. Lexington, University of Kentucky Library, 1962. 34 p. (*Occasional contribution* no. 117.) Sketches of 70 men (10 archivists) who worked in libraries or archives (sometimes briefly) and whose accomplishments in other fields were honored by postage stamp issues.
33. ROSENBERG, BRUNO. Arkiveringsorganisation. *Organisationsnytt*, v. 3, no. 3: 13-20 (1961).
34. RUSSIA (1923- , U.S.S.R.). GLAVNOE ARKHIVNOE UPRAVLENIE. Katalog arkhivovedcheskoi literatury, 1917-1959. [Edited by A. I. Loginova et al.] Moscow, 1961. 191 p. This catalog of archival literature includes as topics the history and organization of archives, theory and practice of archival management, laws and regulations, policies, and institutional guides; also a section on "Archives abroad" that includes some references to archives in the United States before and after the establishment of the National Archives.
35. ———. Sbornik rukovodiashchikh materialov po arkhivnomu delu. Moscow, 1961. 266 p. Collection of materials for the guidance of archival work.
36. SAMARAN, CHARLES M. D., ed. L'histoire et ses méthodes. [Paris, Gallimard, 1961.] 1,771 p. (*Encyclopédie de la Pléiade*, 11.) Includes: Les archives, by Robert-Henri Bautier, p. 1120-1166; Les faux dans les archives et les bibliothèques, by Gilbert Ouy, p. 1365-1383; Cinémathèques, et photothèques, filmothèques, discothèques, phonothèques, tenidiotèques, p. 1167-1204; Témoignages photographiques et cinématographiques, p. 1390-1410; Photographie et cinématographiques, p. 771-801; Les machines parlantes, p. 802-819. Discusses, in part, archival use of audiovisual aids.
37. TANODI, AURELIO Z. El concepto de archivología. *Universidad*, no. 44: 261-288 (1960). Also printed separately, as Universidad Nacional de Litoral, Departamento de Pedagogía Universitaria, *Extensión cultural*, 1, Santa Fe, República Argentina, 1960. 30 p.
38. ———. Manual de archivología Hispanoamericana. Teorías y principios. Cór-

- doña, Argentina, Escuela de Archiveros, Universidad Nacional de Córdoba, 1961. 285 p.
39. TIMINGS, E. KENNETH. The archivist and the public. *Society of Archivists, Journal*, 2: 179-183 (Apr. 1962).
  40. WRITINGS ON ARCHIVES, current records, and historical manuscripts, July 1960-June 1961. Compiled by Grace Quimby. *American archivist*, 25: 83-107 (Jan. 1962).

## II. FILING TECHNIQUES AND MANAGEMENT OF CURRENT RECORDS

### A. General Discussion

41. ALLDREDGE, EVERETT O. Total paperwork management. *NOMA management quarterlies*, v. 2, no. 12: 10-22 (June 1962). Delineates the dimensions of the Federal records problem.
42. BEACH, REX, and JOHN T. CATON. State and local government records programs. *American archivist*, 24: 289-296 (July 1961).
43. BENEDON, WILLIAM. Reappraisal of records management. *Office*, 53: 126, 311-313 (Jan. 1961).
44. CROCKER, HOWARD W. Are town records a casualty of the modern era? *American archivist*, 25: 183-187 (Apr. 1962).
45. CUMMINGS, J. F., and W. B. SADAUSKAS. How to set up and operate a records storage center. *Office*, 52: 12-15, 19-20, 88 (Dec. 1960).
46. HELTON, H. STEPHEN. Recordkeeping in the Department of State, 1789-1956. *National Archives accessions*, no. 56: 1-24 (Nov. 1961).
47. JOHNSON, EDWARD N. Trends in county records management. *American archivist*, 24: 297-301 (July 1961).
48. LAKE, VIRGINIA. Pioneering in the control of medical-clinical case records. *American archivist*, 24: 259-267 (July 1961).
49. LANGELIER, ROLAND H. Dead figures? No—live facts! *American archivist*, 24: 283-288 (July 1961).
50. LEVENE, BYRON H. A reunified program of records management. *Illinois libraries*, 44: 400-404 (June 1962).
51. MAYNE, D. R. Paper work in Indiana; 1960 survey. *Systems and procedures magazine*, 12: 33-37 (Mar. 1961).
52. MITCHELL, THORNTON W. The state of records management. *American archivist*, 24: 259-267 (July 1961).
53. NATIONAL OFFICE MANAGEMENT ASSOCIATION. *NOMA bibliography for office management* [17th edition, 1961]. Willow Grove, Pa., 1961. 51 p.
54. OREGON. STATE ARCHIVES. Suggested filing rules manual for Oregon's public records. 1962 revision. [n.p., 1962.] 11 p. (*Publication* no. 24.)
55. PENNSYLVANIA. GOVERNOR'S OFFICE. A guide to efficient filing [by a committee of records managers of Pennsylvania agencies]. [Harrisburg, Pa., 1960.] 61 p. Review in *American archivist*, 24: 357 (July 1961). Designed primarily for the use of records managers and supervisors of filing work. Includes a glossary.
56. RECORDS management [feature section]. *Office administration* [Montreal], v. 8, no. 5: 37-63 (May 1962). Introductory analysis: The answer to paperwork problems, by William J. Gray.
57. ROFES, W. L. Protection of vital records. *Office*, 52: 22, 26, 30, 286-287, 289 (Oct. 1960). Discusses what business records are "vital," i.e., "must be available to reconstruct the status of the organization and to continue its being."
58. ROSS, H. JOHN. Paperwork management; a manual of work-load reduction techniques. South Miami, Fla., Office Research Institute, 1961. 349 p. Copious illustrations and sample forms.
59. SADAUSKAS, WALLACE B. Manual of business forms. New York, Office Publications Co., 1961. 235 p. Reprinted from *The Office*, v. 54, no. 3 (Aug. 15, 1961).

60. STATE DEPARTMENT completes world-wide study of embassy and consulate files. *Navy management review*, v. 6, no. 10:8-9 (Oct. 1961). Study made with the technical assistance of the National Archives and Records Service.
61. THOMPSON, C. H. Training for business records work. *Aslib proceedings*, 13: 205-212 (Aug. 1961).
62. U. S. AGENCY FOR INTERNATIONAL DEVELOPMENT. Handbook for training; AID records program, November 1961. [Washington, 1961.] 45 p.
63. ———. Records handbook, November 1961. [Washington, 1961.] 1 vol. (unpaged).
64. U. S. BUREAU OF OLD-AGE AND SURVIVORS INSURANCE. Files manual. [Washington, 1961.] 1 vol. (various pagings).
65. U. S. CONGRESS. HOUSE. POST OFFICE AND CIVIL SERVICE COMMITTEE. Data compilation activities of the Federal Government; personnel and contract costs. Washington, 1960. 37 p. (86th Cong., 2d sess., *H. Rept.* 1357; serial no. 1224.)
66. U. S. INTERAGENCY RECORDS ADMINISTRATION CONFERENCE, *Washington, D. C.* Forms—the Federal perspective. A look at Government-wide requirements relating to forms. Washington, [1962]. 21 p. Meeting of Mar. 23, 1962. Speakers: George Mullins, Bureau of the Budget; Simmons B. Savage, Jr., General Accounting Office; Murray Haber, National Archives and Records Service.
67. ———. Getting your ideas across; improving communications with instructional aids. Washington, [1962]. 15 p. Meeting of Jan. 19, 1962. Speaker: Donald Maley, University of Maryland.
68. ———. Line supervisory training—the key to better paperwork systems; the Navy's supervisory development training program. Washington, [1962?]. 13 p. Meeting of Sept. 22, 1961. Speakers: William B. Rice, Department of the Navy; Robert H. Meehan, Department of the Navy.
69. ———. Paperwork is people; how to measure clerical effectiveness. Washington, [1962?]. Meeting of Oct. 20, 1961. Speaker: C. J. McGarr, Sandia Corp.
70. ———. Paperwork management; how it can help meet the needs of the Federal Government in the sixties. Washington, [1962]. 10 p. Meeting of Feb. 3, 1962. Speakers: Bernard L. Boutin, Administrator of General Services; Harold Seidman, Bureau of the Budget.
71. ———. Passing the word; improving and speeding written communications. Washington, [1962]. 15 p. Meeting of Nov. 17, 1961. Speakers: David R. Baird, Gallant, Inc.; Peter J. Doyle, Department of Agriculture; Robert W. Wertz, Veterans Administration.
72. ———. Understanding data retrieval; how it fits into daily management responsibilities. Washington, [1962]. 10 p. Meeting of May 18, 1962. Speaker: Alonzo J. Covel, Department of State.
73. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. OFFICE OF RECORDS MANAGEMENT. Applying records schedules. Revised. Washington, 1961. 23 p. (*Records management handbook; managing noncurrent files.*)
74. ———. Forms design. [Washington], 1960. 88 p. (*Records management handbook; managing forms.*)
75. U. S. NATIONAL SCIENCE FOUNDATION. Uniform filing system (for the guidance of NSF employees). Washington, [1962]. 1 vol. (various pagings). (*NSF Handbook 3A2.*)
76. [U. S. STATE DEPARTMENT]. Preparation of uniform filing system is well advanced. *Department of State news letter*, no. 10:37 (Feb. 1962). Description of system devised by the Division of Records Management as a result of a worldwide study.
77. WHAT WRITTEN RECORDS must companies keep when using electronic data processing? *Journal of taxation*, 16: 373 (June 1962).

See also: 33, 129, 147-149, 156-158, 160, 161, 164, 166, 167, 170, 179, 181, 185, 202, 208, 216, 221, 291, 332, 514, 520, 521.



## II. B. Machine Techniques in Office Operations and in Information Processing

78. BOURNE, CHARLES P. Bibliography on the mechanization of information retrieval. Supplement 3. Menlo Park, Calif., Stanford Research Institute, 1961. 27 p. The first list was issued in 1958.
79. BUSHOR, WILLIAM E. Information storage/retrieval. *Electronics*, v. 35, no. 26: 39-62 (June 29, 1962). A comprehensive survey of the "state of the art."
80. CONFERENCE ON THE MECHANIZATION OF RECORDS AND OFFICE PROCEDURES IN EDUCATION, *Purdue University*, 1961. The mechanization of records and office procedures in education. Lafayette, Ind., Purdue University, [1961]. 31 l. Punchcard systems.
81. FAIRTHORNE, R. A. Towards information retrieval. London, Butterworth, 1961. 211 p. 16 papers centered on recovery of records according to subject matter and concerned mainly with principles.
82. GALLAGHER, JAMES D. Management information systems and the computer. New York, 1961. 191 p. (American Management Association, *Research study* no. 51.)
83. GEROLD, CHARLES. ADP in Federal personnel management; the sleeping giant. *Public administration review*, 22: 71-74 (Spring 1962). An evaluation of current applications of ADP in the Federal Government.
84. HAINES, G., et al. Computer as a small-group member. *Administrative science quarterly*, 6: 360-374 (Dec. 1961). Demonstrates that the introduction of a computer as a group member in a task-oriented group is actually possible.
85. HAMMOND, WILLIAM. Evolution of the ASTIA automated search and retrieval system. Arlington, Va., Armed Services Technical Information Agency, 1961. 66 p.
86. INTERNATIONAL BUSINESS MACHINES CORPORATION. General information manual; an introduction to information retrieval. [White Plains, N. Y., 1960.] 16 p.
87. ———. Reference manual; glossary for information processing. White Plains, N. Y., 1962. 1 vol. (various pagings). Bibliography.
88. ———. Reference manual; index organization for information retrieval. [White Plains, N. Y.], 1961. 63 p. Glossary, p. 45-59; Bibliography, p. 61-63.
89. JACK, ROBERT L. Internal Revenue Service ADP system. *Armed Forces comptroller*, 6: 17-22 (Dec. 1961).
90. KELLER, ARNOLD E. Tax center of the nation. *Business automation*, 7: 24-29 (Mar. 1962). Describes the Internal Revenue Service's National Computer Center at Martinsburg, W. Va.
91. M.U.L.L.—MODERN USES OF LOGIC IN LAW. Quarterly newsletter of the American Bar Association, Special Committee on Electronic Data Retrieval, in collaboration with Yale Law School. V. 1, no. 1, Sept. 1959- . Chicago, American Bar Center, 1959- . [No 1961 issues published.]
92. MAHONEY, EDWARD J. Progress and problems in Federal Government automatic data processing programs. *Armed Forces comptroller*, 5: 7-13 (Mar. 1962).
93. NOT MUCH PAPER in their paperwork; magnetic tape data is converted instantly to microfilm in giant Social Security files. *Systems management*, v. 3, no. 2: 20-23 (Mar./Apr. 1962). Also reprinted for Recordak Corp.
94. PYLE, R. L. Archiving of Tiros data. U.S. National Aeronautics and Space Administration, *Proceedings of the international meteorological satellite workshop*, Nov. 13-22, 1961, Washington, [1962], p. 153-155.
95. SPANGLER, MARSHALL. General bibliography on information storage and retrieval. [Schenectady?], General Electric, Computer Dept., 1962. 390 p. (General Electric, Computer Dept., *Technical information series*, R62CD2.)
96. TAUBE, MORTIMER. Computers and common sense; the myth of thinking machines. New York, Columbia University Press, 1961. 136 p.
97. U. S. AGRICULTURE DEPARTMENT. ADP STUDY GROUP. Management of objectives with dollars through employees. Preliminary report, Sept. 1961. Wash-

- ington, 1961. 234 p. The MODE system was designed to use automatic data processing techniques for the administration of personnel, payrolls, accounting, and budget operations.
98. U. S. ARMED SERVICES TECHNICAL INFORMATION AGENCY. Documentation and information theory; a report bibliography. Coverage, March 1961-September 1962. Arlington, Va., [1962]. 38 p. "A special supplement to Report Bib. AD-269 800, Information theory, and Report Bib. AD-267 000, Documentation."
  99. U. S. BUDGET BUREAU. Directory, orientation and training courses in automatic data processing. Issue no. 4, Aug. 1962. Washington, 1962. 59 p.
  100. U. S. COMMERCE DEPARTMENT. OFFICE OF TECHNICAL SERVICES. OTS selective bibliography; information storage and retrieval. [Washington, 1961.] 13 p. Lists reports and translations added to the OTS collection, 1959-September 1961, and covered in the abstract journals *U. S. Government research reports* and *Technical translations*.
  101. U. S. FEDERAL AVIATION AGENCY. Personnel data processing handbook; an FAA handbook. Washington, 1962. 25 p.
  102. U. S. INTERAGENCY COMMITTEE ON AUTOMATIC DATA PROCESSING. TASK FORCE ON BIBLIOGRAPHY. Bibliography of bibliographies on ADP. Washington, 1962. 7 p. (*Special report*, Mar. 1962.) Other *Special reports*, issued irregularly: Collections of ADP literature in Washington, D. C.; Periodicals regularly containing material on ADP; Abstracting services.
  103. ———. Report, December 1961-. Washington, [1961?]-. Unnumbered monthly series of annotated titles.
  104. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. OFFICE OF RECORDS MANAGEMENT. Office information retrieval; improved systems and concepts. Rev. Oct. 1962. [Washington, 1962.] 6 p. Lists systems by types, some applications of each, and their manufacturers or designers.
  105. ———. Office information retrieval; selected bibliography. Rev. Sept. 1962. [Washington, 1962.] 2 p.
  106. U. S. NATIONAL BUREAU OF STANDARDS. Information selection systems retrieval replica copies; a state-of-the-art report. [By] Thomas C. Bagg and Mary Elizabeth Stevens. Washington, 1961. 172 p. (*Technical note 157*.) Bibliography, p. 117-148.
  107. U. S. NATIONAL SCIENCE FOUNDATION. Nonconventional technical information systems in current use. No. 3. Compiled by E. M. McCormick and Nancy R. Donald. Washington, 1962. 209 p. The first issue, 1959, is out of print; no. 2 and its Supplement are available.
  108. U. S. OLD-AGE AND SURVIVORS INSURANCE BUREAU. Recordkeeping in the Division of Accounting Operations, Baltimore, Maryland. [Washington, 1962.] 61 p.
  109. VIGNALL, J. A. Ten consequences of inadequate planning of automatic data processing. *N A A* [National Association of Accountants] *bulletin*, 43:55-61 (Apr. 1962). In Federal Government installations.
  110. WILDS, THOMAS. Information retrieval. *American archivist*, 269-282 (July 1960).  
See also: 65, 77, 323, 326, 327, 329, 338, 339, 345, 352, 363, 364, 529.

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

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

111. AMERICAN HISTORICAL ASSOCIATION. Annual report for the year 1960. V. 1, Proceedings. Washington, [1961]. 230 p. Included are the reports of the executive secretary and managing editor, Boyd C. Shafer, and the committees; the Pacific Coast Branch, Proceedings of the fifty-third annual meeting; and the list of members, July 1961.

112. BROOKS, PHILIP C. The Harry S. Truman Library—plans and reality. *American archivist*, 25:25-37 (Jan. 1962).
113. CONFERENCE ON COPYING EUROPEAN MANUSCRIPT SOURCES FOR AMERICAN HISTORY, Washington, D. C., 1961. [Proceedings. Washington, Library of Congress, 1961.] 12 l.
114. COUNCIL ON LIBRARY RESOURCES. Annual report, 5th; and 6th, for the period ending June 30, 1961; and 1962. Washington, D. C., [n.d., n.d.]. 66, 50 p. Includes list of projects supported by the council, several of interest to archivists.
115. DAVIDSON, HELEN L. A tentative survey of business archives. *American archivist*, 24:323-327 (July 1961).
116. DEUTRICH, MABEL E. American church archives; an overview. *American archivist*, 24:387-402 (Oct. 1961).
117. DONOUGH, ROGER H. Thomas O. Amelia, 1901-1961. *American archivist*, 25:241-242 (Apr. 1962).
118. [EISENHOWER PRESIDENTIAL LIBRARY COMMISSION.] Dedication ceremony; Eisenhower Presidential Library. Abilene, Kans., 1962. [13 p.]
119. GROVER, WAYNE C. The Presidential library system. *Palimpsest*, 43:387-392 (Aug. 1962).
120. HAMILTON, KENNETH G. The Moravian archives at Bethlehem, Pennsylvania. *American archivist*, 24:415-423 (Oct. 1961).
121. HARRY S. TRUMAN LIBRARY. Research newsletter, no. 1, Oct. 1961- . [n.p.], 1962- . "Information as to major developments at the Library, especially in the acquisition and processing of materials and research that is being done." To be issued at irregular intervals.
122. HOOVER, HERBERT. Presidential library address. *Palimpsest*, 43:379-386 (Aug. 1962).
123. [HERBERT HOOVER BIRTHPLACE FOUNDATION, INC.] Herbert Hoover Presidential Library, West Branch, Iowa. [12 p.]
124. KAHN, HERMAN. The Presidential Library; a new institution. *Special libraries*, 50:106-113 (Mar. 1959).
125. *Kansas!* v. 17, no. 2 (Mar./Apr. 1962). Special issue on the completion of Eisenhower Center and Presidential Library, Abilene.
126. LIND, WILLIAM E. Methodist archives in the United States. *American archivist*, 24:435-440 (Oct. 1961).
127. MCAVOY, THOMAS T. Catholic archives and manuscript collections. *American archivist*, 24:409-414 (Oct. 1961).
128. MENKUS, BELDEN. The Baptist Sunday School Board and its records. *American archivist*, 24:441-444 (Oct. 1961).
129. PÉROTIN, YVES. Le records management et l'administration américaine des archives. Rapport de mission adressé à M. le Préfet de la Seine. [Paris], Archives de la Seine et de la Ville de Paris; Imprimerie municipale, Hôtel de Ville, 1962. 51 p.
130. PETERSEN, WILLIAM J. Dedication of the Library. *Palimpsest*, 43:395-397 (Aug. 1962). The Herbert Hoover Library.
131. SINCLAIR, BRUCE. Museum artifacts in company archives. *American archivist*, 24:337-338 (July 1961).
132. THE SOCIETY OF AMERICAN ARCHIVISTS. [Denver, Colo. State Archives, 1960?] Folder.
133. SOCIETY OF AMERICAN ARCHIVISTS. Annual directory, June 30, 1962. Compiled by Dolores C. Renze. Denver, Colo., [1962]. 31 p. Lists individual members and institutional memberships, subscriptions, and exchanges; includes a historical résumé of the Society; lists founding members, officers, and annual meetings.
134. ———. Proceedings of the Society's 25th anniversary luncheon. *American archivist*, 25:227-240 (Apr. 1962).
135. ———. Résumé of Council minutes, Kansas City, Mo., October 7, 1961; Wash-

- ington, D. C., December 28, 1961. *American archivist*, 25:267-270 (Apr. 1962).
136. ———. 25th annual business meeting, Kansas City, Mo., October 6, 1961; and Winter luncheon meeting [December 28, 1961, Washington, D. C.]. *American archivist*, 25:271-274 (Apr. 1962).
137. ———. 25th annual meeting, [October 1961, Kansas City and Independence]. *American archivist*, 25:112-127 (Jan. 1962). Includes reprint of the account published in the Library of Congress, *Information bulletin* (20:614-617, Oct. 16, 1961); Resolutions; Waldo Gifford Leland Prize; Fellows; Résumé of Council minutes, April 10 (Washington, D. C.) and October 5; Report of the secretary; Report of the treasurer; and Abridged committee reports.
138. ———. Society directory. 25th anniversary edition, 1936-61. Compiled by Dolores C. Renze. [n.p., n.d.] 150 p. Individual and institutional memberships and subscriptions as of June 30, 1961.
139. ———. CHURCH RECORDS COMMITTEE. Directory of religious archivists and historians in America, 1962. Compiled by Aug. R. Suelflow. [n.p.], Society of American Archivists, Church Records Committee, 1962. 32 p. The foreword points out that this is basically a "Directory of religious archival and historical depositories."
140. SUELFLOW, AUGUST R. The struggle of church archives for respectability. *American archivist*, 24:403-408 (Oct. 1961).
141. TAMBOLA, SISTER DAMIEN. James F. Edwards, pioneer archivist of Catholic Church history of America. American Catholic Historical Society of Philadelphia, *Records*, 72:3-32 (Mar./June 1961). Also reprinted.
142. U. S. CONGRESS. HOUSE. APPROPRIATIONS COMMITTEE. Independent offices appropriations for 1963. Hearings . . . 87-2. Washington, 1962. 3 vols. Hearings on the National Archives and Records Service, v. 3, p. 350-369.
143. [U. S. NATIONAL ARCHIVES AND RECORDS SERVICE]. FEDERAL RECORDS CENTER, [Bell, Calif.]. Open house for Federal executives. [n.p.], 1962. Brochure, including program.
144. VARIEUR, PASCAL MARIE. The small, limited, or specialized church archives. *American archivist*, 24:451-456 (Oct. 1961).
145. WORKSHOP on the administration of archives and manuscript collections. American Theological Library Association, [Conference, 1961, Washington, D. C.], *Summary of proceedings*. [n.p.], the Association, 1961, p. 84-92.
- See also: 10, 41, 65, 76, 90, 92, 99, 108, 109, 325, 354, 380, 489.

