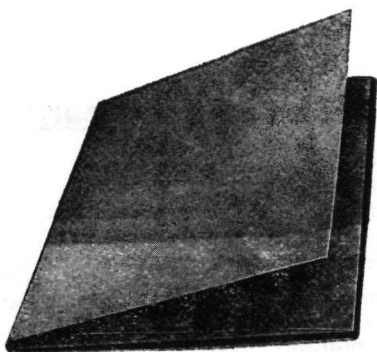
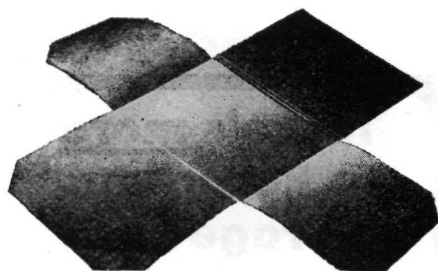


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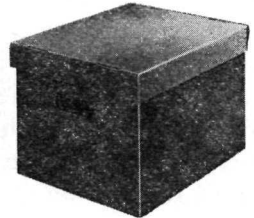
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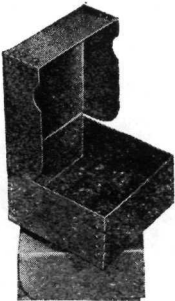
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Writings on Records Management: A Select List

By the COMMITTEE ON RECORDS MANAGEMENT
of the SOCIETY OF AMERICAN ARCHIVISTS

RECORDS MANAGEMENT, as defined in the profession's leading journal, the *Records Management Quarterly* (July 1967), is "the direction of a program designed to provide economy and efficiency in the creation, organization, maintenance, use and retrieval, and disposition of records, assuring that needless records will not be created or kept and valuable records will be preserved and available."

The literature on records management is growing and much of it is valuable in meeting the training needs of people responsible for directing such programs. Others may not be familiar with the range and utility of recent literature in this field; therefore, the Committee on Records Management of the Society of American Archivists, chaired by Ivan Eyler, asked Harry N. Fujita, records officer of the University of Washington at Seattle and a member of the committee, to prepare the following annotated list, which was approved by the committee.

This selected bibliography should give one an idea of the variety of records management functions. Many of the items themselves contain bibliographies and most are available at public libraries. Further information can be found in technical journals, handbooks, vendor literature, monographs, and special reports and studies. Such materials, along with newly published books, are cited in at least two periodicals, the *Records Management Quarterly* and the *American Archivist*.

Bassett, Ernest D.; Agnew, Peter L.; and Goodman, Daniel G. *Business Filing and Records Control*. 3rd ed. Cincinnati: South-Western Publishing Co., 1964. 202 pp. Illustrated. Indexed. A textbook with end-of-chapter questions. Practice sets available. Emphasis on alphabetic and numeric filing systems, filing equipment, and filing supplies.

