



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*

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## 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.

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- XI. The Recruitment and Training of Archivists, Custodians of Manuscripts, and Record Officers

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

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

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

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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.

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## PLACEMENT REGISTER

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*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*

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## 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.

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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*

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## 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.

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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. Wencek 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 *députée* 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.

Downloaded from http://mha.sagepub.com/american-archivist/ by guest on 05 April 2015

## 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, 181-190, 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.

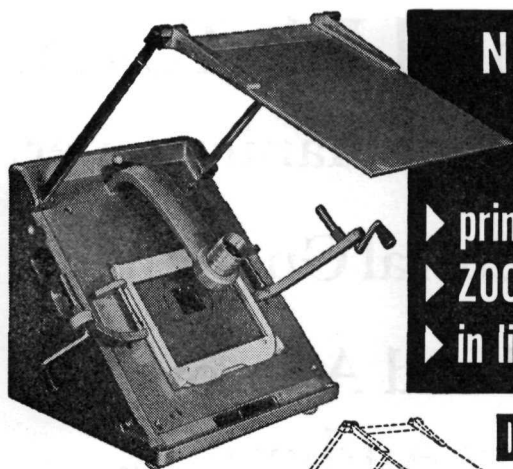
BUSINESS ARCHIVES

*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



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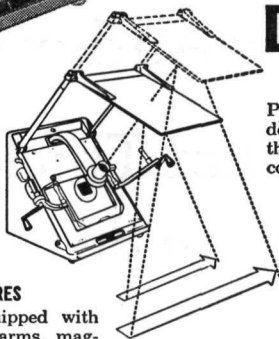
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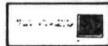
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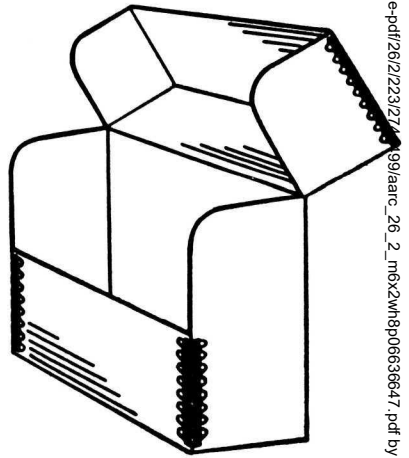
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furnishes certain records information services. A third leaflet on retention and destruction of records is planned.

### *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.

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.

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### **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

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## **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*

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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.

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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.

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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.