### III. B. State and Local

146. ADAMS, W. HOWARD. The presence of the past. *American archivist*, 25:223-226 (Apr. 1962).
147. BUREAU OF GOVERNMENTAL RESEARCH, Inc., New Orleans. Paperwork; records management in New Orleans. New Orleans, the Bureau, [1961]. 25 p. Contents: General findings; Recommendations relating to specific departments, etc.; Records inventories.
148. CARLTON, WILLIAM. Records management in Texas government. *Texas libraries*, 23:72-76 (May/June 1961).
149. CASSADY, THEODORE J. Records responsibility at State and local levels. *Illinois libraries*, 43:421-424 (June 1961).
150. COLUMBIA UNIVERSITY. ORAL HISTORY RESEARCH OFFICE. Report for the year 1961-1962; recent acquisitions. [n.p., 1962?] 15 p.
151. DEPAUW UNIVERSITY. Archives of DePauw University and Indiana Methodism; annual report 1961-1962. Greencastle, Ind., [1962?] 8 p.].
152. DR. BETTMANN and his picture archives; Dr. Otto L. Bettmann established his picture service in New York just over 25 years ago. *Publishers' weekly*, 180:32-35 (Sept. 25, 1961).
153. ELEUTHERIAN MILLS HISTORICAL LIBRARY, Greenville, Del. Eleutherian Mills

- Historical Library; a record of its dedication on 7 October 1961. Greenville, Eleutherian Mills-Hagley Foundation, Inc., 1961. 62 p. This library resulted from the merger of the Longwood Library and the Hagley Museum Library.
154. HALPIN, J. F. Turmoil in New Mexico. *Texas library journal*, 37:73-78 (Sept. 1961). The custodial vicissitudes of New Mexico's records, 1610-1961.
  155. HUGHES, CHARLES E., JR. Problems in administering local records. *American archivist*, 25:151-157 (Apr. 1962).
  156. ILLINOIS. LAWS, STATUTES, ETC. Local Records Act, approved August 18, 1961. [Springfield], Secretary of State, [1961]. 4 p.
  157. ILLINOIS. LOCAL RECORDS COMMISSION. Regulations. [Springfield, Secretary of State, 1962.] 25 p.
  158. ———. Suggested guide. [Springfield, Secretary of State, 1962.] 3 p. Inventory work sheet.
  159. ILLINOIS. STATE LIBRARY. Records: The State Records Act; The Local Records Act; Reproduction of public records on film; Preservation of historical documents and records. *Illinois libraries*, 44:63-78 (Jan. 1962). Texts of State laws.
  160. ILLINOIS. STATE RECORDS COMMISSION. Regulations, 2d revision. [n.p., 1961.] 26 p.
  161. ILLINOIS LIBRARIES, v. 44, no. 6 (June 1962): Illinois State Archives issue. Includes: A view of the Local Records Act, by Ralph Havener; A reunified program of records management, by B. H. Levene; Maps in the Illinois State Archives, by E. M. Scheffler.
  162. JONES, H. G. Special manuscript repositories in North Carolina. *North Carolina libraries*, 19:28-29 (Winter 1961).
  163. ———. State Department of Archives and History. *North Carolina libraries*, 19:5-15 (Winter 1961).
  164. KENTUCKY. STATE ARCHIVES AND RECORDS COMMISSION. Kentucky moves forward on the paper problem. Report to the 1962 General Assembly. Frankfort, 1962. 13 p.
  165. LANE, Sister M. CLAUDE. Catholic archives of Texas; history and preliminary inventory. Houston, Tex., Sacred Heart Dominican College, 1961. 114 p.
  166. MCMAHON, JOHN A. A county official looks at a State-supervised county records program. *American archivist*, 25:211-218 (Apr. 1962).
  167. ———. The local records program in North Carolina. Raleigh, North Carolina Department of Archives and History, 1962. [165]-174 p. An address, reprinted from *North Carolina historical review*, 39:165-174 (Spring 1962).
  168. MARYLAND. HALL OF RECORDS. Twenty-sixth annual report of the Archivist, for fiscal year July 1, 1960, through June 30, 1961. [n.p., n.d.] 55 p.
  169. MASSACHUSETTS. SECRETARY OF THE COMMONWEALTH. Annual report for the fiscal year ending June 30, 1961. [n.p., n.d.] (*Public document* no. 46.) 50 p. The report of the Archives Division, by Richard W. Hale, appears on p. 7-8; of the Public Records Division, by James F. Kane, on p. 17-18. Archives statistics are on p. 21.
  170. MEAD, WALTER F. New Hampshire's program for records management. *State government*, 35:182-184 (Summer 1962).
  171. MICHIGAN. HISTORICAL COMMISSION. ARCHIVES DIVISION. Annual report, July 1, 1961-June 30, 1962. Lansing, 1962. 41 p. Appended are: Schedules of retention and disposal of public school records (General schedule no. 2), and of Register of Deeds records (General schedule no. 3); Permanent records of all units of Michigan government, 1796-1962 [a listing].
  172. NEW MEXICO. COMMISSION OF PUBLIC RECORDS. First annual report, 1960-1961. Santa Fe, [n.d.]. 13 p.
  173. NEW MEXICO. [COMMISSION OF PUBLIC RECORDS]. The New Mexico State Records Center and Archives. [n.p., 1960? 10 p.]
  174. OREGON. LAWS, STATUTES, ETC. Laws relating to public libraries, State archives, and public records; from Oregon revised statutes as of Dec. 1, 1961. Salem, Oregon State Library, [1962]. 30 p.

175. ———. LAWS, STATUTES, ETC. Oregon administrative rules, Ch. 543: Oregon State Library, Division 1-6. [Salem, Secretary of State, 1960-1961.] 12 p. Administration, fees, definitions and use of the State archives, transfer of records, destruction of State records, disposition of county records.
176. ———. STATE ARCHIVES. The role of the State Archivist; a statement by the Board of Trustees. [n.p., 1961. 3 p.]
177. POOLE, C. FRANK. Screening the papers of Baltimore's mayors. *American archivist*, 25: 219-222 (Apr. 1962).
178. RADCLIFFE COLLEGE. THE WOMEN'S ARCHIVES. Report, 1959, 1960, 1961, 1962. [n.p., 1959, 1960, 1961, 1962.] 4, 11, 15, 12 p. Accessions listed in some detail.
179. RENZE, DOLORES C. Colorado's county records; the syncretic approach. *American archivist*, 25: 207-210 (Apr. 1962).
180. RODRIGUEZ MORALES, LUIS M. Ensayos y conferencias. Barcelona, Ediciones Rumbos, 1962. 157 p. Largely summarizes the 1955 law creating the Archivo General de Puerto Rico. Algunas consideraciones sobre la restauración y rehabilitación de documentos, p. 41-58; El programa de administración de documentos públicos en Puerto Rico, p. 97-107.
181. SKORDAS, GUST. Maryland's county records; the eclectic approach. *American archivist*, 25: 199-206 (Apr. 1962).
182. SOCIETY OF AMERICAN ARCHIVISTS. STATE AND LOCAL RECORDS COMMITTEE. Directory of State and provincial archivists and records administrators, 1962. Compiled by William T. Alderson. Nashville, 1962. [10 p.]
183. ———. STATE RECORDS COMMITTEE. Directory of State and provincial archivists and records administrators, 1961. Compiled by H. G. Jones. [Raleigh, N. C.], 1961. 1 vol. (unpaged).
184. ———. STATE RECORDS COMMITTEE. Guide to State and provincial archival agencies, 1961. Edited by H. G. Jones. [Raleigh, N. C.], the Society, 1961. 87 p.
185. SOUTHERN BAPTIST CONVENTION. SUNDAY SCHOOL BOARD. File it and find it; the records program of the Sunday School Board. Nashville, Tenn., [1961]. 50 p.
186. STATE LIBRARY building dedicated. *Texas libraries*, 24: 65-67 (May/June 1962). Sketches the organization and services of the State Library, including the Archives and Records Divisions, on the occasion of the opening of the Texas Archives and Library Building.
187. UTAH. STATE ARCHIVES. Public records. [Salt Lake City?], 1960. 101 p.
188. U. S. VETERANS ADMINISTRATION. Custodians of public records. Sept. 1961. Rev. ed. Washington, 1961. 51 p. (VA pamphlet 2-1). Provides in alphabetical order a synopsis of State laws relating to births, deaths, divorces, and marriages, and the title of the official charged with such records.
189. VIRGINIA. STATE LIBRARY. Report for the year ending June 30, 1962. Richmond, 1962. 19 p. Discusses documentary reproduction by photography.
190. WOOD, RICHARD G. Moses Robinson—town clerk. *American archivist*, 25: 189-191 (Apr. 1962).

See also: 29, 42, 44, 47, 50, 51, 54, 55, 118, 123, 125, 130, 143, 296, 300, 301, 303, 305-307, 309-312, 419, 491, 498, 504, 522, 523.

### III. C. Foreign Countries

191. AAKJAER, SVEND. Meddelelser om Rigsarkivet og landsarkiverne for årene 1956-1960. Udgivet af Rigsarkivet. København, 1961. 215 p.
192. D'ADDARIO, ARNALDO. L'organizzazione archivistica italiana al 1960. Roma, [Ufficio Centrale degli Archivi di Stato], 1960. 79 p. (*Quaderni della "Rassegna degli Archivi di Stato,"* 4.)
193. AKITA, J. M. The National Archives of Ghana. *Indian archives*, 12: 24-27 (Jan./Dec. 1958).
194. ARCHIVO; organo de la Asociación General de Archivistas de El Salvador, v. 1, no. 1, Feb. 1962- . San Salvador, [1962- ].

195. ARCHIWA biblioteki i muzea Koscielne, v. 1, no. 1, 1959- . Lublin, [Katolicki Uniwersytet Lubelski, Osrodek Archiwow, Bibliotek i Muzeow Koscielnych], 1959- . V. 1, no. 1 has also title: Archiwa bibliothecae et musea ecclesiastica. Organ of Osrodek Archiwow, Bibliotek i Muzeow Koscielnych of the Katolicki Uniwersytet Lubelski. Summarium [in Latin], p. 190-192.
196. BAXTER, T. W. Archival facilities in sub-Saharan Africa; a report prepared for the C. C. T. A. [Commission for Technical Co-operation in Africa South of the Sahara]. [n.p.], 1959. 68 p. ([Scientific Council for Africa South of the Sahara], *Publication* no. 78.) Report based on replies to a questionnaire on 27 archival services, prepared by the National Archives of Rhodesia and Nyasaland for the Commission. Includes a chapter on prospects for further interarchival cooperation in the region.
197. BLAKISTON, NOEL. Archives of Eton college. *Archives*, 5:123-130 (Lady Day 1962).
198. BLUFORD, DAVID. New foundations for the N. S. W. archives. *Archives and manuscripts*, v. 2, no. 2:1-5 (Dec. 1961). Discusses the 1960 Archives Act and archival practices in New South Wales, Australia.
199. BOND, M. F. The archivist and his records. *History today*, 11:501-505 (July 1961). Correction in 11:793 (Nov. 1961).
200. BRITISH RECORDS ASSOCIATION. Annual conference, [1958; 1959; 1960; and 1961]. *Archives*, 4:12-17, 149-153; 5:13-16, 131-141, (Lady Day, 1959, 1960, 1961, 1962). Abstract of the 1960 meeting in *American archivist*, 25:258 (Apr. 1962).
201. BURMESTER, C. A. The collection of Australian historical records. *Archives and manuscripts*, v. 2, no. 2:19-26 (Dec. 1961). Discusses institutional and cooperative policies, current and future, as revealed at the first Conference on Source Materials for Australian Studies, July 12, 1961.
202. CANADA. ROYAL COMMISSION ON GOVERNMENT ORGANIZATION. [Report]: v. 1, Management of the public service. Ottawa, 1962. 646 p. "The Glassco report." A comprehensive evaluative survey with recommendations. Report 4, Paperwork and systems management, is on p. 471-629.
203. CANADIAN HISTORICAL ASSOCIATION. ARCHIVES SECTION. ARCHIVES SURVEY COMMITTEE. Archives survey. Ottawa, 1961. 15, 37, [5] p. Conditions and holdings of main depositories, chiefly provincial archives and university libraries. The political papers are listed separately. Preface signed Bernard Weilbrenner.
204. CARBONE, SALVATORE. Gli archivi francesi. Roma, [Ufficio Centrale degli Archivi di Stato], 1960. 127 p. (*Quaderni della "Rassegna degli Archivi di Stato,"* 3.)
205. CEYLON. GOVERNMENT ARCHIVES DEPARTMENT. The Government Archives Department and its contents in brief. Nuwara Eliya, 1962. 34 l.
206. COLLINGRIDGE, J. H. Public records; the new arrangements in England. *Indian archives*, 12:1-6 (1958). A sequel to his article on "Modern Departmental Records," *Indian archives*, 9:77-97 (July/Dec. 1955).
207. DADZIE, KWAKUVI E. W. Libraries, bibliography and archives in French-speaking countries of Africa. *Unesco bulletin for libraries*, 15:242-253 (Sept./Oct. 1961). Sections on archives, p. 250-253.
208. DAVIES, J. H. The Government Archives of South Africa and record management. *S.A. archives journal*, 3:7-17 (1961).
209. DUCHEIN, MICHEL. Les Archives Nationales en 1961. *Gazette des archives*, n.s., no. 36:32-38 (1962).
210. ELLIS, ROGER H. In memoriam; Sir Hilary Jenkinson. *Society of Archivists, Journal*, 2:174-175 (Oct. 1961).
211. ———. Local history, archives and libraries [with discussion]. Library association, *Proceedings, papers and summaries of discussions at the Scarborough conference 13th to 16th September, 1960*, p. 9-16 (The Association, 1960).
212. ESCOBAR ESCOBAR, HERNÁN. Origen e historia de los archivos. *Universidad de*

- Antioquia*, 39, no. 149:433-447 (Apr./June 1962). From ancient times to the contemporary Archivo de Antioquia.
213. EVANS, Sir DAVID. Sir Francis Palgrave, 1788-1861; first deputy keeper of the public records. *Archives*, 5:75-77 (Michaelmas 1961).
214. DE FONT-RÉAULX, JACQUES. Les archives de la Guyane française. *Gazette des archives*, n.s., no. 36:5-16 (1962). Archives of French Guiana. Abstract in *American archivist*, 26:96 (Jan. 1963).
215. GHANA. NATIONAL ARCHIVES. Annual report, 9th; 10th; and 11th. 1958, 1959, 1960/61. Accra, [n.d.]. 18, 8, 12 p. The 11th report covers the period January 1, 1960, to June 30, 1961.
216. GREAT BRITAIN. TREASURY. ORGANISATION AND METHODS DIVISION. Registry services. [London], 1961. 44, [14] p. "Principles and lines of guidance." Supplements the 1945 report of an Inter-Departmental Study Group.
217. GWAM, L. C. Introduction to the Nigerian national archives. *West African Library Association news*, 4:59-69 (Dec. 1961).
218. HARDENBERG, H. In memoriam Jhr. Dr. D. P. M. Graswinckel. *Nederlands archievenblad*, 64:97-191 (1960).
219. HERBERHOLD, FRANZ. Die "Aktenordnung für Städte" und die Zukunft der Kommunalarchive. *Der Archivar*, v. 14, col. 203-222 (July 1961). Abstract in *American archivist*, 26:101 (Jan. 1963).
220. HISTORICAL SOCIETY OF ISRAEL. The Jewish Historical General Archives. Jerusalem, 1961. [33 p.]
221. HUNT, H., and JOAN M. PYE. Record-keeping in a research establishment. *O & M bulletin*, 16:243-252 (Dec. 1961).
222. IMMELMAN, F. R. M., and G. D. QUINN. University archives in university libraries. *South African libraries*, 28:77-81, 109-120 (Jan.-Apr. 1961).
223. IMRIE, J. Scottish Record Office. *Library review*, no. 139:178-180 (Autumn 1961).
224. INDIA. NATIONAL ARCHIVES. Annual report, 1959. New Delhi, [n.d.]. 25 p.
225. ISRAEL. LAWS, STATUTES, ETC. The archives law 5715-1955 and regulations. Jerusalem, the State Archivist, 1960. [21 p.]
226. ISTORICHESKII arkhiv, [1], 1955-. Moscow, Institut Istorii Akademii Nauk SSSR, 1955-. Issued by the Institut in collaboration with Institut Marksizma-Leninizma and Glavnoe Arkhivnoe Upravlenie. Articles on archival science, holdings, and the profession.
227. JAMAICA. ISLAND RECORD OFFICE. Annual report for the year ended 31st December, 1959; and 1960. Kingston, 1961; 1962. 43, 44 p.
228. MACLAREN, M. Public archives of Nova Scotia. *Atlantic Provinces Libraries Association bulletin*, 25:6 (Fall 1960).
229. LUNTOWSKI, GUSTAV. Das Archiv des Lutherischen Weltbundes in Genf. *Der Archivar*, v. 14, col. 97-100 (May 1961). Abstract in *American archivist*, 26:99 (Jan. 1963).
230. MAKSAKOV, V. V. Archives in the Soviet Union; [pt.] I, Archives in pre-Revolutionary Russia. *Indian archives*, 12:63-75 (Jan./Dec. 1958). Translated by Shri P. C. Roy from the Russian text.
231. MENDOZA L., GUNNAR. Situación actual de los archivos latinoamericanos; manual de información básica. Washington, Archivo Nacional de los Estados Unidos [for] Reunión Interamericana sobre Archivos, 1962. 96 p.
232. MÜLLER, WOLFGANG. Georg Winter und das Bundesarchiv. *Archivalische Zeitschrift*, 58:129-137 (1962). Also reprinted.
233. NAWROCKI, STANISLAW. Organising an archives service in Poland. *Archives* 5:39-42 (Lady Day 1961). Also reprinted. Abstract in *American archivist*, 25:259 (Apr. 1962).
234. NETHERLANDS (KINGDOM, 1815- ). RIJKSARCHIEF. Verslagen omtrent's rijks oude archieven, 1959; and 1960. 's-Gravenhage, 1960, 1961. 130, 132 p. (2d ser., v. 32, 33.)
235. ———. STATE INSTITUTE FOR WAR DOCUMENTATION. Progress report no. 5,



- April 1961. Amsterdam, [1961]. No. 1 appeared in 1953, no. 2 in 1955, no. 3 in 1956, no. 4 in 1958.
236. NEW SOUTH WALES. ARCHIVES AUTHORITY. Report for the period 1st June, 1961, to 31st December, 1961. [Sydney, Government Printer, 1962.] 8 p. The first report to Parliament in accordance with the provisions of the Archives Act, 1960.
237. ———. LAWS, STATUTES, ETC. A bill to establish an archives authority of New South Wales, and to define its powers, authorities, duties and functions. [Sydney, 1960.] 15 p.
238. NEW ZEALAND. NATIONAL ARCHIVES. Report for the year ended 31 March 1962. Wellington, [1962?] 2 p.]
239. PEEK, HEATHER E., and CATHERINE P. HALL. The Archives of the University of Cambridge; an historical introduction. Cambridge, University Press, 1962. [91 p.]
240. PENNY, KEITH. Evolution in the archives. *Historical studies; Australia and New Zealand*, 9: 301-312, 421-423 (Nov. 1960, May 1961). "Evolution in the making and keeping of departmental records" in Australia.
241. PÉREZ-VITORIA, A. Ten years after; the Mexican scientific and technical documentation centre. *Unesco bulletin for libraries*, 15: 178-181 (July 1961).
242. PONTIERI, ERNESTO. Riccardo Filangieri (1882-1959). *Rassegna degli Archivi di Stato*, 21: 5-34 (1961). Eulogy of Riccardo Filangieri, deceased director of the State Archives of Naples and former Inspector General of the Italian Archives.
243. POSNER, ERNST. Georg Winter, 1895-1961. *American archivist*, 24: 457-459 (Oct. 1961).
244. PRELLER, J. F. Archival development in South Africa (1876-1922). *S.A. archives journal*, 3: 43-47 (1961).
245. RAUSCH, WILHELM. Die Entwicklung des Kommunalen Archivwesens in Österreich. *Der Archivar*, v. 14, col. 191-202 (July 1961). The development of municipal archives in Austria. Abstract in *American archivist*, 26: 101 (Jan. 1963).
246. ROHR, WILHELM. Georg Winter. *Der Archivar*, v. 14, col. 179-190 (July 1961). A detailed history of Dr. Winter's life and work.
247. RUSSIA (1923- , U.S.S.R.). GLAVNOE ARKHIWNOE UPRAVLENIE. Osnovnye pravila raboty gosudarstvennykh arkhivov. Moscow, 1962. 191 p. Basic rules for the work of the State archives.
248. SOUTH AFRICA. ARCHIVES. Annual report of the Chief Archivist for 1960. Pretoria, Department of Education, Arts and Science, [n.d.]. 34 p.
249. SPAIN. DIRECCIÓN GENERAL DE ARCHIVOS Y BIBLIOTECAS. *Boletín*, no. 64 (Mar./Apr. 1962). This 188-page issue is devoted to historical articles on each of the major international and Spanish archival institutions, with an added section on laws in force in Spain concerning archives, p. 147-188.
250. SWEDEN. RIKSARKIVET. Meddelanden för år 1958. Stockholm, 1961. 116 p.
251. TESCHITEL, JOSEF. Das Römische Archiv der Gesellschaft Jesu und seine Bauplänesammlung. *Der Archivar*, v. 14, col. 89-92 (May 1961). Abstract in *American archivist*, 26: 99 (Jan. 1963).
252. TREGONNING, K. G. Archival system for Singapore. *Majallah Perpustakaan Singapura [Singapore library journal]*, 1: 53-54 (Oct. 1961).
253. UNITED CHURCH OF CANADA. COMMITTEE ON ARCHIVES. The report of the Archivist-Historian, by [the] Rev. Arthur G. Reynolds. *Bulletin* no. 14: 36-39 (1961).
254. WAGNER, HERBERT. Kirchliches und staatliches Archivrecht. *Der Archivar*, v. 14, col. 103-110 (May 1961). Abstract in *American archivist*, 26: 99 (Jan. 1963).
255. WARSAW (*Territory under German occupation, 1915-18*). ARCHIVVERWALTUNG. Geschichte der Archiv-Verwaltung bei dem Deutschen Generalgouvernement Warschau. Hrsg. vom Verwaltungschef Warschau, Abwickelungsbehörde in Berlin. Berlin, Druck und Kommissionsverlag bei E. S. Mittler, 1919. 77 p.

256. WEILBRENNER, BERNARD. The Public Archives of Canada, 1871-1958. Society of Archivists, *Journal*, 2: 101-113 (Apr. 1961). Also reprinted.
257. YADIN, YIGAEI. The secret in the cliffs; the discovery of the Bar Kochba letters. *Atlantic monthly*, v. 208, no. 5: 129-135 (Nov. 1961).
258. ZANZIBAR. ARCHIVES AND MUSEUM DEPARTMENT. Annual report of the Government Archives and Museum for the year 1960; and 1961. Zanzibar, 1961, 1962. 30, 29 p.
259. ZOELLNER, ERICH. The Institut fuer Oesterreichische Geschichtsforschung. *Archives*, 5: 21-30 (Lady Day 1961). Abstract in *American archivist*, 25: 259 (Apr. 1962).
260. ZUR AMTSEINFÜHRUNG Dr. Karl G. Bruchmanns als Direktor des Bundesarchivs. *Der Archivar*, v. 14, col. 1-6 (Mar. 1961). Abstract in *American archivist*, 26: 97 (Jan. 1963).
- See also: 13, 14, 20, 23, 34, 35, 56, 61, 270, 287, 295, 315, 318, 319, 414, 422, 423, 462, 467, 488, 492, 499, 500, 503, 505-507, 526-528.

### III. D. International Organizations

261. COLOM, F. SEVILLANO. The Unesco Microfilm Unit in Latin America. *Unesco bulletin for libraries*, 16: 182-186 (July/Aug. 1962).
262. CONFÉRENCE INTERNATIONALE DE LA TABLE RONDE DES ARCHIVES, 5th, *Lisbon*, 1959. Actes. Paris, Imprimerie Nationale, 1961. 101 p.
263. CONGRÈS INTERNATIONAL des Archives, 4th, *Stockholm*, 1960. Actes. *Archivum*, v. 10, fasc. 1: 5-197 (1960).
264. CONSEJO INTERAMERICANO TÉCNICO PARA ARCHIVOS. *Boletín informativo*, no. 1, April 1962-. Washington, D. C., 1962-. A quarterly newsletter established as a result of the First Inter-American Archival Seminar, held in Washington, October 1961; prepared in the U. S. National Archives. This first issue includes the permanent committees and related publications, and some results of the seminar.
265. DARLINGTON, IDA. Report on the Fourth International Congress on Archives, 1960. *Archives*, 5: 17-20 (Lady Day 1961).
266. FINO, J. F. La Unesco y sus actividades en el campo de la bibliotecas y de los archivos. *Universidad*, no. 45: 263-281 (1960).
267. VAN HOBOKEN, W. J. Het Vierde Internationale Archiefcongres. *Nederlands archievenblad*, 64: 122-127 (1960).
268. INTER-AMERICAN ARCHIVAL SEMINAR, 1st, *Washington, D. C.*, 1961. List of participants. Washington, 1961. 3 p.
269. ———. [Papers read before the general meetings. Washington, 1962.] 1 vol. (various pagings). Contents [arranged in order of presentation]: T. R. Schellenberg, Palabras de inauguración; A. Morales-Carrión, Bienvenida a los participantes; Wayne C. Grover, La importancia de las instituciones archivísticas; J. P. Harrison, Adelantos profesionales en América Latina; R. Etchepareborda, Cooperación interamericana en materia archivística; J. M. I. Rodrigues, A cooperação interamericana dos arquivos; M. Briceño Perono, Archivistas en la Mesa Redonda; Clementina Arcia M., [Programas Archivísticos en Nicaragua]; José Honório Rodrigues, O arquivo nacional e os arquivos públicos; Robert H. Bahmer, La función del Servicio de Archivos y Documentos Nacionales en la administración federal de los Estados Unidos; C. Garzón Maceda, Relaciones profesionales entre los archiveros y los historiadores en Argentina; D. Valcárcel, Historiadores y archiveros del Perú; G. S. Ulibarri, Puntos comunes y diferencias entre archiveros y bibliotecas; G. Ovando Sanz, Relaciones entre la profesión archivera y los museos; Aurelio Tanodi, Problemas paleográficos en Argentina; Luis F. Málaga, La reproducción microfilmica de documentos; Aurelio Tanodi, La formación profesional de archiveros en América Latina; E. Posner, Formación de archiveros en los Estados Unidos; Samuel Villalobos C., Archivo Nacional de Chile—adquisición e ingreso de archivos y servicio de consulta; Raúl Rivera Serna, Técnica per-

sonal aplicada en la clasificación y catalogación; P. C. Brooks, Intereses de archiveros en el manejo de papeles privados; T. R. Schellenberg, El principio de procedencia; Gunnar Mendoza L., Problemas de la ordenación y la descripción archivísticas en América Latina; E. O. Acevedo, Problemas en la clasificación de archivos del interior de la República Argentina; J. Ignacio Rubio Mañé, La ordenación de los fondos documentales del Archivo General de la Nación (México, D. F.); Mario Chacón, El Archivo Histórico de Potosí y su catalogación preliminar; A. B. Villacorta, La catalogación del "Archivo Histórico" del Ministerio de Hacienda y Comercio.