Benedon, William. *Records Management*. Englewood Cliffs: Prentice-

- Hall, Inc., 1969. 272 pp. Illustrated. Glossary. Indexed. A reference book which can be used for teaching. Comprehensive coverage of records management—inventorying, retention scheduling, storage of records, forms management, vital records protection, reports management, microfilming, filing systems, and correspondence control.
- Blegen, August H. *Records Management Step-by-Step*. Stamford, Conn.: Office Publications, Inc., 1965. 140 pp. Illustrated. Indexed. A reference source for inventorying, retention scheduling, and storage of records.
- Clark, Jesse L. *Records Management by Clark*. Newton, Mass.: Paperwork Systems, 1971. 223 pp. Illustrated. A reference source in an unusual procedures-manual-type format. Emphasis on retention scheduling as a means of cost savings. An extensive list of retention standards for most types of records occupies more than half the book.
- Dickinson, A. Litchard. *Filing and Finding in the Office*. Elmhurst, Ill.: The Business Press, 1964. 146 pp. Illustrated. Indexed. A textbook with end-of-chapter questions. Covers alphabetic and numeric filing systems, filing supplies, and filing equipment.
- Griffin, Mary Claire. *Records Management: A Modern Tool for Business*. Boston: Allyn and Bacon, Inc., 1964. 300 pp. Illustrated. Indexed. A textbook with end-of-chapter questions and problems. Practice sets available. Comprehensive coverage of records management—file systems, retention scheduling, storage, organization, manuals, microfilming, manual and automated equipment.
- Johnson, Mina M., and Kallaus, Norman F. *Records Management*. Cincinnati: South-Western Publishing Co., 1967. 362 pp. Illustrated. Indexed. A textbook with end-of-chapter questions and related assignments. Practice sets available. Emphasis on alphabetic and numeric filing systems, filing supplies and filing equipment; also chapter on organization and administration.
- Kahn, Gilbert; Yerian, Theodore; and Stewart, Jeffrey R., Jr. *Filing Systems and Records Management*. 2nd ed. New York: Gregg Division/McGraw-Hill Book Co., 1971. 232 pp. Illustrated. Indexed. Appendixes include exercises, glossary, and bibliography. A textbook with end-of-chapter questions and problems. Practice sets available. Emphasis on alphabetic and numeric filing systems, filing supplies, and filing equipment.
- Knox, Frank M. *The Knox Standard Guide to Design and Control of Business Forms*. New York: McGraw-Hill Book Co., 1965. 255 pp. Illustrated. Indexed. Appendixes contain basic rules, control files, functional index. Covers forms analysis and design of flat and specialty forms, paper specifications, make or buy criteria, internal control records.
- Leahy, Emmet J., and Cameron, Christopher A. *Modern Records Management*. New York: McGraw-Hill Book Co., 1965. 236 pp. Illustrated. Indexed. Emphasis on inventorying, retention scheduling, and storage. Also file stations and nonconventional file systems.

- Marien, Ray. *Marien on Forms Control*. Englewood Cliffs: Prentice-Hall, Inc., 1962. 246 pp. Illustrated. Indexed. Reference for forms analysis and design of flat, data processing, and other types of forms, make or buy criteria, inventory control and storage, and organizing the forms control program.
- Mitchell, William E. *Records Retention*. Syracuse: Ellsworth Publishing Co., 1969. 72 pp. Indexed. Bibliography. Reference handbook with emphasis on inventorying records and scheduling their retention, citing federal and state requirements.
- National Fire Protection Association. *Protection of Records*. 1967 ed. Boston: National Fire Protection Association, 1967. 96 pp. Illustrated. Appendixes include vault construction and records retention standards. Emphasis on minimum specifications for fire-resistant vaults, safes, files, and file rooms and buildings.
- Nelson, Carl E. *Modern Drafting Techniques for Quality Microreproductions*. Annapolis, Md.: n.p., 1968. 38 pp. Illustrated. Indexed. Bibliography. Number 3 in the National Microfilm Association's Informational Monograph series, a helpful guide to draftsmen producing drawings for microfilming; however, must be supplemented with current literature because of rapidly changing technology in microfilming techniques.
- Place, Irene, and Popham, Estelle L. *Filing and Records Management*. Englewood Cliffs: Prentice-Hall, Inc., 1966. 290 pp. Illustrated. Indexed. Appendixes contain forms design, equipment and supply companies, glossary, and bibliography. A textbook with end-of-chapter questions, vocabulary, and projects. Emphasis on alphabetic and numeric filing systems, filing supplies, and filing equipment. Also administration—layout, personnel, manuals, retention, and storage.
- Weeks, Bertha M. *Filing and Records Management*. 3rd ed. New York: The Ronald Press Co., 1964. 287 pp. Illustrated. Indexed. Glossary. Bibliography. A textbook with emphasis on alphabetic and numeric filing systems, filing supplies, and filing equipment. Also layout, automation, personnel, and files in special kinds of offices.

The National Archives and Records Service of the General Services Administration issues for records managers a number of helpful and inexpensive handbooks. The ones listed below are available from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. Other offices at various levels of federal and state government also publish materials, which are often available on request or at a nominal price. These can be found cited in bibliographies or in the literature itself.