270. ———. [Papers used by the working groups. Washington, 1962.] 1 vol. (various pagings). Contents: I. Archival arrangement: M. Carrera Stampa, y Agustín Hernández P., La clasificación decimal en los archivos de trámite del gobierno Mexicano; T. R. Schellenberg, Reconocimiento del principio de procedencia; G. S. Ulibarri, Representación gráfica de la ordenación de fondos documentales según el principio de la procedencia institucional; Muller, Feith, y Fruin, Manual para la ordenación y descripción de archivos.—II. Archival descriptive techniques: Violeta Angulo, Catálogo descriptivo de los fondos peruanos en los Archivos Nacionales de los Estados Unidos; Violeta Angulo, Los fondos del Archivo Histórico Militar del Perú como fuentes para la historia del Perú y de América Latina; Violeta Angulo, Una información básica sobre los manuscritos de interés histórico; Lino G. Canedo, Guías y catálogos de archivos; Vicenta Cortés, Ideas para la uniformación de las fichas descriptivas de documentos; D. C. Mearns, Extracto de algunas reflexiones sobre la administración de un repositorio de manuscritos.—III. Microfilming [no papers available].—IV. Production of guides: Lino G. Canedo, Hacia la catalogación del Archivo General de Indias.—V. Historical editing and transcription: Lino G. Canedo, Algunas observaciones sobre normas para la transcripción y edición de textos.—VI. Archival training: Violeta Angulo, Necesidad de una escuela interamericana de archiveros.—VII. Terminology [no papers available].—VIII. Archival programs: J. L. Gear, La preservación de documentos; Y. P. Kathpalia, Laminación a mano con acetato celulósico (con comentarios por James L. Gear); National Archives, El Archivo Nacional de los Estados Unidos; Laureore St.-Juste, Plan de organización del Archivo Nacional de Haití; Enrique J. Sosa, Historia del Archivo Nacional de Panamá; Aurelio Tanodi, La profesión archivística en Argentina; Oscar M. Olguín, Proposiciones sobre programas archivísticos en América Latina; T. R. Schellenberg, El desarrollo de la profesión archivística; T. R. Schellenberg, El futuro de la profesión archivística.
271. ———. Programa, 9-27 de octubre, 1961. 9 p.
272. INTERNATIONAL ADVISORY COMMITTEE ON BIBLIOGRAPHY, DOCUMENTATION AND TERMINOLOGY. [Report on first session, Sept. 25-29, 1961.] *Unesco bulletin for libraries*, 16:102-104 (Mar./Apr. 1962).
273. INTERNATIONAL CONGRESS ON ARCHIVES, 4th, *Stockholm*, 1960. Current problems in the world of archives. Papers from the IVth International Congress of Archives, by R. H. Bahmer, G. A. Belov, R. Marquant, J. Papritz, E. Sabbe. Stockholm, [1960]. 20, 13, 28, 31, 40 p. Each paper was based upon replies to a questionnaire circulated internationally. Reviewed by L. J. Cappon in *American archivist*, 25:243 (Apr. 1962).
274. INTERNATIONAL COUNCIL ON ARCHIVES. Circular letter no. 5. Paris, 1962. 8 p. To be published "one per annum" hereafter.
275. INTERNATIONAL FEDERATION FOR DOCUMENTATION. Information at work; the 27th conference, London, 6th to 16th September 1961. *Aslib proceedings*, 13:335-351 (Dec. 1961).
276. INTERNATIONAL Round Table on Archives, [6th, *Warsaw*, 16 to 20 May 1961.] [Summary] *Unesco bulletin for libraries*, 15:343 (Nov./Dec. 1961).
277. KENT, MUNICH A. Their own devices; Congress of International Confederation of Information Processing Societies. *Wilson library bulletin*, 37:276-277 (Nov. 1962).

278. POSNER, ERNST. Round Table on Archives—Warsaw, 1961. *American archivist*, 25:15-23 (Jan. 1962).
279. SCHELLENBERG, T. R. Inter-American Archival Seminar; Washington, D. C., October 9-27, 1961. *Archivalische Zeitschrift*, 58:138-145 (1962). A summary report on this, the first Reunión Interamericana sobre Archivos. The program and various papers are listed separately.
280. VI CONFERENCIA INTERNACIONAL de la "Table Ronde des Archives," celebrada en Varsovia (16-19 mayo 1961). Spain, Dirección General de Archivos y Bibliotecas, *Boletín*, no. 60/61:3-7 (Dec. 1961).
281. U[libarri], G[eorge] S. La Primera Reunión Interamericana sobre Archivos. *Revista de historia de América*, no. 52:545-553 (Dec. 1961).

See also: 27, 196, 249, 317.

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

282. AMERICAN LIBRARY ASSOCIATION. LIBRARY TECHNOLOGY PROJECT. Annual report, 2d, and 3d; for the period May 1, 1960—June 30, 1961, and July 1, 1961—June 30, 1962. [Chicago, 1961, 1962.] 23, 32 p. Includes projects for archival boxes, adhesives for labeling, fire protection, durable paper, finder-reader system, library binding.
283. BALLOU, HUBBARD W., ed. Guide to microreproduction equipment. 2d ed. Annapolis, Md., National Microfilm Association, 1962. 519 p.
284. BELL, LIONEL. Showcases. Society of Archivists, *Journal*, 2:216-218 (Apr. 1961). Deals with the design of permanent cases for document display.
285. DENNY, J. H. New-type storage for records. *American archivist*, 24:309-312 (July 1961). Paper read at the 24th annual meeting of the Society of American Archivists in Boston.
286. EDE, JEFFERY R. Steel shelving for record storage. Society of Archivists, *Journal*, 2:114-119 (Apr. 1961).
287. ELLIS, ROGER H. The building of the Public Record Office. *Essays in memory of Sir Hilary Jenkinson*, Chichester, Sussex, 1962, p. 9-30.
288. GONDOS, VICTOR. Edificios para archivos. Washington, [Reunión Interamericana sobre Archivos], 1961. 93 p.
289. KRATOCHWILL, MAX. Das Zentraldepot des Archivs der Stadt Wien. *Archivalische Zeitschrift*, 58:156-160 (1962).
290. LYONS, M. D. Copying and duplicating equipment; with list of manufacturers. *Office management & American business*, 22:72-78 (Mar. 1961).
291. ———. Filing equipment and office safes; with list of manufacturers. *Office management & American business*, 22:87-90 (Jan. 1961).
292. METCALF, KEYES D. Alternatives to a new library building. *College and research libraries*, 22:345-354, 362 (Sept. 1961).
293. ———. Compact shelving. *College and research libraries*, 23:103-111 (Mar. 1962). Pros and cons of different methods of increasing the number of volumes that can be shelved per square foot of floorspace.
294. OLSON, EARL E. Testing of ball point inks. [Salt Lake City, Church of Latter-day Saints, Historian's Office], 1962. [3 p.] An investigation assigned by the Committee on Church Records, Society of American Archivists. Lists and evaluates brand-name products.
295. POIRIER-COUTANSIS, FRANÇOISE. Note sur les cartons employés aux Archives de la Loire. *Gazette des archives*, n.s., no. 33:86-87 (1961).
296. STEVENS, S. K. The William Penn Memorial Museum and Archives Building. [n.p., n.d.] 8 p. Reprint from *Pennsylvania history*, v. 29, no. 3 (July 1962).
297. U. S. FEDERAL FIRE COUNCIL. Fire protection for essential electronic equipment. Washington, 1962. 30 p. (*Recommended practices*, no. 1.) Protection of records, p. 16-19.
298. VEANER, ALLEN B. Xerox copyflo at Harvard University Library; a study of

the cost and the problems. *Library resources & technical services*, 6: 13-24 (Winter 1962).

See also: 104, 322, 323.

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

299. AMERICAN ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS OFFICERS. COMMITTEE ON OFFICE MANAGEMENT AND PRACTICES. Retention of records; a guide for registrars and admissions officers in collegiate institutions. [n.p.], 1960. 50 p.
300. CONNECTICUT. STATE LIBRARY. Selected laws of Connecticut relating to retention and reproduction of public records. Compiled by Doris E. Cook, Archivist. [n.p.], 1962. 22 p. (*Miscellaneous publication* no. 1, revised 1962.)
301. ILLINOIS. LOCAL RECORDS COMMISSION. Suggested guide; inventory work sheet. [n.p.], 1962. 3 p.
302. JOHNSON, ARTHUR M. Identification of business records for permanent preservation. *American archivist*, 24: 329-332 (July 1961).
303. MARSICANO, RALPH A. Outline of legal aspects of preservation and destruction of public records of Florida municipalities. *Florida municipal record*, 34: 3-4 (May 1960).
304. MENKUS, BELDEN. Evaluation and disposal of records materials. [n.p.], 1961. 6 l. Typescript in National Archives Library.
305. NORTH CAROLINA. ARCHIVES AND HISTORY DEPARTMENT. The county records manual, 1962. Edited by H. G. Jones and A. M. Patterson. Raleigh, 1962. 82 p. Comprises, largely, recommended schedules of retention and disposal. Appendix: General statutes applicable to county records.
306. ———. The municipal records manual. Edited by H. G. Jones and A. M. Patterson. Raleigh, 1961. 41 p. Review in *American archivist*, 25: 247-248 (Apr. 1962).
307. ———. Records management handbook; records disposition. [n.p.], 1962. 21 p.
308. NORTH CAROLINA. UNIVERSITY. WOMAN'S COLLEGE. Archives; records schedule. Greensboro, N. C., Archives Committee of the College, 1962. 35 p.
309. OREGON. EDUCATION DEPARTMENT. ADMINISTRATIVE SERVICES DIVISION. School district records; schedule for retention and disposal. Salem, [n.d.] 17 p. (*School business management manual* no. 3.) "Developed in cooperation with the State Archivist and his staff."
310. OREGON. LAWS, STATUTES, ETC. Administrative rules—chapter 109, Board of Control; subdivision 2, Records disposition. [Salem, Secretary of State], 1962. [3 p.]
311. U. S. NATIONAL ARCHIVES AND RECORDS SERVICE. OFFICE OF THE FEDERAL REGISTER. Guide to record retention requirements. Revised as of January 1, 1962. *Federal Register*, 27: 3025-3098 (Mar. 30, 1962). Published as Appendix A to Title I of the Code of Federal regulations, as a guide to generally applicable provisions of Federal laws and regulations relating to the retention of records by the public.
312. VIRGINIA. ADVISORY LEGISLATIVE COUNCIL. Retention, storage and disposal of State records. Report to the Governor and the General Assembly of Virginia. Richmond, Commonwealth of Virginia, Dept. of Purchases and Supply, 1961. 12 p. (Virginia. General Assembly, [1962], *Senate Document* no. 4.)

See also: 58, 63, 156, 157, 160, 171, 175, 177, 181.

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

313. BARROW, W. J. Procedures and equipment used in the Barrow method of restoring manuscripts and documents. Raleigh, N. C., Archives Department, 1958. *North Carolina libraries*, 19: 30-35 (Winter 1961). A summary.

314. BELJAKOVA, L. A., and O. V. KOZULINA. Book preservation in USSR libraries. *Unesco bulletin for libraries*, 15:198-202 (July 1961).
315. BULLETIN D'INFORMATION sur la pathologie des documents et leur protection aux Archives de France. V. 1, no. 1, 1961-. Paris, Direction des Archives de France, [1962]-. Articles by Y. P. Kathpalia, T. Kleindienst, Y. Pérotin, J. Saint-Germain, M. Duchein, F. Flieder, J. Boissonnat, E. Mauriceau, J. Pinaux.
316. HILL, OLNEY W. Salvaging damaged records. *Weston's record*, v. 35, no. 1 [1960?].
317. INTERNATIONAL CENTRE FOR THE STUDY OF THE PRESERVATION AND RESTORATION OF CULTURAL PROPERTY. Répertoire international des laboratoires de musée et des ateliers de restauration. Publié avec le concours du Conseil International des Musées. Rome, 1960. 274 p. Includes an institutional index under "Matériaux et Objets Traités"; and discussion of archives, manuscripts, and books, appearing under "Papier."
318. KATHPALIA, Y. P. Deterioration and conservation of paper. Pt. II: Physical deterioration; pt. III: Chemical deterioration. 5, 5 p. Reprinted from *Indian pulp and paper* [Calcutta], v. 15, no. 7 (Jan. 1961), and v. 16, no. 5 (Nov. 1961). Part I, on deterioration due to biological agents, appeared in the July 1960 issue.
319. LUBLINSKY, V. S. Tekhnika na sluzhbe istorikov. *Voprosy istorii*, no. 5:88-89 (1962). Abstract in English. The activities of the Soviet Academy of Sciences' laboratory for preservation and restoration of documents. Abstract in *American archivist*, 26:105 (Jan. 1963).
320. MINOGUE, ADELAIDE E. Restauración y conservación de documentos. Traducción de la Oficina Central de Traducciones, Secretaría de Estado de los Estados Unidos de América. Washington, D. C., Imprenta del Gobierno de los Estados Unidos. [n.d.]. 56 p. Reproduced by U.S. General Services Administration, 1961. "Versión al español de The repair and preservation of records, *Bulletin of the National Archives*, number 5, 1943."
321. POOLE, J. B., and R. REED. The preparation of leather and parchment by the Dead Sea Scrolls community. *Technology and culture*, 3:1-26 (Winter 1962). References, p. 23-26.
322. U. S. ATOMIC ENERGY COMMISSION. Special report on fire protection of Atomic Energy Commission electronic data processing systems. Washington, [1962]. 24 p. (*Safety and fire protection technical bulletin* no. 8.)
323. U. S. FEDERAL FIRE COUNCIL. Fire protection for essential electronic equipment. Washington, 1962. 30 p. (*Recommended practices* no. 1, March 1962.) Storage and protection of records, p. 16-19.
324. WALLER, JEAN M. Notes on the preservation of books in the tropics. *Majalah Perpustakaan Singapura* [Singapore library journal], 1:39-41 (Oct. 1961). Includes bibliography.

See also: 270, 428, 475, 514-516.

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

### A. General Discussion

325. AMERICAN JEWISH ARCHIVES. Your congregational archives. Cincinnati, 1961. 15 p. Brochure to guide American synagogues in organizing their individual archives.
326. BOURNE, CHARLES P. The historical development & present state of the art of mechanized information retrieval systems. *American documentation*, 12:108 (Apr. 1961).
327. DICKERSON, F. REED. The electronic searching of law. *American Bar Association journal*, 47:902-908 (Sept. 1961).

328. FISCHER, G. L. Notes on descriptive listing of historical materials. *Archives and manuscripts*, v. 2, no. 1:15-29 (July 1961). Concerned especially with the miscellaneous "tail-enders."
329. FREED, ROY N. Prepare now for machine-assisted legal research. *American Bar Association journal*, 47:764-767 (Aug. 1961).
330. JAHODA, G. Development of the combination manual and machine-based index to research and engineering reports. *Special libraries*, 53:74-78 (Feb. 1962).
331. [MULLER, S., J. A. FEITH, and R. FRUIN.] Manual de arranjo e descrição de arquivos; preparado pela Associação dos Arquivistas Holandeses. Tradução de Manoel Adolpho Wanderley. Rio de Janeiro, Arquivo Nacional, 1960. 145 p.
332. NEW YORK (STATE). ARCHIVES AND HISTORY DIVISION. Guides to selecting and alphabetizing entries for a name index. Prepared by G. Donald Sager and George Elmendorf in collaboration with Kenneth T. Power. Albany, 1960. 16 p.
333. PIKE, JAMES L., and THOMAS C. BAGG. The rapid selector and other NBS [National Bureau of Standards] document retrieval studies. Reprinted from the [National Microfilm Association], *Proceedings of the eleventh annual meeting and convention*, edited by Vernon D. Tate. Annapolis, Md., National Microfilm Association, 1962, p. 213-227.
334. SCHELLENBERG, T. R. Principios archivísticos de ordenación. [Washington, D. C., General Services Administration, 1961.] 151 p. Issued for the First Inter-American Archival Seminar, Washington, D. C., 1961.
335. ———. Técnicas descriptivas de archivos. Traducción por el Dr. George S. Ulibarri. Córdoba, Argentina, [Universidad Nacional de Córdoba], 1961. 165 p.
336. SHERA, JESSE H. On keeping up with keeping up; recent trends in document storage and retrieval. *Unesco bulletin for libraries*, 16:64-72 (Mar./Apr. 1962).
337. SPENCER, V. R. Processing of manuscripts and archival materials. 1961. 63 p. Thesis (A.M.L.S.), University of Michigan.
338. U. S. NATIONAL BUREAU OF STANDARDS. Information selection systems retrieval replica copies; a state-of-the-art report. [By] Thomas C. Bagg and Mary Elizabeth Stevens. Washington, [1962]. 172 p. (*Technical note 157*.) Bibliography: p. 117-148.
339. U. S. NATIONAL SCIENCE FOUNDATION. OFFICE OF SCIENCE INFORMATION SERVICE. Current research and development in scientific documentation, no. 10. Washington, 1962. 383 p. (NSF 62-20). The 10th in a series of descriptive reports appearing semiannually. "All pertinent activities in the United States and abroad that have come to the attention of the Foundation staff are included."
- See also:* 78, 79, 81, 86, 88, 91, 98, 103, 104, 106, 110, 269, 270, 301, 333, 423, 450, 472.

## VII. B. United States in General and Federal Government

340. THE AMERICAN JEWISH ARCHIVES. Acquisitions. *American Jewish archives*, 13: 113-128 (Apr. 1961). Includes records of congregations, societies, institutions, and private individuals and families; some are photocopies.
341. ASH, LEE, *comp.* Subject collections; a guide to special book collections and subject emphases as reported by university, college, public, and special libraries in the United States and Canada. 2d ed., rev. and enl. New York, Bowker, 1961. 651 p. Manuscript collections are also noted.
342. BARDEN, W. A. Astia's retrieval system; an interim appraisal. *Aslib proceedings*, 13:263-272 (Oct. 1961).
343. BASKAKOV, E. G. [Written sources in Russian history in American archives.] *Istoriia SSSR*, [6]:217-219 (Mar./Apr. 1962). Article in Russian; English title given in the English-language "Contents." A survey of manuscript

- material related to Russia as noted in such finding aids as National Historical Publications Commission, *Guide to archives and manuscripts*; and National Archives *Guide*.
344. BERRY, PAUL L. United States and Canadian government documents on microforms. *Library resources & technical services*, 5:60-67 (Winter 1961).
  345. BOHNERT, LEA M. Indexing problems limit use of mechanized searching equipment. *Navy management review*, v. 6, no. 3: 6-8 (Mar. 1962).
  346. EDELSTEIN, J. M. Lincoln papers in the Stern bequest. Library of Congress, *Quarterly journal of current acquisitions*, 19:7-14 (Dec. 1961).
  347. ENDURING GIFTS in our national heritage; Nation's treasures from history are ensured for posterity in the National Archives. *Journal of American inheritance*, 36:2-5 (Dec. 1960).
  348. FERGUSON, EUGENE S. Contributions to bibliography in the history of technology (part I). *Technology and culture*, 3:73-84 (Winter 1962). Bibliographic essay on Government records, published and manuscript, with a section on the resources of the National Archives and its finding aids.
  349. GLENN, BESS. Federal court records as sources for research. *Quarterly legal historian*, v. 1, no. 2: 3-7 (June 1962).
  350. HALE, RICHARD W., JR. Guide to photocopied historical materials in the United States and Canada. Ithaca, N. Y., Cornell University Press, published for the American Historical Association, 1961. 241 p. Lists photographic copies of archival and manuscript material.
  351. HARRISON, JOHN P. Guide to materials on Latin America in the National Archives. Volume 1. Washington, National Archives, 1961. 246 p. (National Archives, *Publication* no. 62-3.)
  352. HOOKER, RUTH H. Manual system at NRL [U.S. Naval Research Laboratory] works well; survey advises against mechanization. *Navy management review*, v. 6, no. 3: 10-11, 17 (Mar. 1962).
  353. KIRKHAM, E. KAY. A survey of American church records. V. 2, Minor denominations. Salt Lake City, Utah, Deseret Book Company, 1960. 106 p. Includes a special treatise on the Huguenots of France in America and religious migrations and immigrations in the United States, with bibliographical references. V. 1, Major denominations, was published in 1959.
  354. LEWINSON, PAUL, and MORRIS RIEGER. Labor union records in the United States. *American archivist*, 25:39-57 (Jan. 1962).
  355. LINDGARD, ELMER W. Records of the Office of the Governor of Alaska [Territory]. *Pacific northwest quarterly*, 53:76 (Apr. 1962). The records were transferred to the General Services Administration Federal Records Center, Seattle, in 1958.
  356. MODERN LANGUAGE ASSOCIATION OF AMERICA. AMERICAN LITERATURE GROUP. COMMITTEE ON MANUSCRIPT HOLDINGS. American literary manuscripts: a checklist of holdings in academic, historical, and public libraries in the United States. Austin, University of Texas Press, 1960. 421 p. Reviewed by Lester W. Smith in *American archivist*, 25:244-246 (Apr. 1962).
  357. MUNDEN, KENNETH W., and HENRY PUTNEY BEERS. Guide to Federal archives relating to the Civil War. Washington, National Archives, 1962. 721 p. Includes related postwar documentation. Every effort has been made to include all pertinent archives in the National Archives, the Federal Records Centers, and those in other custody—"to produce a *Guide* complete and definitive." A companion volume, *Guide to the archives of the government of the Confederate States of America*, is being compiled.
  358. THE NATIONAL union catalog of manuscript collections, 1959-1961. Compiled by the Library of Congress. Ann Arbor, Mich., J. W. Edwards, 1962. 1061 p.
  359. PHILADELPHIA BIBLIOGRAPHICAL CENTER AND UNION LIBRARY CATALOGUE. [COMMITTEE ON MICROPHOTOGRAPHY.] Union list of microfilms, cumulation 1949-1959. Philadelphia, 1961. 2 vols. (2,800 cols.).
  360. POLEMAN, HORACE I. A survey of Tibetan xylographs and manuscripts in institutions and private collections in the United States and Canada. Compiled



- for the Committee on American Library Resources on Southern Asia of the Association for Asian Studies. [Ann Arbor, Mich., 1961?] 19 l.
361. RICHARDSON, EDGAR P. Records of art collectors and dealers. *Art quarterly*, 23: 271-280 (Autumn 1960). Bibliographical footnotes. Describes the Archives of Art in Chicago.
362. STROBRIDGE, TRUMAN R. Archives of the supervising architect, Treasury Department. Society of architectural historians, *Journal*, 20:198-199 (Dec. 1961). Describes records in the National Archives.
363. SYMPOSIUM on Scientific and Technical Information Documentation and Retrieval, *Washington, D.C.*, 1962. *Navy management review*, v. 6, no. 3:2-20 (Mar. 1962). Sponsored by the Navy Management Office.
364. U. S. CONGRESS. SENATE. GOVERNMENT OPERATIONS COMMITTEE. Coordination of information on current Federal research and development projects in the field of electronics; an analysis of agency systems for storage and retrieval of data on ongoing work and of views of private companies on indexing and communication problems. Sept. 20, 1961. Washington, 1961. 292 p. Companion volume to "Coordination of information on current scientific research and development supported by the United States Government," Senate Report no. 263, 87th Congress, 1st Session, May 18, 1961 (Serial 12322).
365. U. S. LIBRARY OF CONGRESS. Annual reports on acquisitions; manuscripts. *Quarterly journal of current acquisitions*, 19:133-145 (June 1962).
366. ———. MANUSCRIPT DIVISION. Index to the Franklin Pierce papers. Washington, 1962. 16 p. (*Presidents' papers index series*.) Includes bibliography.
367. U. S. NATIONAL ARCHIVES. Genealogical records in the National Archives. Washington, [1961]. Folder. [12 p.] (*Publication no. 62-1*.)
368. ———. Microfilm relating to Latin America. Washington, 1961. 9 p.
369. ———. National Archives accessions, no. 56. Washington, 1961. 39 p. Issued irregularly as supplement to the *Guide to the records in the National Archives*, Washington, 1948. Includes article by H. Stephen Helton, Recordkeeping in the Department of State, 1789-1956, p. 1-24.
370. ———. Preliminary inventory of operational and miscellaneous meteorological records of the Weather Bureau (Record group 27). Compiled by Helen T. Finneran. Washington, 1962. 34 p. (No. NC-3.)
371. ———. Preliminary inventory of records relating to Civil War claims; United States and Great Britain (Record group 76). Compiled by George S. Ulibarri and Daniel T. Goggin. Washington, 1962. 21 p. (*Preliminary inventories*, no. 135.)
372. ———. Preliminary inventory of the records of the Army staff, 1939- (Record group 319). Compiled by Helene L. Bowen [and others]. Washington, 1962. 42 p. (No. NM-3.)
373. ———. Preliminary inventory of the records of the Bureau of Public Roads (Record group 30). Compiled by Truman R. Strobridge. Washington, 1962. 34 p. (*Preliminary inventories*, no. 134.)
374. ———. Preliminary inventory of the records of the Office of the Secretary of the Air Force (Record group 340). Compiled by Jessie T. Midkiff and Olive K. Liebman. Washington, 1962. 8 p. (No. NM-1.)
375. ———. Preliminary inventory of the records of the Office of the Secretary of the Army (Record group 335). Compiled by Helene L. Bowen and Mary Joe Head. Washington, 1962. 13 p. (No. NM-2.)
376. ———. Preliminary inventory of the records of the President's Materials Policy Commission (Record group 220). Compiled by Henry T. Ulasek and José D. Lizardo. Washington, 1962. 16 p. (No. NC-1.)
377. ———. Preliminary inventory of the records of the United States District Courts for the District of Columbia (Record group 21). Compiled by Janet Weinert. Washington, 1962. 15 p. (No. NC-2.)
378. ———. United States scientific geographical exploration of the Pacific Basin, 1783-1899. [Washington, 1961.] 26 p. (National Archives, *Publication no.*

- 62-2.) Descriptions of documents in the National Archives exhibit, Aug. 21-Sept. 6, 1961, in Honolulu.
379. WEINBERG, GERHARD L. Zu den deutschen Akten in den Vereinigten Staaten. *Historische Zeitschrift*, 194:519-526 (Apr. 1962). Surveys the first 32 guides to German records microfilmed in Alexandria, Va.
380. WINFREY, DORMAN H. Protestant Episcopal Church archives. *American archivist*, 24:431-433 (Oct. 1961).
- See also:* 9, 18, 60, 85, 115, 116, 120, 126, 127, 425, 431, 454, 485.

## VII. C. State and Local

381. BERNER, RICHARD C. Sources for research in forest history; the University of Washington manuscripts collection. *Business history review*, 35:420-425 (Autumn 1961). The Forest History Society was instrumental in arranging the deposit of some groups of papers in this collection.
382. COLUMBIA UNIVERSITY. ORAL HISTORY RESEARCH OFFICE. A supplement to *The oral history collection*. New York, 1962. 50 p.
383. DALY, LOWRIE J. Manuscripts in microfilm. *Library journal*, 86:2756-2757 (Sept. 1, 1961). Describes indexes to and contents of the Knights of Columbus Vatican Film Library and the Jesuit documents at St. Louis University.
384. DAY, JAMES M., and ANN B. DUNLAP, comps. The map collection of the Texas State Archives, 1527-[1900]. *Southwestern historical quarterly*, 65:399-409, 539-574 (Jan.-Apr. 1962); 66:103-132, 271-303 (July-Oct. 1962). Chronological list with descriptions.
385. DECKER, EUGENE D. A selected, annotated bibliography of sources in the Kansas State Historical Society pertaining to Kansas in the Civil War. *Emporia State research studies*, v. 9, no. 4:7-95 (June 1961). Primary source material—manuscripts, p. 67-92.
386. DOROSH, JOHN T. The Alaskan Russian Church archives. Library of Congress, *Quarterly journal of current acquisitions*, 18:193-203 (Aug. 1961).
387. ELEUTHERIAN MILLS HISTORICAL LIBRARY. Manuscript holdings, May 1962. Wilmington, Del., Eleutherian Mills-Hagley Foundation, Inc., [1962]. 4 p. This summary report supplants a statement issued by the Longwood Library, January 1960.
388. GIBSON, A. M. A guide to regional manuscript collections in the division of manuscripts, University of Oklahoma Library. Norman, University of Oklahoma Press, 1960. 222 p.
389. THE HENRY FRANCIS DU PONT WINTERTHUR MUSEUM. THE JOSEPH DOWNS MANUSCRIPT LIBRARY, *Winterthur, Del.* [Brochure] Contents of the Downs Manuscript Library. [Winterthur, 1960?] 2 p.
390. JONES, H. G. Archives and manuscripts in North Carolina. *North Carolina libraries*, 19:2-4 (Winter 1961).
391. LOVETT, ROBERT W. The Heard collection and its story. *Business history review*, 35:567-573 (Winter 1961). One of the largest collections in the manuscript division of Baker Library at the Harvard Business School.
392. MICHIGAN. HISTORICAL COMMISSION. ARCHIVES. Finding aid for the records of the Girls' Training School, Adrian, Michigan, 1880-1941 (Record group 58-6). Compiled by Geneva Kebler. Lansing, 1962. 21 p. (*Finding aid* no. 8-6.)
393. ———. Finding aid for the records of the Michigan Department of Aeronautics, 1946-1952 (Record group 58-14). Compiled by Geneva Kebler. Lansing, 1962. 11 p. (*Finding aid* no. 7.)
394. ———. Finding aid for the records of the Michigan military establishment, 1838-1941 (Record group 59-14). Compiled by Geneva Kebler. Lansing, 1962. 27 p. (*Finding aid* no. 1.)
395. ———. Finding aid for the records of the Michigan State Highway Department, 1916-1953 (Record groups 58-5 and 58-10). Compiled by Geneva Kebler. Lansing, 1962. 21 p. (*Finding aid* no. 8.)

396. ———. Finding aid for the records of the Michigan State Planning Commission, 1934-1946 (Record group 34). Compiled by Geneva Kebler. Lansing, 1962. 13 p. (*Finding aid* no. 4.)
397. ———. Finding aid for the records of the Michigan State Prison, Jackson, Michigan, 1839-1906 (Record group 56-27). Compiled by Geneva Kebler. Lansing, 1962. 9 p. (*Finding aid* no. 6.)
398. ———. Finding aid for the records of the Michigan Turnpike Authority, 1953-1958 (Record groups 59-7 and 62-10). Compiled by Geneva Kebler. Lansing, 1962. 13 p. (*Finding aid* no. 5.)
399. ———. Finding aid for the records of the United States census for Michigan, 1820-1880 (Record group 61-2). Compiled by Geneva Kebler. Lansing, 1962. 4 p. (*Finding aid* no. 2.)
400. ———. List of cartographic records of the Michigan Department of Conservation, Geological Survey Division (Record group 59-5). Compiled by Geneva Kebler and Elizabeth Rademacher. Lansing, 1962. 6 p. (*Special list* no. 3.)
401. ———. List of cartographic records of the Michigan Department of Conservation, Geological Survey Division (Record group 61-4). Compiled by Geneva Kebler and Elizabeth Rademacher. Lansing, 1962. 4 p. (*Special list* no. 4.)
402. ———. List of cartographic records of the Michigan Department of Conservation, Lands Division (Record group 58-17). Compiled by Geneva Kebler and Elizabeth Rademacher. Lansing, 1962. 31 p. (*Special list* no. 1.)
403. ———. List of cartographic records of the Michigan Department of Conservation, Lands Division (Record group 59-4). Compiled by Geneva Kebler and Elizabeth Rademacher. Lansing, 1962. 17 p. (*Special list* no. 2.)
404. MISSISSIPPI. ARCHIVES AND HISTORY DEPARTMENT. Guide to Civil War source material in the Department of Archives and History, State of Mississippi. Compiled by Patti Carr Black and Maxyne Madden Grimes. Jackson, 1962. 71 p.
405. NORTH CAROLINA. ARCHIVES AND HISTORY DEPARTMENT. Genealogical research in the North Carolina Department of Archives and History. Revised edition. Raleigh, 1962. 8 p.
406. ———. North Carolina newspapers on microfilm; a checklist of early North Carolina newspapers available on microfilm from the State Department of Archives and History. Raleigh, 1962. 12 p.
407. OHIO HISTORICAL SOCIETY. Inventory and calendar of the John Brown, Jr., papers, 1830-1932. Columbus, [1962]. 32 p. Includes many papers of the father, John Brown (1800-59) of Osawatomie and Harpers Ferry.
408. PENNSYLVANIA. HISTORICAL AND MUSEUM COMMISSION. Summary guide to the Pennsylvania State Archives in the Division of Public Records. Compiled by Frank B. Evans and Martha L. Simonetti. Edited by Donald H. Kent. Harrisburg, 1962. 37 p.
409. ———. DIVISION OF PUBLIC RECORDS. Information leaflet[s], no. 1-2, 4. [Harrisburg, 1962.] 2, 3, 2 p. No. 1, Information concerning records of genealogical interest; no. 2, Pre-Revolutionary military service in Pennsylvania; no. 4, Military service records in the State Archives.
410. ROCHESTER. UNIVERSITY. LIBRARY. Handbook for graduate students and members of the faculty. [n.p., n.d.] 16 p. A section on the special collections, which include papers of William Henry Seward and Thomas E. Dewey, and on the archives of the university is on p. 12-14.
411. RUSSELL, M. Manuscript collections in the Duke university library. *North Carolina libraries*, 19:21-27 (Winter 1961).
412. SANCHEZ, IRENE, comp. Index to census and manuscript microfilm materials in Texas State Archives. *Texas libraries*, 23:60-71 (May/June 1961).
413. SCHEFFLER, EMMA M. Maps in the Illinois State Archives. *Illinois libraries*, 44:418-426 (June 1962).
414. SPENCE, THOMAS H. The Historical Foundation and its treasures. Rev. ed. Montreat, N. C., Historical Foundation Publications, 1960. 171 p.

415. TEBBEL, JOHN. Picture man on 57th Street. *Saturday review*, 44: 86-87 (Feb. 11, 1961). The Bettman archive. A unique collection of prints and photographs.
416. THOMPSON, GLENN E. AFL papers and other manuscript accessions; State Historical Society of Wisconsin. *Business history review*, 35: 574-576 (Winter 1961).
417. U. S. NATIONAL ARCHIVES. Genealogical sources outside the National Archives. Washington, [1962]. Folder. [8 p.] (*Publication* no. 62-7.)
418. WALLACE, C. A. Southern Historical Collection. *North Carolina libraries*, 9: 16-21 (Winter 1961).
419. WEINBERG, ALLEN. Publication program of the Philadelphia archives. *American archivist*, 25: 193-198 (Apr. 1962).
420. WEST VIRGINIA. UNIVERSITY. LIBRARY. WEST VIRGINIA COLLECTION. Accessions list, v. 1, no. 1, Jan. 1961- . Morgantown, 1961- . Includes a section of archives and manuscripts, and microfilms of materials in other custody.
421. WISCONSIN. STATE HISTORICAL SOCIETY. Accessions: manuscripts. *Wisconsin magazine of history*, 44: 232-233, 45: 150-154, 234-235 (Spring 1961; Winter, Spring 1962).
422. ———. MASS COMMUNICATIONS HISTORY CENTER. The H. V. Kaltenborn collection. Madison, 1961. 32 p.

See also: 9, 147, 150, 165, 171, 178, 187-189, 308, 331, 350, 355, 420, 508, 509.

#### VII. D. Foreign Countries

423. AMERICAN HISTORICAL ASSOCIATION. COMMITTEE FOR THE STUDY OF WAR DOCUMENTS. Guides to German records microfilmed at Alexandria, Va. Washington, National Archives, 1961. No. 30, Records of Headquarters, German Army High Command (Part II); no. 31, Records of the Office of the Reich Commissioner for the Baltic States, 1941-45; no. 32, Records of the Reich Leader of the SS and Chief of the German Police (Part I); no. 33, Records of the Reich Leader of the SS and Chief of the German Police (Part II).
424. BAILHACHE, GEORGES. Bibliographie des inventaires, répertoires et guides d'archives publiés du 1<sup>er</sup> juillet 1960 au 31 décembre 1961. *Gazette des archives*, n.s., no. 36: 50-56 (June 1962). Lists publications of national, provincial, and local archival agencies.
425. BODLING, WALTER J. E. Documents of the German Army. *Military review*, v. 41, no. 8: 17-24 (Aug. 1961). World War II records, captured by the U.S. Army, are microfilmed under a joint program of the Adjutant General's Office, the National Archives, and the American Historical Association and are described in published *Guides* before being restored to the West German Federal Archives.
426. BROWNSON, HELEN L. New developments in scientific documentation. Ottawa, Canadian Library Association, 1961. 14 l. (Canadian Library Association, *Occasional paper* no. 32.)
427. BRYON, J. F. W. Records of local societies and the public library. *Library Association record*, 63: 372-375 (Nov. 1961). Includes bibliography.
428. CAIRO. DĀR AL-KUTUB AL-MISRĪYAH. QISM AL-IRSHĀD. A bibliography of works about papyrology. Cairo, National Library Press, 1960. 63 p.
429. CANADA. PUBLIC ARCHIVES. Inventory, manuscript group 11; Public Record Office, London: Colonial Office Papers. [Ottawa], 1961. 81 p.
430. ———. Preliminary inventory, manuscript group 24; Nineteenth century pre-confederation papers. [Ottawa], 1961. 114 p.
431. CRICK, BERNARD R., ed. A guide to manuscripts relating to America in Great Britain and Ireland. Edited by B. R. Crick and Miriam Alman under the general supervision of H. L. Beales. [London], published for the British Association for American Studies by the Oxford University Press, 1961. 667 p.
432. CUSHING, EILEEN. Archival material in the New Brunswick Museum. United Church of Canada, Committee on Archives, *Bulletin*, 14: 21-25 (1961). Sup-

- plements the list, published in *Bulletin*, v. 4 (1951), of archival material relating to the United Church of Canada and its antecedents.
433. DUBLIN. NATIONAL LIBRARY OF IRELAND. Catalogue of Irish manuscripts in the National Library of Ireland [by] Nessa Ni Shéaghda. Fasc. 2. Dublin, Dublin Institute for Advanced Studies, 1961. 1 vol.
434. EMMISON, FREDERICK G., and IRVINE GRAY. County records; quarter sessions, petty sessions, Clerk of the Peace and Lieutenancy. [Rev. ed., London], Historical Association, [1961]. 32 p. (Historical Association, *Helps for Students of History*; Pamphlet no. H 62, 1961.) Lists county record offices and cites published guides and texts but not periodical materials.
435. FIJI. CENTRAL ARCHIVES. Preliminary inventory no. 1; Records of the Cakobau government, the ad-interim government, and the provisional government. June, 1871-September, 1875. Prepared by S. Tuinaceva. [Suva, Central Archives of Fiji and the Western Pacific High Commission, 1960.] 1 vol. (unpaged).
436. ———. Preliminary inventory, no. 2; Records of the Land Titles Commission, Rotuma, 1882-1883. Suva, Central Archives of Fiji and the Western Pacific High Commission, [1961]. 1 vol. (unpaged).
437. GAVRILOVIC, STOYAN. Hispanic American history research opportunities in Yugoslav archives. *Hispanic American historical review*, 42: 37-50 (Feb. 1962).
438. GÓMEZ CANEDO, LINO. Los archivos de la historia de América. Periodo colonial español. México, [Instituto Panamericano de Geografía e Historia], 1961. 654 p.
439. GUIDES to materials for West African history in European archives. 1. London, University of London, Athlone Press, 1962. . No. 1: Patricia Carson, Materials for West African history in the archives of Belgium and Holland. 1962. 86 p.
440. HOBBSAWM, E. J. Records of the trade union movement. *Archives*, 4: 129-137 (Lady Day 1960).
441. IZVESTIJA na Arkhivnii Institut. V. 1, 1957- . Sofia, Institut, 1957- . A guide to the records in the Archives Institute of the Bulgarian Academy of Sciences. Abstract in *American archivist*, 25: 74 (Jan. 1962).
442. KENT, GEORGE O., comp. and ed. A catalog of files and microfilms of the German Foreign Ministry archives, 1920-1945. V. 1. Stanford, Calif., The Hoover Institution, 1962. 811 p. "Published as a joint project of the United States Department of State and the Hoover Institution on War, Revolution, and Peace." Continues and completes the *Catalogue of German Foreign Ministry Files and Microfilms, 1867-1920*, published by the American Historical Association.
443. KNUT, BOHUMIL. K některým otázkám archivování technických podkladů u nás. *Archivní časopis*, 1: 26-29 (1962). Problems in archival arrangement of technical records. Abstract in *American archivist*, 26: 95 (Jan. 1963).
444. LAVIOLETTE, GUY. Répertoire des sources manuscrites de l'histoire religieuse Canadienne en Europe, surtout à Paris, à Rome et à Londres, de 1608 à 1860. Saint-Romauld d'Etchemin, Lévis, Canada, 1958/59. 16 p. Thesis, Les Frères de l'Instruction Chrétienne. Appended is a Chronologie, p. 17-25.
445. LEWIS, BERNARD. The Ottoman Archives; a source for European history. *Archives*, 4: 226-230 (Michaelmas 1960).
446. LUKIS, M., and M. MEDCALF. Finding aids for the microfilm copies of Australian records in the Public Record Office. *Archives and manuscripts*, v. 2, no. 2: 6-14 (Dec. 1961). Discusses problems and needs in the use of microfilmed records.
447. MELBOURNE. UNIVERSITY. Accessions of manuscripts. *Historical studies; Australia and New Zealand*, 9: 435-445; 10: 236-240 (May 1961, May 1962). Includes "Notes on new repositories," with brief lists of their holdings, and lists for the major libraries.
448. NIGERIA. ARCHIVES SERVICE. Arrangement and classification of Nigerian archives. [By] S. S. Waniko. [Lagos?], 1958. 21 p.

449. PAPRITZ, JOH. Plan de un repertorio general de archivos. *Universidad*, no. 49: 231-249 (1961). Translated from the French into Castilian by Ofelia Manzi.
450. ———. Plan for a general index for archives. *Unesco bulletin for libraries*, 15: 188-193 (July/Aug. 1961). The card index of the Marburg State Archives comprises working slips made for other purposes.
451. PLYMOUTH (England). CITY LIBRARIES. ARCHIVES DEPARTMENT. A guide to the Archives Department of Plymouth City Libraries; part 1. Plymouth, the Corporation, 1962. 37 p. (*Plymouth records*, 1.)
452. POWELL, W. R., et al. Protestant nonconformist records. *Archives*, 5: 1-6 (Lady Day 1961). Abstract in *American archivist*, 25: 256-258 (Apr. 1962).
453. ROBERTSON, EDWARD. Catalogue of the Samaritan manuscripts in the John Rylands Library. Manchester, the Library, 1938-1962. 2 vols. Included rare manuscripts of the Pentateuch, detailed census lists of the Samaritans, and lists of manuscripts in their possession.
454. ROBINSON, JACOB, and PHILIP FRIEDMAN. Guide to Jewish history under Nazi impact. New York, Yivo Institute for Jewish Research (New York) and Hadashem Martyrs' and Heroes' Memorial Authority (Jerusalem), Joint Documentary Projects, 1960. 425 p. (*Bibliographical series* no. 1.) This guide brings together descriptions of the scattered records.
455. RUSSIA (1923- U.S.S.R.). GLAVNOE ARKHIVNOE. UPRAVLENIE. Katalog sbornikov dokumentov izdannykh arkhivnymi uchrezhdeniiami SSSR, 1917-1960. [Edited by] A. I. Loginova [and] L. I. Iakovlev. Moscow, 1961. 112 p.
456. ———. Skhema edinoi klassifikatsii dokumental'nykh materialov Gosudarstvennogo arkhivnogo fonda SSSR v katalogakh Gosudarstvennykh arkhivov (Sovietskii period). [Edited by] G. A. Belov. Moscow, 1962. 159 p. Outline of the unified classification of documentary materials of the State archival holdings of the U.S.S.R. in the catalogs of the State Archives.
457. SOCHR, Jiří. Přádání a inventarizace římskokatolických farních archivů. *Archivní časopis*, 1962, no. 2: 19-25. Arrangement and inventorying of Roman Catholic parish archives.
458. SOUTH AUSTRALIANA; a journal for the publication and study of South Australian historical and literary manuscripts. V. 1, no. 1, March 1962. Adelaide, Libraries Board of S.A., 1962. No. 1 includes: Historical records received in the Archives, July-December 1961, p. 41-45.
459. TATE, W. E. The parish chest; a study of the records of parochial administration in England. 3rd printing, with additions and corrections. Cambridge [England], University Press, 1960. 346 p.
460. VICTORIA'S state archives. *Archives and manuscripts*, v. 2, no. 1: 11-12 (July 1961). Some of the major record groups held by the Archives Division of the State Library of Victoria.
461. WHEELER, ROBERT G. The notarial archives in Amsterdam. *De Halve Maen*, v. 37, no. 1: 7-8, 12 (Apr. 1962). "Dutch records pertaining to New Netherlands."
462. WHITELEY, W. H. The records of the Moravian Mission in Labrador. *American archivist*, 24: 425-430 (Oct. 1961).
463. WIENER LIBRARY, London. Catalogue of Nuremberg documents. [London, 1961.] 139 l. Review in *American archivist*, 24: 355 (July 1961).
464. ZIONIST ORGANISATION. ZIONIST CENTRAL ARCHIVES. Lists of files, volume 1905-1911; by Dr. G. Herlitz. Jerusalem, 1961. 36, 39 p. German and English texts.

See also: 5, 23, 33, 35, 191, 197, 199, 203, 205, 214, 215, 220, 226, 229, 230, 235, 236, 239, 251, 255, 279, 328, 344, 350, 351, 360.

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

465. AVEDON, D. M., ed. Glossary of terms for microphotography and reproductions

- made from micro-images. Annapolis, Md., National Microfilm Association, [1962]. 50 p.
466. BARRETT, W. J., *comp.* Glossary of photocopying terms. London, Hall Harding, 1961. 45 p.
467. CALIFANO, ELIO. La fotoriproduzione dei documenti e il servizio microfilm negli Archivi di Stato Italiani. Roma, [Ufficio Centrale degli Archivi di Stato], 1960. 80 p. (*Quaderni della "Rassegna degli Archivi di Stato,"* 5.) Review in *American archivist*, 24: 359 (July 1961).
468. FRANK, OTTO. Die Mikrofilmtechnik. Stuttgart, Dorotheen-Verlag, 1961. 336 p. (*Handbuch der Reprographie*, Band 2, AWW-Schriftenreihe nr. 241.) Materials, apparatus, machines, and their uses.
469. KIERSKY, LORETTA J. Bibliography on reproduction of documentary information, January-December 1961. *Special libraries*, 53: 135-140 (Mar. 1962).
470. ———. Developments in photoreproduction. *Special libraries*, 50: 505, 51: 554-555, 52: 581-582 (Dec. 1959, Dec. 1960, Dec. 1961).
471. LEISINGER, ALBERT H. Reproducción de documentos en micropelícula. Washington [Reunión Interamericana sobre Archivos], 1961. 32, [26] p.
472. LEWIS, CHESTER M. Interrelationship of microfilm, copying devices, and information retrieval. *Special libraries*, 53: 130-134 (Mar. 1962).
473. LIST of micro-publishers. *Unesco bulletin for libraries*, 16: 198-205 (July/Aug. 1962). Short provisional list.
474. LUTHER, FREDERIC. The language of Lilliput; a thesaurus for users of microfilm. Pt. 4, Production of microfilm. Pt. 5, Economics of microfilming. Pt. 6, Equipment. *Library journal*, 86: 3238-3241, 3743-3746; 87: 48-54 (Oct. 1, Nov. 1, 1961; Jan. 1, 1962).
475. OEHLERT, DIETER. Bearbeitung von Mikrofilm-Materialien in Hinsicht auf gute Haltbarkeit. *Reprographie*, 1: 153-156 (Dec. 1961). Treatment of microfilm materials with a view to good preservation.
476. PIETSCH, FRIEDRICH. Zu den Preis- und Zeitfaktoren der Sicherungsverfilmung. *Der Archivar*, v. 14, col. 5-14 (Mar. 1961). Abstract in *American archivist*, 26: 97 (Jan. 1963).
477. REPROGRAPHIE. 1- . 1961- . Homberg vor der Hohe [Germany], Verlag internationale, 1961- .
478. STEVENS, ROLLAND E. The year's work in copying methods; 1961. *Library resources & technical services*, 6: 126-142 (Spring 1962). Includes list of 36 related periodical articles.
479. VEANER, ALLEN B. Developments in copying methods; 1960. *Library resources & technical services*: 5: 119-129 (Spring 1962).
480. VERRY, H. R., *ed.* Document reproduction. *Revue de la documentation*, 28: 119-125 (Aug. 1961).
481. ———. Document reproduction. *Unesco bulletin for libraries*, 16: 73-78 (Mar./Apr. 1962).
- See also:* 18, 106, 157, 160, 189, 261, 269, 283, 298, 333, 368, 446, 514-516.

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

482. ADAMS, JOHN, *Pres. U.S.* Diary and autobiography. L. H. Butterfield, editor; Leonard C. Faber and Wendell D. Garrett, assistant editors. Cambridge, Mass., Belknap Press of Harvard University Press, 1961. 4 vols. (*Papers*, series 1: *Diaries*.)
483. ARCHIVES of Maryland, v. 69. Proceedings of the Provincial Court of Maryland, 1679-1680/1. Baltimore, Maryland Historical Society, 1961. 452 p. (*Court series*, Elizabeth Merritt, editor.)
484. BUTTERFIELD, LYMAN H. Butterfield in Holland; a record of L. H. Butterfield's pursuit of the Adamases abroad in 1959. Cambridge, Mass., privately printed [Belknap Press of Harvard University Press], 1961. 72 p.

485. CHILDS, JAMES B. The story of the United States Senate documents, 1st Congress, 1st session, New York, 1789. Bibliographical Society of America, *Papers*, 56: 175-194 (Second quarter 1962).
486. CLAPP, VERNER W. Library photocopying and copyright; recent developments. *Law library journal*, 55: 10-15 (Feb. 1962).
487. CLAY, HENRY. Papers. James F. Hopkins, editor; Mary W. M. Hargreaves, associate editor. V. 1-2. [Lexington], University of Kentucky Press, [1959-1961]. 2 vols.
488. COATS, A. W. The value of business archives to the economic historian. *ASAB proceedings*, 13: 9-14 (Jan. 1961).
489. CUSHMAN, ROBERT E. A documentary history of the ratification of the Constitution and the first ten amendments. *Quarterly legal historian*, 1: 3-6 (Mar. 1962).
490. EBERHART, DAVID C. A modern approach to making Federal regulations available. *Federal bar journal*, 22: 32-38 (Winter 1962).
491. ECKLES, ROBERT B. The importance of photocopy projects for local and regional history. *American archivist*, 25: 159-163 (Apr. 1962). Advocates the microfilming, especially in small repositories, of the personal papers of men important regionally rather than nationally.
492. ELLIS, R. The publication of English records; the Historical Manuscripts Commission. *Archives*, 4: 218-219 (Michaelmas 1960).
493. GARCES G., JORGE A. Cómo han de traducirse los documentos paleográficos de Hispanoamérica. Quito, Ecuador, Museo municipal de arte e historia, Imp. Municipal, 1961. 82 p. (Quito, Museo municipal de arte e historia, *Publicaciones*, v. 31.) "Acotaciones al libro 'Normas para la transcripción y edición de documentos históricos,' publicado por la Universidad de Córdova, 1957. Argentina."
494. GARRETT, WENDELL D. Opportunities for study; the microfilm edition of The Adams Papers. Dartmouth College, *Library bulletin*, n.s., 5: 26-33 (May 1962).
495. GIBB, GEORGE S. Exploiting the business records collection. *American archivist*, 24: 339-340 (July 1961).
496. HAMER, PHILIP M. "... authentic Documents tending to elucidate our History." *American archivist*, 25: 3-13 (Jan. 1962).
497. HAMILTON, ALEXANDER. Papers, v. 1-4. Harold C. Syrett, editor; Jacob E. Cooke, associate editor. New York, Columbia University Press, 1961-62. 4 vols.
498. HUGHES, PAUL A. Access to records in the office of the town clerk. *Town clerk's topics*, v. 20, no. 3: 1-2, 4 (Mar. 1961). Discusses the problems of loss, alienation, mutilation, and destruction by users.
499. JOHNSON, H. C. The publication of English records; the Public Record Office. *Archives*, 4: 214-218 (Michaelmas 1960).
500. KELLAWAY, WILLIAM. Record publications. *Archives*, 5: 43-45 (Lady Day 1961).
501. LAMBERT, ROBERT S. Income-tax records as sources for economic history. *American archivist*, 24: 341-344 (July 1961).
502. LEACH, DOUGLAS EDWARD. Early town records of New England as historical sources. *American archivist*, 25: 173-182 (Apr. 1962).
503. LEVERTON, B. J. T. Archival museum techniques. *S.A. archives journal*, 3: 55-57 (1961).
504. PROTECTION of public welfare records. *Town welfare topics*, v. 21, no. 3: 1-4 (Mar. 1961). Discusses proper and improper disclosure of information in public welfare records of New York State town and county agencies.
505. PLYMOUTH (England). CITY LIBRARIES. ARCHIVES DEPARTMENT. Regulations. Plymouth, Town Clerk's Office, 1960. [1 p.] Concerns the use of records by searchers.



506. PUGH, R. B. Publishing the public records; a replication. *Archives*, 5:78-83 (Michaelmas 1961).  
*See also* earlier articles by H. C. Johnson and G. D. Ramsay, item nos. 498 and 507.
507. RAMSAY, G. D. The publication of English records; some reflections on Mr. Mullins's texts and calendars. *Archives*, 4:138-148 (Lady Day 1960).
508. SOUTH CAROLINA (*Colony*). PROVINCIAL CONGRESS. Extracts from the journals of the Provincial Congresses of South Carolina, 1775-1776. William Edwin Hemphill, editor; Wylma Anne Wates, assistant editor. Columbia, S.C., Archives Department, 1960. (*The State records of South Carolina*.) New edition, issued in the year of the State's tercentenary.
509. TEXAS. STATE LIBRARY. ARCHIVES DIVISION. Texas Indian papers. Edited from the original manuscript copies in the Texas State Archives by Dorman H. Winfrey, assisted by James M. Day [and others]. Austin, State Library, 1959-1961. 4 vols. Contents: v. 1, 1825-1843; v. 2, 1844-1845; v. 3, 1846-1859; v. 4, 1860-1916.
510. U. S. PRESIDENT. Preparation, presentation, filing, and publication of Executive orders and proclamations. (E. O. [Executive order] 11030, June 19, 1962.) 27 FR [*Federal Register*] 5847-5848 (June 21, 1962).
511. ———. Public papers of the Presidents of the United States. Harry S. Truman, 1946. Containing the public messages, speeches, and statements of the President, January 1 to December 31, 1946. [Washington, National Archives and Records Service, Office of the Federal Register, 1962.] 581 p.
512. ———. Public papers of the Presidents of the United States. John F. Kennedy, 1961. Containing the public messages, speeches, and statements of the President, January 20 to December 31, 1961. Washington, [National Archives and Records Service, Office of the Federal Register], 1962. 908 p.
513. U. S. STATE DEPARTMENT. HISTORICAL OFFICE. Public availability of diplomatic archives in the United States and certain foreign countries. [Washington], 1961. 35 p. Summarizes policies and practices with regard to (1) nonofficial access to unpublished diplomatic records and (2) official publication of diplomatic correspondence.

*See also*: 113, 115, 146, 254, 269, 270, 349, 419, 471.

#### X. SPECIAL PHYSICAL TYPES OF RECORDS AND HISTORICAL MANUSCRIPTS

514. EASTMAN KODAK COMPANY. Filing negatives and transparencies. [7-60 minor revision.] Rochester, N.Y., [1960?]. 19 p. (*Kodak pamphlet* no. P-12.)
515. ———. The handling, repair, and storage of 16 mm. films. [1-62 minor revision.] Rochester, N.Y., [1962?]. 12 p. (*Kodak pamphlet* no. D-23.)
516. ———. Storage and care of Kodak color films. [5-62 minor revision.] Rochester, N.Y., [1962?]. 8, [4] p. (*Kodak pamphlet* no. E-30.) Includes appendix 1: Storage of processed color films.

*See also*: 251, 384, 413.

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

517. AMERICAN UNIVERSITY, *Washington, D. C.* Institute of genealogical research [July 9-27, 1962]. Washington, [1962?]. Folder. Twelfth annual institute; offered in cooperation with American Society of Genealogists, Maryland Hall of Records, National Archives and Records Service.
518. ———. Ninth institute on records management, May 14-25, 1962. Washington, [1962?]. Folder. In cooperation with the National Archives and Records Service.

519. ———. Sixteenth institute on preservation and administration of archives, June 4-29, 1962. Washington, [1962?]. Folder. In cooperation with National Archives and Records Service, Library of Congress, Maryland Hall of Records.
520. ASSOCIATION of Records Executives and Administrators; 5th annual conference, May 7 and 8, 1962, New York City. [n.p., n.d., 4 p.] Includes seminar schedules and information about AREA.
521. BARCAN, ARTHUR. Professional training in industrial records management. *American archivist*, 24: 317-322 (July 1961).
522. DENVER. UNIVERSITY. DEPARTMENT OF HISTORY. Courses in history and administration of archives and manuscripts, archival principles, techniques, and methodology. [n.p., n.d.] Folder.
523. ———. Institute of archival administration and related fields of regional, State, and local history. Summer 1962. Conducted by the University of Denver, Department of History, and the Graduate School of Librarianship in cooperation with the State of Colorado, Division of State Archives and Public Records. [Denver, n.d.] 8 p.
524. IRWIN, RAYMOND. The education of an archivist. In *Essays in memory of Sir Hilary Jenkinson*, Chichester, Sussex, 1962, p. 178-189.
525. VAN DER KLOOSTER, L. J., and A. E. M. RIBBERINK. Studiedagen voor archiefambtenaren 1960. *Nederlands archievenblad*, 64: 150-152 (1960). (Seminar for archives officials, 1960.)
526. SCUOLE di Paleografia, Diplomatica e Archivistica; materie di insegnamento e docenti per l'anno accademico 1960-1961. *Rassegna degli Archivi di Stato*, 21: 142-145 (Jan./Apr. 1961).
527. SHARMAN, R. C. The General Council and Library Conference. *Archives and manuscripts*, v. 2, no. 2: 34-38 (Dec. 1961). Includes discussion of the proposed and approved-in-principle Registration Certificate in Archives.
528. SPAIN. DIRECCIÓN GENERAL DE ARCHIVOS Y BIBLIOTECAS. I curso de archivística hispanoamericana, 2 Octubre 1961-31 Mayo 1962, Archivo General de Indias, Sevilla; programas de las asignaturas. [Madrid, 1961.] 30 p.
529. U. S. AGRICULTURE DEPARTMENT. GRADUATE SCHOOL. Automatic data processing seminar for Federal executives. Washington, 1961. 240 p.

See also: 61, 62, 80, 99, 145, 269.

### Registry

“. . . and so Mr. Drumlow—poor old gentleman, I was fond on him—but when he come to put the questions, he put 'em by the rule o' contrary like, and he says, 'Wilt thou have this man to thy wedded wife?' says he, and then he says, 'Wilt thou have this woman to thy wedded husband?' says he. . . . But then, when I come to think on it, meanin' goes but a little way; i' most things, for you may mean to stick things together and your glue may be bad, and then where are you? And so I says to mysen, 'It isn't the meanin', it's the glue.' . . . Ay, I held in tight till I was by mysen wi' Mr. Drumlow. . . . And he made light on it, and he says, 'Pooh, pooh, Macey, make yourself easy,' he says, 'it's neither the meaning nor the words—it's the register does it—that's the glue.'”

— GEORGE ELIOT, *Silas Marner*, ch. 6.

---

## PLACEMENT REGISTER

---

*This section in the American Archivist is published for the convenience of our readers. No charge is made for the insertion of notices by either an institution in need of personnel or a candidate for placement. The editor, however, reserves the right to refuse obviously unsuitable notices and to condense or otherwise edit the copy submitted. Candidates or institutions may, if they wish, withhold their names from these notices and may direct that answers be addressed to the Secretary, Society of American Archivists, 332 State Services Bldg., 1525 Sherman, Denver 3, Colo.*

### POSITIONS OPEN

**UNIVERSITY ARCHIVES.** Large, Midwest university establishing archives in university library will receive applications for new archival opening. Write Secretary. O-18.

**RECORDS MANAGEMENT.** Position open, public records examiner, Hall of Records. Salary range \$7,040 to \$8,800. Inquiries may be made through Secretary or direct to Hall of Records, Annapolis, Maryland. O-7.

**ARCHIVIST.** In old Santa Fe, New Mexico. Good working knowledge of written Spanish. B.A. degree with major in U. S. or Latin American history. Basic knowledge of archival principles. Position will be open July 1, 1963. Salary range: \$5,760-\$7,920. O-19.

### POSITIONS WANTED

**ARCHIVES.** Young man, M.A. degree history, preparing for Ph. D., formal training archives administration, two years practical experience at national level; working knowledge of several languages. Salary asked: \$6,500 to \$7,500, depending on location. Write Secretary. A-24.

**ARCHIVES OR MANUSCRIPTS.** Young man with M.A. degree American history and experience as an assistant in manuscripts and archives, large university library, desires placement in manuscripts or archives located in either eastern or south-

ern part of the U.S. Write Secretary. A-18.

**ARCHIVES OR MANUSCRIPTS.** Man with M.A. degree in English and substantial work on Ph. D. in American studies desires manuscript or archival work requiring research and general administrative responsibilities. First preference West or Far West, although willing to consider other areas. Write Secretary. A-19.

**ARCHIVES OR MANUSCRIPTS.** Young man, Midwest, just completing Ph. D. in history, currently holding position as assistant archivist, five years experience, interested primarily in college or university archives or manuscript depository. Write Secretary. A-20.

**RECORDS MANAGEMENT.** Experienced, trained consultant, records management research, interested in accepting position with a challenge, thoroughly familiar with scientific techniques for records control, creation, reduction, and reference. Minimum salary acceptable: \$9,000 to \$10,000 per year. A-21.

**RESEARCH OR TEACHING.** Young man, M.A. degree in American history (thesis topic: transportation), interested in teaching and historical research. Available for immediate employment. Write Secretary. A-22.

**ARCHIVES OR MANUSCRIPTS.** Young woman from Midwest with M.A. in American history, two years experience in archival processing and manuscript organization in western history collections; also teaching experience. Available July 1, 1963. Write Secretary. A-23.

**RECORDS MANAGEMENT ANALYST.** Experienced in management, systems, procedures, forms management (business and science records). College graduate, government and industrial experience. At \$10,000 or better salary level. Now located in Midwest, desires locate change to eastern metropolitan area. Write Secretary. A-27.

**STATE GOVERNMENT AGENCY OR HISTORICAL SOCIETY.** Experienced photographer, emigrating to U. S. from Ireland, skilled in documentary, architectural, fine arts photography, and organization and management of a photography department. Salary open. Write Secretary. A-28.

# Technical Notes

CLARK W. NELSON, *Editor*

*Mayo Clinic*

---

## ANNOUNCEMENT

This is the first installment of a new department designed to provide a place where current information about pertinent products and techniques may be brought to the attention of our readers. We hope that our coverage will include eventually items of interest in the fields of reproduction, preservation, exhibits, information storage and retrieval, and buildings and equipment.

The success of this department will depend largely on the response and interest shown by the members of the Society. Signed contributions and comments are especially invited.

## RECENT DEVELOPMENTS

### *Bell & Howell Acquires Micro Photo*

Bell & Howell Co. has agreed to acquire the business of Micro Photo, Inc., a Cleveland, Ohio, firm established in 1946 that offers microfilm recording, processing, printing, and allied services. Micro Photo will be operated as a division of the Bell & Howell Business Equipment Group with no changes in personnel or management.

### *Graphic Microfilm Card-to-Card Duplicating Service*

Graphic Microfilm Corp., 115 Liberty Street, New York City, has established a commercial "Filmsort" card-to-card duplicating service. As part of the service, Graphic has added a "Filmsort" Uniprinter 041 to its equipment. This machine makes "Duplicard" copy cards of the original at the rate of 2,000 an hour.

### *New Recordak Rotomatic Microfilmer*

Recordak Corp., Rochester, N. Y., has announced the compact Rotomatic Microfilmer, Model RR-1, which is especially designed for high-speed micro-filming of continuous forms from 6 to 15 inches wide. Its operating speed is 183 linear feet a minute with a fixed reduction ratio of 24:1 on 16mm. film.

### *Bell & Howell Model 575 Tab-Tronic Recorder*

Bell & Howell has introduced this automatic microfilm machine to reproduce continuous forms from any punchcard tabulator or high-speed computer printer without separating the fan-folded sections. It operates at 75 linear feet a minute.

---

Contributions to this department should be addressed to Clark W. Nelson,  
Archivist, Mayo Clinic, Rochester, Minn.

## TEST OF BALL-POINT INKS

By EARL E. OLSON

*Office of the Church Historian  
Church of Jesus Christ of Latter-day Saints  
Salt Lake City*

"Which ball-point inks may be recommended for use in creating permanent records?" This question was raised at the meeting of the Committee on Church Records during the 1961 annual meeting of the Society of American Archivists. As information was lacking on this question, an assignment was given to the writer to obtain an answer and report on it at the 1962 meeting.

Soon after the investigation began it was discovered that comparatively little information was available on ball-point inks. A copy of specification T-1-00562a, "Ink, Writing, for Ball-Point Pen," was obtained from the Government Printing Office. Outlined in it were the requirements for ball-point inks. Some of these specifications are:

*Feathering:* The writing shall not feather or spread.

*Drying time:* The writing shall dry by absorption within five seconds.

*Penetration:* After 48 hours the writing shall not penetrate to the reverse side of the paper.

*Resistance to water:* The writing shall remain legible after it has been immersed in water at room temperature for 48 hours.

*Resistance to light:* The writing shall be legible after it has been exposed to the radiation from a glass-enclosed carbon-arc lamp, such as the Fade-Ometer, Type FDA-R or its equivalent, for 48 hours.

*Microfilm reproduction:* Normal writing made with the ink, using a ball-point pen, shall be of uniform intensity. There shall be no excessive deposits of ink, nor shall there be any unusually light lines or breaks in continuity. The writing shall be legible when reproduced on microcopying film.

Letters were sent to the major manufacturers of ball-point pens in the United States and some interesting answers were received. The majority stated that certain ball-point inks would meet the Federal specifications and were as permanent or more so than fountain-pen ink. Tests had been made by some of the manufacturers and the results were included in support of their statements.

Ball-point pens have been avoided by archivists for several reasons. Originally, their inks feathered, penetrated, skipped, faded, or dried so slowly that transferal or smearing resulted. During the past few years, however, there has been a definite improvement. The inks now dry faster, flow better, and with improved formulas are now apparently permanent. In many instances the cartridge points of stainless steel have been replaced by tungsten carbide, which offers better writing characteristics.

The lack of information on tests of specific ball-point inks led to the decision to undertake such testing as could be done with the facilities at hand. Samples of 49 major-brand inks were obtained, in a variety of colors. These

inks were found to be fast-drying with very little feathering or penetration present. Enlarged photographs made from 35mm. microfilm copies of the different samples revealed that most colors reproduced well. Most of the pens were consistent in starting and writing, although some of them were difficult to start after a lapse of use. Some did occasionally leave excessive deposits, but this was not considered sufficiently important to eliminate them.

Three aspects were considered to be of value for specific testing—light-fastness, water-fastness, and reproducing qualities. Chemists at local universities expressed the thought that some reproducing inks contained carbon, which would add to their permanency. Accordingly, the presence of carbon was adopted as a testing factor.

Water-fastness was selected because in so many places there is the ever-present possibility of water damage to records. A 24-hour immersion period was found to be sufficient for comparative purposes.

The equally important problem of light-fastness presented the greatest difficulty in testing. As the Fade-Ometer recommended in the Government specifications was too expensive to purchase, electricians were consulted. They expressed the opinion that a mercury-vapor lamp with the outer envelope removed would produce a light spectrum comparable to the Fade-Ometer. A 400-watt mercury-vapor lamp EH-1 was procured, its outer envelope was removed, and test exposures were made at a distance of 6 inches from the lamp for periods of 24, 72, and 150 hours. During these exposures the temperature of the paper containing the ink samples was reduced by a blowing fan. While the exposure of 150 hours was found excessive, it was nevertheless of interest in making comparisons.

An additional test was made by exposing the samples to the direct sun and rain for a 30-day period. This provided a test of both water- and light-fastness combined.

To afford a comparison with fountain-pen inks, tests were conducted using Parker's Superchrome Black and Sheaffer's Blue-Black Skrip. These inks were found to be good in light-fastness but poor in both water-fastness and reproducing qualities. A sample of India ink was also used. It proved to be superior to the other inks, but its special qualities made it impractical for general use.

Comparing these tests, the ball-point black reproducing inks seem to be generally acceptable for making permanent records while the other colors are less acceptable because of the results noted.

The table below indicates the inks tested and their results. It is realized that this testing is not complete or final. As new inks are produced, different pens made available, or new test procedures devised, the results may change. Furthermore, it should be understood that these observations are not intended to be an official endorsement of any particular product, and are given only for such information and interest as will assist those concerned with the creation of permanent records. Comments and suggestions will be most welcome.



# News Notes

DOROTHY HILL GERSACK, *Editor*

*National Archives and Records Service*

---

## SOCIETY OF AMERICAN ARCHIVISTS

### SPECIAL ANNOUNCEMENTS

#### *1963 Annual Meeting*

The Society will meet jointly with the American Association for State and Local History at Raleigh, N. C., October 2-5, 1963. The program for this 27th annual meeting of the Society is now being selected. Members who wish to participate in the program or who have suggestions for it are asked to write to Program Chairman Thomas Wilds, Union Carbide Corporation, 270 Park Ave., New York 17, N. Y.

#### *Gondos Award*

We again call attention to the award, to be made at the Society's 1963 annual meeting, for an essay in the field of the history or administration of archives. Further details of the contest appear on the outside back cover of this issue.

#### COMMITTEES, 1962-63

President deValinger announces appointments to the committees of the Society as follows:

#### *Administrative Committees*

**AUDITING:** William D. Overman, 346 Castle Blvd., Akron 13, Ohio, *chairman*; Dorothy K. Taylor.

**LOCAL ARRANGEMENTS:** Christopher Crittenden, Department of Archives and History, Raleigh, N. C., *chairman*; Rear Adm. A. M. Patterson and Mattie Russell.

**WALDO GIFFORD LELAND PRIZE:** Julian P. Boyd, 120 Broadmead, Princeton, N. J., *chairman*; Wayne C. Grover and Morris L. Radoff.

**NOMINATIONS:** Morris L. Radoff, Hall of Records, Annapolis, Md., *chairman*; Leonidas Dodson and Herman Kahn.

**PROFESSIONAL STANDARDS:** Robert H. Bahmer, The National Archives, Washington 25, D. C., *chairman*; Philip C. Brooks, Mary Givens Bryan, Lester J. Cappon, Christopher Crittenden, Wayne C. Grover, Philip M. Hamer, Oliver W. Holmes, Waldo Gifford Leland, William D. McCain, Margaret C. Norton, William D. Overman, Ernst Posner, and Morris L. Radoff.

**PROGRAM:** Thomas Wilds, 270 Park Ave., New York 17, N. Y., *chairman*; Charlotte Capers, Watt Marchman, Philip P. Mason, Gust Skordas, and William J. Van Schreeven.

**PUBLICITY:** Albert H. Leisinger, Jr., The National Archives, Washington 25, D. C., *chairman*; John C. L. Andreassen, Leroy DePuy, Elizabeth E. Hamer, and Edward N. Johnson (advisor).

**RESOLUTIONS:** Frank B. Evans, 126 Kokomo Ave., Hummelstown, Pa., *chairman*; Dorothy H. Gersack.

---

News for the next issue should be sent by May 15 to Mrs. Dorothy Hill Gersack, Office of Records Appraisal, National Archives and Records Service, Washington 25, D. C.



*Technical Advisory Committees*

- AUDIO-VISUAL:** John M. Flory, Eastman Kodak Co., 343 State Street, Rochester 4, N. Y., *chairman*; Hermine Baumhofer, Louis W. Siple, and Forest L. Williams.
- BUILDINGS AND EQUIPMENT:** Victor Gondos, Jr., The National Archives, Washington 25, D. C., *chairman*; Everett O. Alldredge, Mary Givens Bryan, Leon deValinger, Jr., Earl E. Olson, and William J. Petersen.
- INTERNATIONAL RELATIONS:** David C. Duniway, 170 Owens St. South, Salem, Oreg., *chairman*; Philip Brower, Robert Claus, Ofra Core, Johan Hvidtfeldt, Gaston Kinton, Enrique L. Morales, and Peter Walne.
- MANUSCRIPTS (JOINT):** Alice E. Smith, State Historical Society of Wisconsin, 16 State St., Madison, Wis., *chairman*; Lewis E. Atherton, Dorothy C. Barck, Lynn H. Butterfield, Lester J. Cappon, and Howard H. Peckham.
- MICROFILMING:** Samuel B. Freedman, Micro-Photo, Inc., 170 Shaw Ave., Cleveland 12, Ohio, *chairman*; Howard W. Crocker, T. Harold Jacobsen, Albert H. Leisinger, Jr., Daniel F. Noll, and C. Frank Poole.
- PRESERVATION METHODS:** James L. Gear, The National Archives, Washington 25, D. C., *chairman*; W. J. Barrow, Dale Fields, and Roger Clarke Knott.
- RECORDS MANAGEMENT:** William L. Rofes, Republic Aviation Corp., Farmingdale, L. I., N. Y., *chairman*; Everett O. Alldredge, Rex Beach, A. H. Cranbury, Joseph F. Halpin, Charles MacBeth, and Belden Menkus.

*Special Area Committees*

- BUSINESS RECORDS:** Vincent A. Nunziato, Rm. 1210, 20 Pine St., New York 15, N. Y., *chairman*; Hazel Bruce, Robert H. Darling, Helen L. Davidson, Dudley F. Judson, Robert W. Lovett (advisor), Alice O. Riley, and O. G. Wilson.
- CHURCH RECORDS:** Melvin Gingerich, Archives of the Mennonite Church, Gosport, Ind., *chairman*; Virginia Nelle Bellamy, Mabel Deutrich, Earl E. Olson, and the Rev. August R. Suelflow (advisor), the Rev. Pascal M. Varieur, and Davis C. Woolley.
- COLLEGE AND UNIVERSITY ARCHIVES:** Edith M. Fox, Regional History and University Archives, John M. Olin Library, Cornell University, Ithaca, N. Y., *chairman*; Allen D. Breck, Helen L. Chatfield, May Dornin, F. Gerald Ham, Ralph W. Hansen, Dorothy G. Harris, Ralph Hudson, Philip R. Mason (advisor), and E. R. Vollmar.
- FEDERAL-STATE RELATIONS:** Edward N. Johnson, Office of Records Management, National Archives and Records Service, Washington 25, D. C., *chairman*; Ralph Burcham, Bruce C. Harding, Forrest R. Holdcamper, and George E. Warren.
- STATE AND LOCAL RECORDS:** William T. Alderson, Tennessee State Library & Archives, Nashville, Tenn., *chairman*; John R. Kerstetter, *cochairman*; Robert M. Brown, Mary Givens Bryan (advisor), Theodore J. Cassady, Richard W. Hale, Jr., Charles E. Hughes, Jr., Charles F. Hinds, Donald H. Mugridge, Paul O'Brien, and James Katsaros.
- ARCHIVES OF THE PROFESSIONS:** Paul Lewinson, 1718 Army & Navy Dr., Arlington, Va., *chairman*; Warren Albert, Robert G. Ballentine, and Mabel Lee.
- SCIENCE MANUSCRIPTS AND ARCHIVES:** Herman R. Friis, The National Archives, Washington 25, D. C., *chairman*; Emma H. Busey, Frank H. Gille, and Jean Ruth St. Clair.

*Ad Hoc Committees*

- CIVIL WAR CENTENNIAL:** Fred Shelley, Manuscript Division, Library of Congress, Washington 25, D. C., *chairman*; Charlotte Capers, Sidney Forman, Dallas Irvine, Nyle N. Miller, Robert T. Quarles, Jr., Clement M. Silvestro, Richard G. Wood, and Erwin C. Zepp.

## NEW MEMBERS

- INDIVIDUAL:** Robert G. Ballentine, Rockville, Md.; Virgil L. Elliott, San Francisco, Calif.; Frank H. Gille, Grosse Pointe, Mich.; Meredith P. Gillpatrick, Columbus, Ohio; Evelyn H. Knowlton, Peekskill, N. Y.; Robert L. Knutson, Los Angeles, Calif.; Mabel Lee, Lincoln, Neb.; J. Edward Moseley, Indianapolis, Ind.; Thomas Philipose,

Denver, Colo.; Garry D. Ryan, Washington, D. C.; the Rev. Edwin Schell, Baltimore, Md.; Jean Ruth St. Clair, Washington, D. C.; Ruth R. Yeaman, Salt Lake City, Utah. INSTITUTIONAL: History and Research Committee, Reformed Church in America, Gardner A. Sage Library, New Brunswick, N. J.; Standard Brands, Inc., New York City.

## DEATHS

BEATRICE DECKER, who retired in May 1956 as Archivist of the City of Portland, Oreg.; on October 5, 1961. Mrs. Decker, for many years an active member of the Society, served on its Records Administration, Membership, and Municipal Records Committees.

DWIGHT HILLIS WILSON, aged 52; on March 27, 1962, at Washington, D. C. An obituary appears on page 208 of this issue.

## RÉSUMÉ OF COUNCIL MINUTES

Rochester, N. Y., September 30, 1962

The Council convened at 10 a.m. at the Hotel Sheraton, with all members present except Seymour V. Connor and William D. Overman. Minutes of the spring meeting were read, and the following amendments to the minutes were authorized: (1) to paragraphs relating to the Latin American Guide, by extending the U. S. committee's scope to include preparation of guides to materials in Latin America as well as in the United States; (2) to the statement on revision of the Society's constitution, by adding that the secretary be directed to prepare a statement on the reasons for change; and (3) to the statement on recruitment and placement of archivists, by adding that the registration policies adopted by the Council should be effective after the 26th annual meeting, with the fee for initial registration \$2 and for reregistration \$1.

A report and correspondence on the revision of the U. S. copyright regulations then before Congress was referred to the Council by the Federal-State Relations Committee. It was briefly discussed, and the secretary was directed to send the report and correspondence to Council Member Seymour V. Connor for his comment and the preparation of a policy statement for consideration by the Council. Mr. deValinger announced Wayne C. Grover as his nominee for the new member of the Waldo Gifford Leland Prize Committee and Morris L. Radoff as chairman of the Society's 1963 Nominations Committee. The Council endorsed both.

The secretary presented a proposal by Thornton Mitchell that the proceedings of the Council be mechanically recorded. The consensus of the Council, however, was opposed to verbatim reporting; preference was expressed for informal discussion, with only actions and decisions to be reported in the minutes. The secretary then read a report on the problems of tax-exempt status for the Society as a nonprofit corporation; a discussion of this matter followed.

President Bahmer made a progress report on the Society's application for a grant to subsidize work on the Latin American Guide.

The State records study was reported to be progressing very well. It was proposed, however, that the Society request the Council on Library Resources to grant a month's extension to August 31, 1963, for the study's completion.

The suggestion was approved, and President-elect deValinger was instructed to prepare the letter of request. It was also voted to amend the letter of appointment for Ernst Posner to grant leave to the director and his research secretary for the month of July 1963.

The treasurer presented the current financial report and the report on funds for the State records study and gave copies of the reports to the secretary for filing. As Finance Committee chairman, Mr. Jones moved the adoption of that committee's recommendation that, beginning in 1963, an annual audit of the Society's books be made by an independent certified public accountant. The motion was passed unanimously.

On recommendation of the editor, the Council reappointed David C. Dunaway for a four-year term (1963-66) on the editorial board of the *American Archivist*.

The matter of cooperation between the Society and the American Association for State and Local History on their programs and local arrangements for the 1963 joint meeting was left to the discretion of the Society's officers who normally work on annual meeting problems and to the chairmen of the Local Arrangements and Program Committees.

A proposal was submitted from the Faxon Magazine Agency to make a service charge of \$1 for each subscription to the *American Archivist* made through the agency. The secretary informed the Council that many subscriptions come through the agency; the Council, however, reaffirmed its general policy of refusing commissions for subscriptions and directed the secretary to so inform the agency.

The secretary submitted to the Council the applications for grants under the Asia Foundation thus far received. Favorable action was taken on the recommended subsidies.

The meeting was adjourned at 12:55 p.m.

DOLores C. RENZE, *Secretary*

Rochester, N. Y., October 3, 1962

The first Council meeting of 1962-63 was called to order by President Leon deValinger, Jr., at 9:15 a.m. Present were Everett O. Alldredge, newly elected vice president; Dolores C. Renze, secretary; H. G. Jones, treasurer; Kenneth W. Munden, editor; and Council members W. Kaye Lamb, William D. Overman, Leonidas Dodson, Gust Skordas, and August Suelflower.

The treasurer distributed copies of his financial report to the new Council members and announced that he would submit the 1963 budget, as proposed by the Finance Committee, at the December Council meeting.

After the editor had given his report, the secretary was directed to prepare a letter to the Archivist of the United States expressing the Society's appreciation for the support given by the National Archives to the *American Archivist* and to the State records study.

The dates for the 1963 annual meeting, to be held jointly with the American Association for State and Local History in Raleigh, N. C., were fixed as

October 2-5, inclusive, the headquarters to be the Sir Walter Hotel, with the Raleigh Cabana Motel, the Downtowner Hotel, and the Carolina Hotel also providing accommodations. The local arrangements and program committees of the two organizations will coordinate their plans. The annual dinner of the American Association for State and Local History will be held on October 2; that of the Society of American Archivists on October 3.

The Council approved the Commodore Perry Hotel as headquarters for the 1964 meeting at Austin, Tex., and accepted the time proposed by Dorman H. Winfrey—Oct. 7-9. The principal host for the meeting is the Texas State Library and Archives, of which Dr. Winfrey is Director; chairman of the Local Arrangements Committee is Archivist James Day. Other Texas institutions sponsoring the meeting are the University of Texas, the Church Historical Society (*i.e.*, the Episcopal Church Archives), and the Texas Library Association.

For later annual meetings the Council approved the following cities: 1965, Washington, D. C.; 1966, Atlanta, Ga.; and 1967, Ottawa, Canada.

The secretary was asked to update the Society's constitution and the Guide to Committee Organization and Functions by incorporating recent changes and to distribute the revised documents to the Council at its midwinter meeting. The recommendations of several committees were discussed, but only that of the Long Range Planning Committee resulted in Council action. The Council empowered the president to appoint, when appropriate, a person or persons to approach foundations recommended as possible sources of funds for a permanent secretariat and to make a preliminary report at the Council meeting in the spring of 1963. The Long Range Planning Committee, having completed its special assignment, was then suspended.

The proposal by Dorothy and Victor Gondos to give \$100 at the 1963 annual meeting to the winner of an essay contest (conducted jointly by the Society and the American University) was approved.

A brief report by the secretary on the Asia Foundation grant was discussed, and the Council was urged to be alert for candidates eligible for assistance under the terms of the grant.

The meeting was adjourned at 11:50 a.m.

DOLORIS C. RENZE, *Secretary*

#### 26TH ANNUAL BUSINESS MEETING

Rochester, N. Y., October 1, 1962

The 1962 annual business meeting was called to order by President Robert Bahmer at 9:00 p.m., following the annual dinner of the Society held at Rochester, N. Y., Sheraton Hotel. All officers and members of the Council were present except Seymour J. Connor.

A reading of minutes for the 1961 annual meeting was dispensed with since they had been published in the *American Archivist*.

By direction of the president, the secretary was instructed to enter in the

minutes the names of the six elected Fellows for 1962, as follows: William T. Alderson of Tennessee; Julian P. Boyd of New Jersey; Robert M. Brown of Minnesota; Albert H. Leisinger, Jr., and Harold T. Pinkett of Washington, D. C.; and William J. Van Schreeven of Virginia. Also, to record the name of Philip M. Hamer as recipient of the Waldo Gifford Leland Prize for 1962 as editor of *A Guide to Archives and Manuscripts in the United States*.

President Bahmer called attention to the fact that two Presidential libraries had been dedicated in 1962: the Dwight D. Eisenhower Library (Kansas) and the Herbert Hoover Library (Iowa).

Treasurer H. G. Jones made his annual financial report and filed it for the record with the secretary. The Auditing Committee report was next heard. This carried a recommendation that hereafter the annual audit be made by a certified public accountant. The report was handed to the secretary and will be published in the *American Archivist*. [See *American Archivist*, 26: 114-115 (Jan. 1963).—Ed.]

Secretary Dolores C. Renze made her annual report to the membership, giving a résumé of the Society's major activities (the issuance of the 1962 directory, membership statistics, register of placement, etc.). Her report will be published separately in the *American Archivist*. [See *American Archivist*, 26: 111-114 (Jan. 1963).—Ed.]

Editor Ken Munden called attention to the exhibit showing the steps in bringing an issue of the *American Archivist* into print. He then introduced the editorial board and staff members in attendance at the annual meeting. The editor paid tribute to the generous support and assistance rendered by the Archivist of the United States to the publication of the Society's journal and asked that the secretary be directed to express appreciation in a letter on behalf of the Society.

Mr. Willms, chairman of the Resolutions Committee, rendered the customary recognition of hospitality and expressions of appreciation for work accomplished. He also reported the deaths of the following members in the course of the year: Thomas Amelia of New Jersey, Alice B. Good of Arizona, Solon J. Buck of Washington, D. C., Leo Pascal of Maryland, and Dwight Wilson of Washington, D. C.

Other committee reports were not read at this time but the secretary noted those received and stated they would be submitted for publication in the *American Archivist*. [See *American Archivist*, 26: 115-118 (Jan. 1963).—Ed.]

Thornton Mitchell, retiring Council member and chairman of the Nominating Committee, reported that the following, having consented to stand for election, were being placed in nomination for office in accordance with constitutional provisions as amended in 1961: vice president—Everett O. Alldredge; secretary—Dolores C. Renze; treasurer—H. G. Jones; and Council members—Gust Skordas (4-year term), Seymour J. Pomrenze (3-year term), August R. Suelflow (2-year term), and Leonidas Dodson (1-year term).

President Bahmer announced each office and the candidate for each in turn,

called for nominations from the floor, and hearing none declared the nominations for that office closed. Voting by acclamation followed and election to office was declared. The 1962-63 elected officers and Council members are:

*President:* Leon deValinger, Jr. (Delaware).

*Vice President:* Everett O. Alldredge (Washington, D. C.).

*Secretary:* Dolores C. Renze (Colorado).

*Treasurer:* H. G. Jones (North Carolina).

*Council Members:* Gust Skordas (Maryland), 4-year term; Seymour J. Pomrenze (Washington, D. C.), 3-year term; August R. Suelflow (Missouri), 2-year term; and Leonidas Dodson (Pennsylvania), 1-year term.

As 1962-63 president-elect, Mr. deValinger next announced the following appointments for 1963:

*Program:* Thomas Wilds of New York City.

*Local Arrangements:* Christopher Crittenden of North Carolina.

*Nominations Chairman* (member-at-large): Morris Radoff of Maryland.

*Leland Prize Committee Member:* Wayne C. Grover.

The first 1962-63 Council meeting was called for 9 a.m., October 3, in the secretary's suite. There being no further business to come before the Council, President Robert Bahmer declared the meeting adjourned.

DOLORES C. RENZE, *Secretary*

## OTHER PROFESSIONAL ASSOCIATIONS

### *International Council on Archives*

The seventh conference of the Round Table on Archives, held in Madrid in May 1962, discussed "The Archival Concept and the Frontiers of Archival Science." A resolution passed at the Round Table, proposing "the setting up of a study group which should be asked to lay down the main principles governing the differences in function between Archives and Libraries," was discussed in the course of the June 1-2 meeting of the Executive Committee of the I. C. A. but was not acted upon. W. Kaye Lamb, the Dominion Archivist of Canada, represented the Society of American Archivists at the Madrid Round Table. ¶ The eighth conference of the Round Table, scheduled previously to meet from June 5 to 8, 1963, will instead meet from June 12 to 15, in Budapest. It will have two themes: archival sources for rural history and archival construction.

### *International Micrographic Congress*

The International Micrographic Congress has been incorporated in Michigan and has offices at 313 North First St., Ann Arbor. The basic organization was established by Donald W. McArthur, Eugene B. Power, and Carl E. Nelson with the support of the National Microfilm Association. Mr. Power will serve as the first president of IMC. Its purposes, as outlined in the articles of incorporation, are "to promote understanding and cooperation among the societies of the world which are engaged in furthering the progress and application of the microreproduction art; to stimulate the development

of new methods and devices which will aid in the application of the microfilm art; to provide an international clearing house for information; to provide facilities for exchange of publications; to promote and encourage the establishment and use of standards; to provide for the exchange of delegations." At its April 30-May 2 meeting (see below) the National Microfilm Association will provide IMC with facilities to organize and plan its program.

#### *American Association for State and Local History*

W. Edwin Hemphill rather than William T. Alderson, as reported in our January issue (*American Archivist*, 26: 119), participated in the joint SAA-AASLH session in Miami on November 8, 1962. We regret the error. Mr. Hemphill spoke on "The Publications of Southern Historical Agencies."

#### *Association of Records Executives and Administrators, Inc.*

The sixth annual conference of AREA will be held May 6-7 in New York City. The Society of American Archivists will be well represented. Thomas Wilds, AREA president, is chairman of manufacturers relations for the conference; Edward J. Wenczek is hospitality cochairman; and seminar leaders include Henry E. Edmunds ("Corporate Historical Records"), Edward N. Johnson ("A Reexamination of Vital Records Concepts"), John W. Potter ("Automating Document Storage and Retrieval"), Donald S. Rice ("Impact of Data Processing on Records Management"), Vernon B. Santen ("State and Local Records Programs: Program Content, Problems, and Techniques"), Robert A. Shiff ("Your Business Records—Witness for the Prosecution?"), and Thomas Wilds ("Records Storage Equipment Controls"). Further information may be obtained from the registration chairman, Miss H. Rosamond Hartshorn, General Motors Overseas Operations, 1775 Broadway, New York 19, N. Y.

#### *Manuscript Society*

The next annual meeting of the Manuscript Society will be held in Washington, D. C., in September 1963. Wayne C. Grover, Archivist of the United States, and David C. Mearns, chief of the Manuscript Division, Library of Congress, are members of the program committee, the chairman of which is L. Quincy Mumford, Librarian of Congress. Elizabeth E. Hamer and Dorothy Eaton, also of the Library of Congress, are members of the local arrangements committee.

#### *National Microfilm Association*

The association's 1963 convention will be held in San Francisco, April 30-May 2. The convention theme will be "Microreproduction: Key to International Communication." Hugh W. States of Bay Microfilm, Inc., also Alto, Calif., is general convention chairman. Registration blanks may be obtained from Twelfth Annual Convention, National Microfilm Association, P. O. Box 386, Annapolis, Md.

#### *Society for the History of Discoveries*

The second annual meeting was held at the John Carter Brown Library, Providence, R. I., October 27, 1962. SAA member Herman R. Friis re-

ported on a "Project for a History of Geographical Surveying and Mapping by the United States Government Prior to 1860."

#### *American Library Association*

Calendars of archives and manuscripts, surveys of library holdings, and descriptions of special collections are listed along with printed library catalogs, union lists of books and periodicals, and selected library reports in a supplement (1950-61) to *American Library Resources, A Bibliographical Guide*, prepared by Robert B. Downs with the aid of a grant from the Council on Library Resources, Inc., and published by the association in 1962 at \$9.

#### *American Records Management Association*

The association has available a major publication, *Records Management Workshop*, copies of which may be ordered from Miss Barbara L. Harris, Ortho Pharmaceutical Co., Raritan, N. J., at \$10. Visual aids for workshop use are also available. ¶ The next annual conference of ARMA will be held in Chicago, October 21-23.

#### *Society of Motion Picture and Television Engineers*

At the recent SMPTE semiannual convention in Chicago, John Flory, advisor on non-theatrical films, Eastman Kodak Company, pointed out that because motion pictures and still photographs are becoming increasingly significant in recording our life and times, systems and methods of establishing functional and useful archives for them are needed. The size of the task was revealed by statistics comparing the yearly number of new books published (14,000) with the number of new films produced by government agencies, educational institutions, industry, and other non-theatrical groups (30,000).

## REFUGEE CUBAN ARCHIVISTS

Mario López F., former chief of the document restoration branch of the Cuban National Archives who recently has joined the staff of the U. S. National Archives, has furnished us with a list of his former colleagues now residing in the United States as refugees. The list includes not only professional archivists but their administrative and clerical associates. Many if not most of these refugees have been unable to find employment suited to their skills. We are not, of course, in a position to endorse their qualifications, but we print Mr. López' list in the hope that directors and others having suitable open positions will avail themselves of it. The list follows:

- Aida Alvarez (copyist), 1005 N.W. 123d St., Miami, Fla.
- Esperanza Calderón (archivist), 2277 N.W. 21st Tr., Miami, Fla.
- Orlando Castañeda (historian and archivist), 1022 Brickell Ave., Miami, Fla.
- Plutarco Jaúrequi (archivist), present address unknown.
- Félix Lizaso (historian and archivist), 826 Collins Ave., Apt. 4, Miami Beach, Fla.
- Pedro Lizaso (archivist), 358 Brome St., New York City.
- Olga López (typist), 525 Vista Dr., Falls Church, Va.
- José Marrero (building superintendent), 4401 N.W. 18th Ave., Miami 42, Fla.
- Hilda G. Mateo (instructor and archivist), 745 N.W. 24th St., Miami, Fla.
- Estela Mirabal (archivist), 41 N.W. 68th Ave., Miami, Fla.
- José Morales (archivist), present address unknown.



- Maria L. Muñiz (archivist), 826 Collins Ave., Apt. 4, Miami Beach, Fla.  
 Ana María Muxo (archivist), 2277 N.W. 21st Tr., Miami, Fla.  
 Carmen Pardo (laminator), 826 Collins Ave., Apt. 4, Miami Beach, Fla.  
 Ana D. Pérez (library assistant), 6160 W. 14th Lane, Hialeah, Miami, Fla.  
 Elena V. Peraza (librarian), present address unknown.  
 Magaly Peraza (archivist), present address unknown.  
 Jorge Quintana (historian and archivist), 102-40 67th Road, Montecarlo, Apt. 4C, Forrest Hills, N. Y.  
 Ofelia M. Radames (archivist), 218 N.W. 15th Ave., Miami 35, Fla.  
 Oscar Radames (archivist), 218 N.W. 15th Ave., Miami 35, Fla.  
 Mario Riera (archivist), present address unknown.  
 Haydee Rubio (archivist), present address unknown.  
 Martha Ruibaz (librarian), present address unknown.  
 Ernestina Salas (nurse), 771 S.W. 11th St., Apt. 2, Miami, Fla.  
 Emeterio S. Santovenia (historian and archivist), 6160 W. 14th Lane, Hialeah, Miami, Fla.  
 Salvadora Soto (archivist), present address unknown.  
 María V. Spencer (archivist), 352 Fir Ave., Oxnard, Calif.  
 Otto Spencer (assistant director and typist), 352 Fir Ave., Oxnard, Calif.  
 Máximo Tosquella (photographer—microfilming and photostats), 218 N.W. 15th Ave., Apt. 205, Miami, Fla.

In order that we may know the results of this announcement we request that information about the employment or interviewing of any of these refugees be sent to the Society's secretary, Mrs. Dolores C. Renze, 332 State Services Bldg., 1525 Sherman St., Denver 3, Colo.

## NATIONAL ARCHIVES AND RECORDS SERVICE

### *National Archives*

In observance of the 100th anniversary of the signing of the Emancipation Proclamation on January 1, 1863, the National Archives installed an exhibit to remain on view through most of 1963. Besides the proclamation itself the exhibit includes documents showing the pressures exerted on Lincoln to free the slaves and reaction to the proclamation both here and abroad. The Commission on Civil Rights sponsored a formal opening of the exhibit, at which Attorney General Robert F. Kennedy was the principal speaker. Among recent accessions are case files for the most important labor-management dispute mediation cases handled by the Federal Mediation and Conciliation Service during the fiscal year 1955 and other records of the Service, 1957-59, known as "special assignment cases," containing information on measures taken to promote good labor-management relations and prevent disputes from arising. Also received recently are records of the Railroad Marine Workers Commission and the Railroad Lighter Captains Commission, established by the President in 1961 to investigate railroad marine disputes in New York harbor; documents relating to the ratification by the States of the 23d amendment to the Constitution; and records of the National Forest Reservation Commission, 1911-52, relating to its approval or disapproval of the acquisition of lands for national forests in eastern United States. Among photographs received are about 500 prints made in 1898-1900 of forest reserves in western United States; and photographs collected by Frank William Legg during the

years 1870-84 when he was associated with the Warren Studios in Boston and Cambridge. They include portraits of 65 writers, political leaders, musicians, actors, and other prominent persons. ¶ The National Archives has recently published two preliminary inventories of parts of its holdings: no. 148, *Records of the Dominican Customs Receivership*, by Kenneth W. Munden, with an introduction by Lester W. Smith; and no. 149, *Records of the Bureau of Agricultural and Industrial Chemistry*, by Helen T. Finneran. ¶ Among microfilm publications recently completed are Records of the Department of State Relating to World War I and Its Termination, 1914-29 (518 rolls); the Index to the Letters Received by the Confederate Secretary of War, 1861-65 (34 rolls); the Index to the Letters Received by the Confederate Adjutant and Inspector General and by the Confederate Quartermaster General, 1861-65 (41 rolls); Compiled Service Records of Volunteer Union Soldiers Who Served in Organizations From Georgia (1 roll), Kentucky (515 rolls), Louisiana (49 rolls), Maryland (238 rolls), Tennessee (220 rolls), and Virginia (7 rolls); and Indexes to Compiled Service Records of Volunteer Union Soldiers Who Served in Organizations from Arkansas (4 rolls), Georgia (1 roll), Kentucky (30 rolls), Louisiana (4 rolls), Maryland (13 rolls), Mississippi (1 roll), Missouri (54 rolls), North Carolina (2 rolls), Tennessee (16 rolls), Texas (2 rolls), and Virginia (1 roll). Filming has been continued on Notes From Foreign Legations in the United States to the Department of State, 1826-1906, for France (25 rolls) and Spain (20 rolls). ¶ Further information about the microfilm and copies of the publications may be obtained from the Exhibits and Publications Division, National Archives, Washington 25, D. C.

### *Presidential Libraries*

The Libraries were represented in a "Tele-Lecture" program, December 4, 1962, organized by the University of Omaha and covering many different subjects. Wayne C. Grover, Archivist of the United States, Elizabeth B. Drewry, Director of the Franklin D. Roosevelt Library, and Philip C. Brooks, Director of the Harry S. Truman Library, each spoke briefly by a conference telephone circuit to audiences at five university campuses and then answered questions from the five campuses. ¶ Since the death of Mrs. Franklin D. Roosevelt on November 7, 1962, her estate has turned over to the Roosevelt Library nearly all of her papers that were not required temporarily for administration or tax purposes. In accordance with stipulations in Mrs. Roosevelt's deed of gift to the Library, her papers are closed to research until they have been reviewed and classified. The Library would appreciate receiving information about materials pertaining to Mrs. Roosevelt and about any letters received from her. Address the Director, Franklin D. Roosevelt Library, Hyde Park, N. Y. ¶ Additions have been received to several bodies of papers already in the Roosevelt Library: those of Rear Adm. Wilson Brown, Naval Aide to President Roosevelt, 1934-36 and 1943-45, including his unpublished autobiography, "From Sail to Carrier Task Force"; papers of Stanley High, 1935-37, given by Mrs. High; and papers of Judge Samuel I. Rosenman, 1930-45.

*Office of the Federal Register*

Beginning with the first session of the 88th Congress published slip laws for all public laws enacted will carry legislative history references. These will include references to the committee reporting the bill, the numbers of the pertinent House and Senate reports, and *Congressional Record* citations to action on the bill in the House and Senate. The added information is designed to save countless hours of research for librarians, lawyers, and others who rely on legislative histories for interpretation of the law. Separate prints of public laws are published immediately after enactment and may be obtained from the Superintendent of Documents, Washington 25, D. C., at varying prices; the subscription rate for the public laws is \$12 per session. Tables of legislative history references will also be included in the United States Statutes at Large effective with Volume 77.

*National Historical Publications Commission*

At the Commission's meeting in Washington on November 28, 1962 a report, in preparation since the Commission's previous meeting in March, was considered and approved for publication. The first major report to be published since 1954, it reviews in an appendix progress since that time with respect to specific projects the Commission has encouraged and aided. The main part of the report, however, considers the present status of documentary publication in American history in general, the problems involved in editing and publishing in both letterpress and microfilm according to modern standards, and the difficulties arising from irregular and inadequate financial support for such undertakings. The Commission then presents a plan of financing, calling for both private and Government funds, that it feels will best meet the needs for a balanced 10-year program. Another meeting was planned for March 1963 to consider further steps in implementing the recommendations of the report. ¶ A joint plan of the Regents of Gunston Hall and the Institute of Early American History and Culture to edit and publish the papers of George Mason was also considered at the Commission's meeting. The Commission unanimously adopted a resolution approving the plan and offering its full cooperation and assistance. Financial support for collecting and editing the Mason papers had been pledged by the Regents of Gunston Hall at their annual meeting in October. The Institute will be responsible for publishing the resulting manuscript. An administrative board, on which both organizations are represented, was set up in January with Lester J. Cappon as chairman, to have direct supervision of the undertaking. Robert Rutland of the University of California at Los Angeles was named as the editor. ¶ G. Bernard Noble, Director of the Historical Office, Department of State, who had represented that Department on the Commission since its reorganization in 1950, retired August 31, 1962. His successor as Director of the Historical Office, William M. Franklin, was named by the Department as its representative on the Commission to succeed Dr. Noble. The Commission at its November meeting greatly missed the usual presence and participation in its discussions of Mr. Justice Frankfurter and was happy to receive notice

in December of his reappointment by the Chief Justice of the United States for another four-year term as the representative on the Commission of the judicial branch of the Federal Government.

## LIBRARY OF CONGRESS

### *General News*

At a meeting on December 7, 1962, the Advisory Committee on the *National Union Catalog of Manuscript Collections* (see review of the first volume on p. 219 of this issue) approved a proposal of the Library of Congress to make the *Catalog* the national record of manuscript collections existing in this country only in photocopy. Elizabeth E. Hamer, Fellow of the Society of American Archivists and a member of the Society's Publicity Committee, was appointed Assistant Librarian on January 4, 1963. Mrs. Hamer has been on the staff of the Library in several other capacities since 1951.

### *Program for Copying European Manuscripts*

Daniel J. Reed, Assistant Chief of the Manuscript Division, has provided us with a "statement summarizing recent developments and a little history of the Library's longstanding program for copying European manuscripts relating to America." We agree with Mr. Reed that "all too frequently . . . younger students, archivists, and librarians are unaware of this program and the rich resources which it has made readily available in this country." His summary follows:

The Library of Congress has designated Mme. Ulane Bonnel its representative in Paris for 1963 in connection with the photocopying of French manuscripts relating to America. Mme. Bonnel, with the title of *déleguée* of the Library of Congress, will receive her instructions through the Manuscript Division and will be responsible for making detailed searches in French repositories to locate documents relating to America; her reports and recommendations to the Manuscript Division will provide the basis for an expanded photocopying program to be financed through the Library's James B. Wilbur Fund. It is also expected that Mme. Bonnel will be of some assistance to French libraries, archives, and universities wishing to avail themselves of the services of the Library of Congress in acquiring materials relevant to American studies.

Mme. Bonnel, who is an American citizen, and a native of Texas, has lived in Paris with her husband, Capt. Paul Bonnel of the French Navy, since 1947 and in 1960 received her doctor's degree in letters, with honors from the University of Paris. Her dissertation, *La France, les États-Unis et la Guerre de Course, 1797-1815*, was published in 1961 and in 1962 won the Grand Prix de la Académie de la Marine. This appointment is the latest step taken by the Library of Congress in a series of measures intended to enlarge the Library's old and well-known program to acquire copies of European sources relating to America. This program began in 1905 to obtain hand transcriptions of selected manuscripts.

Early in this century the Librarian of Congress, Dr. Herbert Putnam, turned for advice and cooperation to the American Historical Association and to the Bureau (later Department) of Historical Research of the Carnegie Institution of Washington. Members of the Association's Public Archives Commission were entrusted with selecting, for the Library, the documents to be copied. The Bureau, under the direction of J. Franklin Jameson, undertook to compile the well-known and widely-used series of guides to materials relating to America in foreign archives and libraries. Between 1907 and 1943 guides to manuscripts in England, France, Spain, Italy, Switz-

erland, Germany, Austria, and Russia, and in Canada and Mexico as well, were published by the Carnegie Institution. Most of these had been completed before Dr. Jameson left the Institution to become Chief of the Library's Manuscript Division in 1928.

With the rich fund of information available in the guides, the Library could immediately enlarge its copying program when, in 1925, it received from James B. Wilbur of Vermont a generous endowment fund for copying in Europe and, in 1927, a gift from John D. Rockefeller, Jr., to support extensive copying in Europe and America over a five-year period. In most cases it was possible to turn from transcribing to photostating or microfilming. From 1927 to 1929 this expanded program was directed by Samuel Flagg Bemis and from 1929 to 1932 by Worthington C. Ford. By 1933 it was estimated that about two million manuscript pages had been copied. It can safely be estimated that nearly a million pages have been copied and added to the collection since then, largely on proceeds from the Wilbur Fund; some of these, however, are photocopies of manuscripts that were first transcribed in the early years of the program. They have been drawn from those countries, named above, for which published guides were available, and from Scotland, Ireland, Wales, Holland, Denmark, Norway, Sweden, Czechoslovakia, Argentina, Chile, and Yucatan. These reproductions, unlike the Library's original manuscripts, are subject to interlibrary loan, and countless packages and reels have gone out to scholars in all parts of the United States and, occasionally, in other countries.

Since World War II the Library continued, generally on a limited scale, to photocopy manuscripts and unpublished guides to manuscripts in European archives. In April of 1961 the Library called a number of historians, archivists, and librarians to a one-day conference in order to announce and to plan another expansion of this program. The plans called for increasing activity in countries other than England, where copying since World War II had been largely centered, and by seeking manuscripts of later date and of types other than the diplomatic, political, and military materials which had been given preference.

Last summer, Daniel J. Reed, Assistant Chief of the Manuscript Division, went as a representative of the Library to the Netherlands, West Germany, France, England, and Ireland in order to discuss the Library's present plans with the officers of principal libraries and archives and to learn of additional materials not yet copied for the Library. This trip was successful in a number of ways. Among its results were the recent appointment of Mme. Bonnel and the placing of a number of orders for copies of additional manuscripts in several countries.

The Library, wishing to be of assistance to inquiring scholars and institutions and anxious to avoid unintentional duplication of programs and unnecessary waste of the limited resources available for such expensive undertakings, would like to learn of all extensive photocopying programs recently completed, currently in progress, or planned for the future. This information should be sent to the Chief, Manuscript Division, Library of Congress, Washington 25, D. C.

## OTHER FEDERAL NEWS

### *Department of the Army*

The Records Management Branch of the Adjutant General's Office, which is headed by Ollon D. McCool and his assistant, Robert G. Ballentine, the Branch Archivist, was reorganized on September 10, to consist of the office of the chief and three sections. The Program Section administers correspondence and mail management, files systems and procedures, disposition of records, reporting and progress analysis, staffing and organization, microfilming and document reproduction control, and audits and surveys; its chief is Jack L. Guthrie. The Records Centers Section, headed by Kenneth Stanton, supervises Army records centers, maintains liaison with GSA on Army records in

the National Archives and the Federal records centers, and determines matters involving release of information from Army records; it also handles matters pertaining to certain Philippine nationals and the location of and access to information in Army records, maintains Joint Chiefs of Staff records, and provides staff assistance in matters pertaining to the Standby Reserve and the Retired Reserve. The System Section administers training plans and methods, the selection and utilization of files equipment and supplies, the disposition of captured records, files utilization policies and procedures, and a program of document regrading and declassification; its chief is Seymour J. Pomrenze.

#### *Department of Health, Education, and Welfare*

The National Archives of Medical Motion Pictures was transferred from the National Library of Medicine, in Washington, D. C., to the National Medical Audiovisual Facility of the U. S. Public Health Service's Communicable Disease Center in Atlanta, Ga., on January 1, 1962. Films proposed for inclusion in the Archives are reviewed by a panel of judges. The Archives serves the medical historian, the student of medicine, and other specialists in medicine and the arts. "The maturation of the Archives has been achieved through the interest and beneficence of individuals and organizations who had significant films to offer for safe-keeping. Such worthy films will continue to be accepted and added to the collection for posterity." Inquiries should be sent to the Director, National Medical Audiovisual Facility, Communicable Disease Center, Atlanta 22, Ga.

#### *National Bureau of Standards*

The Bureau's *Technical Note* no. 157, *Information Selection Systems, Retrieving Replica Copies: A State-of-the-Art Report*, by Thomas C. Bagg and Mary Elizabeth Stevens (iv, 172 p.), is for sale by the Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C., at \$1.25. The report describes 15 specific systems employing search-type selection principles and presents findings in a comparative chart. In addition, microfilm aperture card systems and related devices used for address-location retrieval are discussed.

### STATE AND LOCAL ARCHIVES

#### *Colorado*

The Division of State Archives and Public Records has established an Audio-Visual Unit, previously a part of the Central Microfilm Unit. David Main Campbell has joined the staff and will work with Dorothy K. Taylor on the photographic aspects of the program. The Division is bringing together all records of public buildings and is microfilming for security purposes the incorporation records of cities and municipalities in Colorado. Some of the oldest of these operate under charters granted by the Territorial legislature. (State Archivist Dolores Renze was the subject of an article by Mildred Yeager in the *Denver Post*, December 26, 1962.

*Maryland*

Historic Annapolis, Inc., has announced a second grant of \$5,000 by the State of Maryland. These funds are to be used in the summer of 1963 to further research in the Annapolis records at the Hall of Records and in the Land Office. The work will be done by graduate students, and the program will be similar to the first project carried out in the summer of 1962. During that period many Annapolis records were indexed, including county court judgments, land records of Anne Arundel County, and proceedings and other records of the municipality of Annapolis.

*New Hampshire*

The State Historical Commission in its *Second Report* (Jan. 1961-Dec. 1962) announces that Edwin H. Hunt, of Deering, has been appointed the first director of the Division of Records Management and Archives, created by Chapter 266, Laws of 1961, and now located in the new Records and Archives Center, 71 South Fruit Street, Concord.

*New Jersey*

Ground-breaking ceremonies for the State's new \$6 million cultural center took place on January 22, 1963. Located in the State House complex on a 10-acre site, the center will include a new State Library-Archives Building containing a gross area of approximately 100,000 square feet and a State Museum edifice of equal size comprising a 2-story museum proper, a related auditorium, and a planetarium. Albert H. Leisinger, Jr., Director, Exhibits and Publications Division, National Archives, is serving as consultant in designing the archives exhibit area. ¶ Two new administrative publications, a *Local Records Manual* and a *State Records Manual*, were issued by the Bureau of Archives and History, Division of the State Library, Archives, and History, in February 1963. A list of part of the holdings of the Bureau, *Guide to Municipal Archives*, by Kenneth W. Richards, has also been issued. The *Guide* covers 139 volumes of minutes and other records (1692-1929) of municipalities that have gone out of existence.

*Pennsylvania*

A comprehensive inventory of State records, covering all agencies under the Governor and the Department of Internal Affairs, has been completed. The Treasury Department has significantly increased disposals and plans also to inventory its records.

*Vermont*

The Secretary of State announces the publication of volume 11, *State Papers of Vermont: General Petitions, 1797-1800*. This is the fourth and last volume of general petitions, 1778-1800, regarding personal and community problems, addressed by early settlers to the general assembly. The volume may be ordered from the State Librarian, Montpelier, for \$6.50.

## CHURCH ARCHIVES

Reported by MELVIN GINGERICH

*Northeast and East*

The Archives of the Episcopal Diocese of Rhode Island is located in Providence. A new diocesan building, being planned, will afford adequate facilities for the records. The original diary of the Rev. James McSparan, S. P. G., missionary in south Rhode Island, 1721-57, is preserved here. The Rev. Dudley Tyng, Greenville, R. I., is the archivist.

The Universalist Historical Society Library at Tufts University has the records of the disbanded Universalist churches in Ohio and Massachusetts as well as the record book of the Universalist General Convention, 1793-1869. The society will have space for 20,000 volumes in the new Tufts University Library to be erected soon. The Rev. Alan L. Seaburg was appointed librarian in September 1962.

Margaret T. Hills, secretary for historical research of the American Bible Society, 450 Park Avenue, New York 22, N. Y., reports that work on the 150th-anniversary history of the society, to be published in 1966, has brought about a reorganization of the society's extensive archives.

The New England Conference Methodist Historical Society at the Boston University School of Theology owns manuscripts and letters as well as extensive files of conference minutes of the Methodist Church. The society's library is also the depository for records of local closed churches. The new librarian is the Rev. Charles E. Pedersen.

Director Frederick Tolles of the Friends Historical Library (and archives) of Swarthmore College is on leave of absence to write a history of the college. Dorothy G. Harris is serving as acting director. Among the many valuable collections in the library are the Whittier, Lucretia Mott, and Hicks manuscripts.

The Congregational Library of the American Congregational Association, 14 Beacon Street, Boston, has two letters of Jonathan Edwards as well as collections of sermons and letters of Charles Turner Torrey, Gideon Hawley, Henry Martyn Dexter, and others. It also has collections of letters and papers of several denominational leaders, representing differing points of view on the historic merger of the Congregational Christian Churches and the Evangelical and Reformed Church.

The Archives of the Reformed Church in America is located in the Gardner A. Sage Library, New Brunswick, N. J. The librarian is Peter N. VandenBerge. The archival collection includes the original correspondence between the missionaries and the board secretaries of the Reformed Church during the past century with mission fields such as India, China, Arabia, and Japan. As official documents are gathered and microfilmed, a second copy of the film is deposited in the library of Western Theological Seminary, Holland, Mich.

Mrs. Frances R. Kepner, archivist of the Lutheran Pittsburgh Synod Archives, located in Langenheim Memorial Library, Thiel College, Green-



ville, Pa., has the original records of some 15 disbanded churches of the Pittsburgh Synod.

The Library and Museum of the Moravian Historical Society, at Main Street and Elizabeth Avenue, Bethlehem, Pa., has manuscript diaries and journals, diaries of congregations, and minutes of meetings pertaining to Moravian history.

The parish records of certain disbanded congregations of the Central Pennsylvania Synod of the Lutheran Church in America are in the seminary library, Gettysburg, Pa.

The Chancery Office of the Catholic Diocese of Ogdensburg, Wadhus Hall, Ogdensburg, N. Y., has cataloged its archives up to 1920. It has correspondence between bishops and parish priests.

### *South and Southeast*

The Archives of the Southeastern Synod of the Lutheran Church in America is in Savannah, Ga. The Rev. Curtis E. Derrick, Jr., is archivist. Among its holdings is "The Ebenezer Record Book," a record of baptisms, marriages, and funerals, 1756-81.

The Methodist Publishing House Library, Nashville, Tenn., has recently acquired the correspondence files of the *New York Christian Advocate*, 1900-39.

The Archives of the Catholic Diocese of Natchez-Jackson has indexed its holdings on 65,000 cards and in book form (15 volumes).

The Rev. Oscar H. Lipscomb, archivist of the Diocese of Mobile-Birmingham, is working at Catholic University on his doctoral dissertation, which will form part of a diocesan history. The diocesan archives contain the records of the original parish church, now the Cathedral of the Immaculate Conception, dating back to 1704 and possessing remarkable continuity.

Jesse L. Boyd of the Mississippi Baptist Historical Commission and Society is revising his *Popular History of Baptists in Mississippi*. The society has recently acquired the old church minute books of seven Baptist churches in Mississippi, bringing to 113 the number of churches for which it has records. These records are housed in a fireproof vault of the Mississippi College library in Clinton.

The manuscript minutes of the Synod of Kentucky of the Presbyterian Church are in the Lucy Stites Barret Memorial Library, Louisville Presbyterian Seminary, Louisville, Ky.

### *Central States*

Charles F. Rehkopf is archivist of the Diocese of Missouri, Protestant Episcopal Church, in St. Louis, Mo. The holdings include the journals of the Rt. Rev. Charles F. Robertson, 1868-86; the Rt. Rev. Frederick F. Johnson, 1912-33; and the Rt. Rev. Arthur Lichtenberger, 1951-59.

The Mennonite Historical Library, Bluffton College, Bluffton, Ohio, has recently acquired the genealogical records of the Amstutz family, prepared by N. S. Amstutz.

The Covenant Historical Library and Archives, Chicago, has a significant collection of material connected with Jenny Lind and her tour of America, 1850-51.

The archives of the Ohio Synod of the Lutheran Church in America, in Springfield, Ohio, contain a virtually complete file of minutes, both printed and in manuscript, of the English Lutheran synods in Ohio, as well as a growing collection of parish record books and congregational histories.

St. Louis University has the archives of the Archdiocese of St. Louis, and of the Missouri Province of the Society of Jesus. The Rev. E. R. Vollmar, S. J., is in charge of the collection.

St. Mary's College Archives, St. Marys, Kans., has the register and diaries of the earliest Catholic Indian Missions in Kansas as well as registers of early white settlements in Kansas.

The Southern Illinois District of the Lutheran Church—Missouri Synod collects its records at Nashville, Ill. The files include historical articles and newspaper clippings on the congregations of the district, programs used on special occasions, minutes of dissolved congregations, and minutes no longer needed by committees, boards, and conferences of the district.

Ronald W. Goetsch, archivist of the North Wisconsin District of the Lutheran Church—Missouri Synod, has his office in the new district office building, dedicated in 1962, at Wausau, Wis.

Mrs. Robert B. L. Taylor, who became archivist for the Episcopal Diocese of Kansas on January 1, 1962, has recently acquired 58 old parish registers, service books, and account books.

The Concordia Historical Institute, St. Louis, Mo., last year added to its collection the records of the Lutheran Immigration Society from 1869 to the present, the William F. Arndt papers, and files and papers of several officials of the Lutheran Church—Missouri Synod. The institute has added a second floor in its stack area.

### *Southwest*

The National Council of the Protestant Episcopal Church, New York City, transferred to Austin, Tex., in January, five tons of records detailing the history of the Protestant Episcopal Church in America back to its formative years around 1789. Archivist and church historian Virginia Nelle Belamy will add these records to the permanent collection of the Archives of the Church Historical Society now housed in rented space (4,000 sq. ft.) on the second floor of the library of the Episcopal Seminary of the Southwest. Included in the materials are the original certificates of the consecration of bishops, papers of presiding bishops and officers of the National Council, and manuscript minutes of the House of Bishops and the House of Deputies.

### *West*

The archives of the Academy of California Church History have been combined with those of the Diocese of Monterey—Fresno, Box 1668, Fresno 21, Calif. Among the holdings are the campaign director's scrapbooks of the Alfred E. Smith gubernatorial campaigns in New York.

In 1962 Albert H. Schwermann was appointed archivist of the Archives of the Lutheran Church—Canada. His address is 7040 Ada Boulevard, Edmonton, Alberta.

## COLLEGE AND UNIVERSITY ARCHIVES OR COLLECTIONS

### *Bradley University*

All original records of alumni and the present students of the university, at Peoria, Ill., were burned on January 12 when a fire destroyed Bradley Hall. Microcopies of the records burned were in another building and were safe.

### *University of Delaware*

The university library has received an estimated 500 business papers, 181-90, of Gov. John W. Hall's coastline shipping firm at Frederica, Del. Included are invoices of cargoes, itemized accounts of expenditures on voyages, and an important series of letters from schooner captains at various ports-of-call on the east coast detailing the progress of voyages, disposition of cargoes, cargo prices, and difficulties encountered. Also acquired recently are 300 pieces of manuscript drafts (some unpublished) and notes by Katharine Pyle, author or illustrator of many children's books and stories and sister of artist Howard Pyle.

### *University of Illinois*

Augusta Emile Galster died on December 17, 1962, in San Francisco. Dr. Galster was executive secretary of a University of Illinois "committee on the history of the participation in the World War," which after the war appears to have assembled a collection of reports and records "of great historical value."

### *Marquette University*

Recent acquisitions to the university's American Historical Collection and Studies, which uses the facilities of the memorial library, include the papers of Dorothy Day and records (presented also by Miss Day) of the Catholic Worker Movement. Other major collections now in the library include the records of the Catholic Association for International Peace and the papers of Senator Joseph R. McCarthy. AHCS Director Thomas O. Hanley, S. J., has issued the following statement on the program being undertaken:

The purpose of the American Historical Collection and Studies is to promote a deeper understanding of American history and life through creative research and the collection of . . . material . . . Religious and cultural life has been singled out as a significant area of emphasis. Investigation of the Catholic laity, of Catholic relations with religions of influence in American culture, and of the effect of social conditions on Catholicism, is specifically undertaken. The director collaborates with appointed associates in the research, archival, and publishing activity of the program . . .

### *University of Notre Dame*

The official papers of the late Paul Butler, former National Democratic Chairman, have been presented to the university. Butler's son, Brian, a Notre Dame student, will assist in organizing the papers for research use.

*University of Virginia*

Among the records received by the Manuscript Division of the university library is a letter, dated May 20, 1752, from George Washington to William Fauntleroy, Sr., concerning Washington's courtship of Betsy Fauntleroy; several additional Thomas Jefferson items, including medical notes, July 1-3, 1826, presumably on his last illness; ca. 250 items, 1923-24, concerning the preservation of Lee Chapel at Washington and Lee University, including letters of John Drinkwater, Woodrow Wilson, and other students of Robert E. Lee and his times; 33 letters, 1879-90, of Henry James; 19 letters, 1898-1902, of Frank Norris; the correspondence of Edward Bok and William V. Alexander as editors of the *Ladies Home Journal*; and ca. 500 items (manuscripts and correspondence, 1904-35) of John Burroughs.

*University of Washington*

Recent additions to the university library's manuscripts collection include personal and political papers, 1905-62, papers relating to water resources and conservation, 1905-46, and faculty and administration papers, 1900-61. Personal and political papers include those of Hugh B. Mitchell (U. S. Senator, 1945-48, and Congressman, 1949-53), Donald H. Magnuson (Congressman, 1952-62), Peter Iverson (State senator, 1913-20), and William Earl Millikin (Seattle mayor, King County auditor, 1935-42).

*University of West Virginia*

Among additions to the West Virginia Collection of the university library are 53 volumes of records, 1865-1921, of B. J. Baker & Co., general merchandisers in the South Branch Valley, including a record of members of the Petersburg Council, Friends of Temperance, 1871-78; and papers, 1865-85, of H. George McGrew, regarding West Virginia politics, Methodist missions in India, and other matters.

## HISTORICAL SOCIETY COLLECTIONS

*Idaho Historical Society*

The office files of the late U. S. Senator Henry Dworshak have been turned over to the society.

*Illinois State Historical Society*

The society has acquired 280 family and political letters, 1843-72, of Ozias Mather Hotch; business papers, 1823-65, of the Fletcher family (Sangamon County); and additional official and personal papers, 1828-92, of the Rev. Francis Springer, Lutheran minister and neighbor and friend of Abraham Lincoln.

*Kansas State Historical Society*

The society has received the papers of Lacy Haynes, for many years the news manager for the Kansas office of the Kansas City (Mo.) *Star*; private papers, 1909-18, of George Hodges, a prominent Olathe businessman, Democratic party leader, and Governor of Kansas, 1913-15; papers, 1889-95, of

Harry E. Kelley, and letters of his father, Harrison Kelley, prominent Burlington pioneer who served in State offices and in the U. S. Congress.

#### *Wisconsin State Historical Society*

The society has presented two annual diaries to each member of the Peace Corps from the State in the hope that he will record day-to-day impressions of his activities and the people with whom he works during his two years in the service. Society Director Leslie H. Fishel, Jr., has asked parents of conscripts to save letters received for the society's collections.

### SPECIAL DEPOSITORIES

#### *Archives of American Art*

In 1962 several important collections were added to the Archives of American Art at Detroit. Among them were the correspondence and other papers of Timothy Cole (wood engraver and illustrator), Richard Ederheimer (dealer, artist, and collector), Philip Hale (artist and art teacher), and Russell D. Palmer (itinerant portrait painter in the pre-Civil War era).

#### *Film Institute of India*

H. L. Abhyankar reports that the Film Institute of India has established a library of motion picture films to be used in the training of its students. The institute would like to exchange films of Indian origin for outstanding films produced in other countries. Persons or groups interested in such an arrangement should write to The Principal, Film Institute of India, Chiplunkar Road, Poona-4, India.

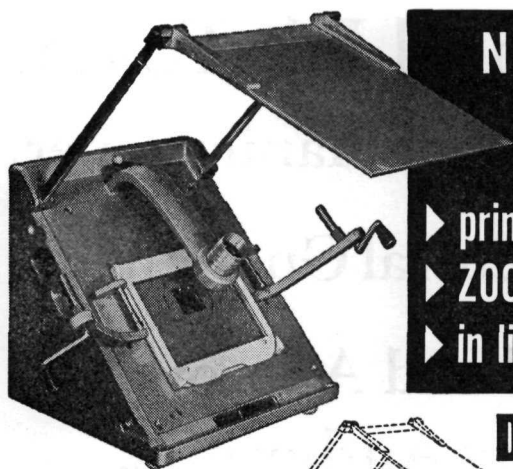
### BUSINESS ARCHIVES

#### *Sears, Roebuck, & Co.*

A formal program for the development of a company archives and business history department in Sears, Roebuck, & Co., Chicago, was begun in 1955. The organization now includes a small museum, a foreign department, and a film library. In the Archives are about 250,000 documents, 30,000 photographs, hundreds of booklets and magazine articles, thousands of clippings, and a complete set of the company's catalogs (1,000 "generals" and 1,000 "specials") from 1888. The Archives has recently moved into a new area and, according to Archivist Helen Grove, is receiving demands for services far exceeding her anticipation. "Our business history department," she reports, "handles several thousands of queries each year concerning Sears history and organization both as an individual concern and as a part of the American business pattern."

#### *J. S. Marshall & Co., Ltd.*

This company, at 1155 West Georgia St., Vancouver 5, Canada, assists commercial and industrial concerns in Western Canada with their business records problems. It has issued recently two leaflets, "A Banker Speaks—Building a Storehouse of Permanent Records" and "Labour Agreements." The company provides equipment for handy storage of permanent records and



## NOW... READ MICROFILM

with

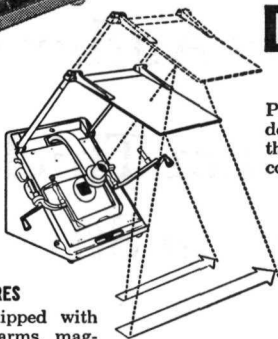
- ▶ printed page comfort!
- ▶ ZOOM image size control!
- ▶ in lighted rooms!

## DAGMAR SUPER MICROFILM READER

Precision built... years ahead in functional design... yet priced within every budget. Only the Dagmar Super offers bright image, ZOOM control reading of ALL microfilm forms.

### ZOOM MIRROR GIVES WIDE RANGE OF IMAGE SIZES

By moving mirror on its telescopic arms, magnification can be varied through a wide range without the trouble and expense of extra lenses. A Dagmar exclusive.



### LOWEST COST—MOST FEATURES

Dagmar Supers are equipped with lens, zoom mirror, reel arms, magnetic filmsheet holder, spare bulb, 16mm and 35mm take-up reels and carry-case. Made in Holland by expert craftsmen.

### TWO-SECOND CHANGE—ROLLFILM TO SHEETFILM

Reel arms snap in or out of secure sockets in seconds, accommodate 35mm or 16mm reels. With arms removed, magnetic holder moves easily to project all types of sheetfilm.

### CONVENIENT PORTABILITY—COMPACT, LIGHTWEIGHT

In its rugged carry-case, reader measures only 9 inches on each edge, weighs 16 pounds. Durable grey crystal finish.

It is the perfect reader for space saving in a microfilm reading room and for the student or researcher who wishes to carry a reader to office, to home or on a traveling assignment.

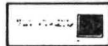
### TROUBLE-FREE SERVICE

The craftsmanship in the Dagmar Super combines functional utility and beauty. Only the best in materials and design assure long, trouble-free service.

### Model A—The Most Versatile and Widely Used Model—for Standard American Microfilm

Especially designed for standard 35mm rollfilm, aperture cards, microfiches, mounted stripfilm, and film jackets. Zoom control enlarges 12 to 20 times. **\$139.95**

Write for information on Models 16 and 35 which are used for special applications with 16mm and 35mm film.



here's why  
the Dagmar Super  
leads all microfilm  
readers...

### PROJECTS ALL MICROFILM FORMS

Only the Dagmar Super is so advanced in design as to provide in one unit a means of reading comfortably all microfilm forms—rollfilm, aperture cards, microfiches, filmsheets and film jackets.

### COMFORTABLE READING IN LIGHTED ROOMS

No more eye strain from peering into darkened hoods or from glare of glass screens. Sharp images are projected into natural table top reading position.

### SHARP IMAGES, PRECISION LENS SYSTEM, FINGER-TIP FOCUSING

Highest quality ground condenser and projection lenses assure razor sharp images. Parabolic lamp mirror affords maximum use of light available. Surface silvered plate glass mirror provides distortion-free projection to table top.

### SATISFACTION GUARANTEED, OR YOUR MONEY REFUNDED

Mail orders to

## AUDIO VISUAL RESEARCH

523 S. Plym. Ct., Dept. AA34, Chicago 5

WRITE FOR FREE ILLUSTRATED FOLDERS  
on AVR Dagmar Automatic Microfilm Camera, AVR Reading Rateometer and other aids for improving reading speed and comprehension.

**BUY BY MAIL  
WITH CONFIDENCE**

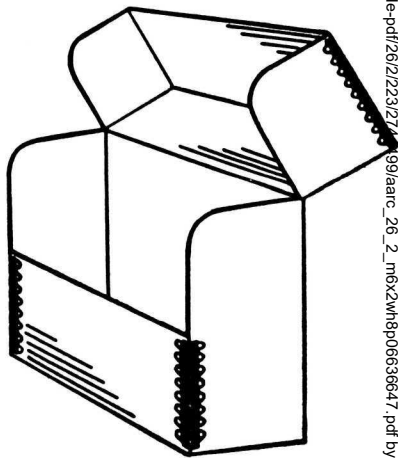
AUDIO VISUAL RESEARCH has been designing, manufacturing and supplying highest quality equipment for American education and industry for many years.

**6-MONTH GUARANTEE...** DAGMAR readers and cameras which develop a defect due to materials or workmanship within 6 months will be repaired without charge. This does not include breakage due to mishandling or lamp filaments consumed in use.

# New! Archival File Folder

- 100% Rope Manila Paper.
- PH Neutral Guaranteed
- Tested and Approved by Leading Authorities.
- Minimum Thickness, Maximum Strength.

Write for *FREE* Sample from  
the Firm that brings you  
FibreDex® Document Cases.



*The Hollinger Corporation*  
*3810 S. Four Mile Run Drive*  
*Arlington 6, Virginia*

furnishes certain records information services. A third leaflet on retention and destruction of records is planned.

### *Canadian National Railways*

An agreement between the Canadian National Railways and the Public Archives of Canada was signed on January 28, 1963. The Canadian National agreed to deposit its records and those of its predecessor corporations that are not in current use in the Public Archives in Ottawa. Eventually nearly 700 corporations will be involved in the deposit. The parties to the agreement will cooperate in a survey of extant holdings and in the production of guides to them. Dominion Archivist W. Kaye Lamb and Canadian National Railways Archivist John C. L. Andreassen, both Fellows of the Society of American Archivists, worked out the details of the agreement.

## FOREIGN ARCHIVES

### *Israel*

We again invite the attention of members interested in Jewish archives and history to the excellent summaries of documents and reproductions received by the Jewish Historical General Archives. These summaries are published regularly in *Zion*, the quarterly of the Historical Society of Israel, Jerusalem.

From Chairman A. Bein (Director of the Central Zionist Archives) we have received the following report on a recent conference of the Israel Archives Association:

The third Conference of the "Israel Archives Association" took place in Jerusalem on October 10, 1962. The Conference was opened by the Hon. President of the Association, Dr. G. Herlitz, followed by the Chairman Dr. A. Bein, who reviewed the development of Archives in Israel since the last conference in April 1959.

The problem of indexing archival material stood in the centre of the discussion, which followed a talk of Dr. P. A. Alsberg on this subject. Reports were also given on the work of the committee for the fixing of standards of packing material (M. Shilo) and on the grading of archivists in the civil service (Z. Barkai, Secretary of the Israel Librarians Association).

The resolutions adopted by the Conference:

(1) expressed gratitude to the individuals and institutions who had made possible the holding of the first University Course for the training of archivists, as well as the hope that more such courses will be held as the need for them arises;

(2) expressed satisfaction at the progress made by some archives in the way of housing their collections and called on all those institutions in charge of archives, who have not yet solved the housing problem, to erect suitable buildings;

(3) asked all public and governmental institutions to safeguard their archives through microfilming of the most important files;

(4) confirming previous resolutions to this effect, urged all archives to prepare, according to a uniform plan, a guide of their collections, which can later serve as a draft for a comprehensive guide of Archives in Israel.

The Conference also adopted a resolution concerning the grading of archivists in the Civil Service.

### *United Kingdom*

The Public Record Office has begun a new program of publishing original public records on 3x5-inch micro-opaque cards. The card series now on sale



from the Secretary, Public Record Office, Chancery Lane, London, W. C. 2 (or more conveniently from the British Information Services, 45 Rockefeller Plaza, New York 20, N. Y.), are: *Privy Council Registers, Charles I, June 1631-May 1637*, and *Treasury Minute Books, 1719-22 and 1725-28*. Soon to be available are selected materials from Confidential Prints—volumes in the Foreign Office and Colonial Office records in which were printed the principal dispatches and proceedings relating to particular incidents or negotiations. Eight volumes relating to the American Civil War, and 500 pages of proceedings of the Colonial Conference in 1887 will be the first of these materials to be put on cards. It is also proposed that certain unpublished searchroom lists, including the entire Colonial Office class list and a list of the protocols of treaties among the Foreign Office records, 1778-1902, will be put on cards. If these early publication ventures prove successful, and if the demand is sufficient, micro-opaque cards will be issued for such series as the Secretary of State's out-letter books (domestic and foreign) for the eighteenth century; minutes of the Treasury and Board of Trade from the mideighteenth century onwards; and further volumes of Confidential Prints and searchroom lists.

### PROFESSIONAL INSTRUCTION

#### *University of Denver*

The university will offer again this summer (July 21-August 16) its institute of archival administration and related fields of regional, State, and local history. The institute, which is directed by Colorado State Archivist Dolores C. Renze, was held for the first time in the summer of 1962. Information about the program and application forms may be obtained from the University of Denver Archives Institute, Department of History (Attn. D. C. Renze), Denver 10, Colorado.

#### *American University*

Applications for enrollment in the university's several summer 1963 institutes may still be sent to the American University, Washington 6, D. C. The dates of the institutes are as follows: records management, directed by Everett O. Alldredge, May 13-24; genealogical research, directed by Jan Stephenson and Frank E. Bridgers, July 8-26, 1963; and preservation and administration of archives, directed by Philip M. Hamer, July 29-August 13.

#### *Stage Technique International d'Archives*

The thirteenth season of the international technical course for archivists offered in Paris by the Archives Nationales has been announced. The formal program (January-March 1964) will consist of numerous conference sessions in five general topical areas: archival doctrine, techniques, and methods; the history of archives; the historical content of archives; the organization of French archives; the organization of foreign (*i.e.*, non-French) archives; and French public administration. As in previous years, students will visit archives, museums, libraries, and laboratories in and near Paris and after March 15, 1964, may undertake practical work in a departmental archival repository.

Downloaded from <http://www.jstor.org/stable/25714499> on Tue, 20 Jun 2017 12:27:44 UTC  
All use subject to <http://about.jstor.org/terms>

A limited number of scholarships are available, but requests to be considered for these for the 1964 *stage* must be received in France early in May 1963. Application forms and brochures describing the course may be obtained from Dolores C. Renze, Secretary, Society of American Archivists, 332 State Services Building, 1525 Sherman St., Denver 3, Colo.; or from the Direction des Archives de France, 60, rue des Francs Bourgeois, Paris 3ème, France.

### *Archivo General de Indias*

The Archives of the Indies, Seville, Spain, is offering several archival science classes for the second consecutive year. The training program is under the direction of the distinguished Director General of the Spanish Archives and Libraries, Sr. D. José Antonio Garcia-Noblejas, and the Director of the Archives of the Indies, Sr. D. José M. de la Peña y Cámara. Classes began in October 1962 and will end in May 1963. The objective of the training program is to familiarize students with all the problems affecting the understanding and utilization of archival sources relating to Hispanic America, from the discovery to the end of the nineteenth century. The following subjects are being covered: archival science, Hispanic American paleography, Hispanic American diplomatics, description, cataloging, archival and bibliographical sources, and methodology and historical research. The classes are being conducted by outstanding scholars and university professors from Latin America and Europe. In addition to the regular classwork, students are expected to participate in descriptive, research, and other practical projects. The papers resulting from these projects will be published. Students who successfully complete the training program will be given diplomas. Copies of the printed program may be obtained from Da. Rosario Parra Cala, Secretario del Archivo General de Indias, Seville, Spain.

---

### **Orders**

Let Your Eminence give orders throughout each and every province that a public building be allocated, in which building the magistrate is to store the records, choosing someone to have custody over them so that they may remain uncorrupted and may be found quickly by those requiring them, and let there be among them an archives, and let that which has been neglected in the cities be corrected.

—EMPEROR JUSTINIAN, as quoted by Baldassare Bonifacio. See Lester K. Born, "Baldassare Bonifacio and His Essay *De Archivis*," in *American Archivist*, 4:237 (Oct. 1941).

# Editor's Forum

---

## **Editorial Staff**

To our editorial staff we welcome Clark Nelson, who will edit the technical notes department inaugurated in this issue. Mr. Nelson was formerly with the National Archives and is now archivist of the Mayo Clinic in Rochester, Minn. His department will provide a suitable place for comparatively short papers on technical matters of interest to the Society. Readers' contributions to the new department will be welcomed.

## **Reductio ad absurdum**

We suspect that Russell Baker's jibes in his piece on "The Myles Standish Papers" on the editorial page of the *New York Times*, November 22, 1962, were directed as much against editors as against zealous archivists and other guardians of "sensitive" information—and we did wish that "we had printed that." "How long," Mr. Baker asks at the beginning of his column, "will the Government continue to suppress The Myles Standish Papers on the pretext that disclosure would impair the national security?" A bit of satire such as this would do no harm to our readers and might put into better perspective some of the aspects of archival work that are not too well understood. In the realm of the documentary publication of "papers," for instance, should not someone clarify the distinction between the "Papers of Patriot A" as brought together in a documentary publication and the "Papers of Patriot A" as preserved in a historical society or an archival institution? In the latter case these "Papers" may well consist entirely of the letters received and kept by Patriot A, not those sent by him to his correspondents.

## **Manuscripts—Descriptive Techniques**

TO THE EDITOR:

An article by me was published in the *American Archivist* (Oct. 1960) on the arrangement and description of manuscripts. In the light of a recent article (July 1962) by Eleanor C. Bishop ["Documents—Their Repair and Preservation"], and some other comment, I feel some clarification is needed. I would also like to note the modification of our descriptive technique.

First, we do *not* rearrange all groups of manuscripts. We rearrange only those which have no discernible order, or whose order is so complex that effective bibliographical controls cannot be established without rearrangement. We usually make a "preliminary inventory," using methods practiced by the National Archives as our model. But, in addition, we list the names of key correspondents and refer to them in a cumulative index (looseleaf). We also index each group by subject and refer to them in a cumulative subject index (looseleaf).

The modifications we are making in our descriptive techniques and the reasons for them may be of interest to those who read my article. Dr. Schel-

lenberg's criticism of these techniques (during the period of his course in archival management, summer, 1962) caused us to reevaluate them. (I learned subsequently that the Bancroft Library had modified their techniques in view of similar problems; we are adapting their modifications to our ends as well.) In sum, we are *abandoning the card catalog* as a finding aid. It is, I feel, with few qualifications unsuited to the problems associated with bibliographical control of large units of manuscripts. And, the propensity of librarians in using it is deplorable and unfortunate. Manuscripts and archives are not books and should not be described as if they were.

In place of the card catalog, we are using the inventory form with cumulative name, subject, and chronological indexes. Our former card catalog was merely an elaborate index to the inventories, so we have abandoned it entirely and created a looseleaf index. On each index page for which there is a name, subject, or chronological heading there will be several spaces to accommodate the name of each group of manuscripts in which the user may find material written by a particular party, and subjects and times that interest the user. The subjects are twelve broad ones and fixed; but they can be subdivided by a judicious use of boldface subject headings that appear in the Library of Congress list of subject headings. These clues are, we feel, sufficient for most researchers. The clerical time is drastically reduced and the work is markedly simplified. And there is no reason why the description of small groups of manuscripts or isolated items cannot be similarly handled.

RICHARD C. BERNER

*Curator of Manuscripts*

*University of Washington Library*

## WANTED: BACK ISSUES OF THE *AMERICAN ARCHIVIST*

The Society wishes to purchase a limited number of copies of the following issues of the *American Archivist*, which are in short supply. One dollar, plus reimbursement for postage, will be paid for each copy in good condition. Copies should be mailed by educational materials rate to H. G. Jones, Treasurer, Society of American Archivists, P. O. Box 548, Raleigh, N. C.

1938 and 1939: All issues.	1949: October.
1940: April, July, October.	1950: All issues.
1941: January, April.	1951: All issues.
1943: July.	1952: January, April.
1944: January, April.	1953: April.
1945: July, October.	1954: January, April.
1947: January, April.	1956: January.
1948: January, April, October.	1961: January.

---

THE SOCIETY OF AMERICAN ARCHIVISTS

and

THE AMERICAN ASSOCIATION FOR STATE  
AND LOCAL HISTORY

*JOINT ANNUAL MEETING*

27th Annual Meeting of the Society  
23d Annual Meeting of the Association

**Raleigh, N. C.**

**October 2-5, 1963**

**Hotel Sir Walter**

JOINT LOCAL ARRANGEMENTS COMMITTEE

Dr. Christopher Crittenden, Director, State Department of Archives and History, Raleigh, N. C. *Coordinating Chairman.*

Rear Admiral A. M. Patterson, Assistant State Archivist, State Department of Archives and History, Raleigh, N. C. *Chairman for Society of American Archivists.*

Mr. W. S. Tarlton, Historic Sites Superintendent, State Department of Archives and History, Raleigh, N. C. *Chairman for American Association for State and Local History.*

Mr. Henry Belk, Editor, *Goldsboro News-Argus*, Goldsboro, N. C.

Dr. Justus Bier, Director, The North Carolina Museum of Art, Raleigh, N. C.

Dr. Gertrude S. Carraway, Director, Tryon Palace, New Bern, N. C.

Mr. Lambert Davis, Director, The University of North Carolina Press, Chapel Hill, N. C.

Dr. Preston W. Edsall, Chairman, Department of History and Political Science, North Carolina State College, Raleigh, N. C.

Mr. Ralph P. Hanes, Old Salem, Inc., Winston-Salem, N. C.

State Senator John R. Jordan, Jr., Raleigh, N. C.

Mr. McDaniel Lewis, Chairman, Executive Board, Department of Archives and History, Raleigh, N. C.

Dr. James W. Patton, Director, Southern Historical Collection, University of North Carolina Library, Chapel Hill, N. C.

Mr. William S. Powell, Librarian, The North Carolina Collection, University of North Carolina Library, Chapel Hill, N. C.

Miss Mattie Russell, Curator of Manuscripts, Duke University Library, Durham, N. C.

---



THE SOCIETY OF AMERICAN ARCHIVISTS

*and*

THE AMERICAN UNIVERSITY

*announce*

THE GONDOS AWARD

To encourage research and writing in the history or administration of archives, the Society of American Archivists and The American University of Washington, D. C., will administer an essay prize of \$100 to be awarded at the next annual meeting of the Society at Raleigh, N. C., October 2-5, 1963. The donors of the prize, Dorothy and Victor Gondos, Jr., offer it in honor of the accession of their long-time friend and fellow student Leon deValinger, Jr., to the presidency of the Society of American Archivists.

All archivists and all graduate archival students in the United States and Canada are eligible to compete for the prize, *except* officers of the Society of American Archivists, the faculty of The American University, and members of the award jury.

An essay may be concerned with any aspect of the history or administration of archives. No entry will be considered for the award, however, if it has been previously published.

The winning essay will be published in the *American Archivist*, and other essays will be eligible for publication in the journal, subject to the judgment of the editor.

Address Miss Alice E. Smith, State Historical Society of Wisconsin, 816 State St., Madison, Wis., for specific contest rules.

Address entries to Miss Helen Chatfield, University Archivist, The American University, Washington 16, D. C. Entries must reach her not later than August 1, 1963.