- Applying Retention Schedules*. 1961. 23 pp. Checklist. GS 4.6: R 24/3. \$.20. Basic principles of when and how to develop records retention schedules and transfer and dispose records, to provide savings

- in time, space and equipment. Companion handbook to *Records Retention Requirements*.
- Bibliography for Records Managers*. 1965. 58 pp. Cross-indexed by author. GS 4.6/2: R 24/4. \$.35. An extensive but selected list of books and articles, classified by function (correspondence, forms, reports, surveys, etc.); a list of periodicals; and a glossary.
- Communicating Policy and Procedure*. 1967. 67 pp. Illustrated. Appendixes contain sample regulations and memos, classification chart, check list. GS 4.6/2: C 73. \$.45. Basic principles in developing a directives system—main features, responsibility, standardization, classification scheme, distribution, indexing, revising, and maintenance.
- Copying Equipment*. 1966. 82 pp. GS 1.6/6: C 79. \$.55. Explanations of copying processes, costs, legal considerations, selection criteria, centralization vs. decentralization, psychology of making copies.
- Federal Records Centers*. 1967. 39 pp. Illustrated. Checklist. GS 4.6: R 24/2. \$.20. The federal system of transferring, storing, servicing and disposing noncurrent federal records to and at geographically dispersed centers. Includes cost savings calculations.
- Federal Vital Records Program*. 1968. 16 pp. Illustrated. Checklist. GS 4.6/2: R 24/968. \$.20. Basic principles of when and how to safeguard essential records against fire or other disaster to insure continuity of operations. Includes rights and interests, records general management, personnel, legal rights, fiscal and other types of records.
- File Stations*. 1967. 53 pp. Illustrated. Checklist. GC 4.6/2: F 47-3. \$.45. Basic principles of when and how to establish central files as opposed to individual local files. Designation of official records of the organization. Companion handbook to *Files Operations* and *Subject Filing*.
- Files Operations*. 1964. 76 pp. Illustrated. Appendixes include excerpts from Civil Service manual and Department of the Army regulations, captions for divisions of the alphabet. GS 4.6/2: F 47. \$.45. Basic principles of organizing and servicing the records of an individual file station including arrangement, equipment, supplies, transfer, etc. Companion handbook to *Subject Filing* and *File Stations*.
- Forms Analysis*. 1960. 62 pp. Illustrated. Checklist. GS 4.6/2: F 76. \$.40. Basic principles of how to analyze forms requirements, especially to determine what should go on a form according to essential need, by whom, where, when, and how used. Companion handbook to *Forms Design* and *Forms Management*.
- Forms Design*. 1960. 88 pp. Illustrated. Checklist. GS 4.6/2: F 76/2. \$.45. Basic principles in designing forms, including use of grid sheets, title, numbering, instructions, routing, sizes, spacing, shading, signature placement, typography, rule weights, paper quality, etc. Companion handbook to *Forms Analysis* and *Forms Management*.
- Forms Management*. 1969. 35 pp. Illustrated. Checklist. Appendixes contain regulations and design standards. Basic techniques in establishing a forms management program: establishing relationships

- with management, users, etc.; setting up internal control record files; and reporting progress. Companion handbook to *Forms Analysis* and *Forms Design*.
- Form Letters*. 1954. 33 pp. Illustrated. Checklist. GS 4.6: L 56. \$.25. Basic principles of when and how to write form letters that can be reproduced and stocked in advance of actual use. Comparative costs analyzed.
- Microform Retrieval Equipment Guide*. 1970. 64 pp. Appendix includes equipment, manufacturers, and distributors. \$1.25. Explanation of microforms, equipment, equipment selection factors, and considerations in use of microfilm.
- Record Retention Requirements*. Updated annually. About 100 pp. Indexed. \$1. Guide to federal retention requirements. Arranged by department (for example: Agriculture, Commerce, Defense, etc.). Companion reference source to *Applying Retention Schedules*.
- Source Data Automation*. 1965. 78 pp. GS 4.6/2: S 08. \$.50. History of and techniques used in mechanizing paperwork processing. Explanations of machine functions (interpreting, verifying, merging, etc.). Developing applications through systems analysis.
- Subject Filing*. 1966. 40 pp. GS 4.6/2: F 47/2. \$.30. Principles for setting up a subject file: selection and classifying subject categories, coding, preparing filing manuals, standardization, etc. Companion handbook to *Files Operations* and *File Stations*.

Bibliography: Selected Writings on Archives, Current Records, and Historical Manuscripts During 1971

PATRICIA A. ANDREWS, *Editor*

ISABEL V. CLARKE, *Compiler*

This selective bibliography is comprised of titles published during the 1971 calendar year. Some titles issued earlier but not appearing in previous bibliographies have also been included. The bibliography is classified broadly by subject according to the outline below. Added to facilitate use have been inclusive entry numbers (in parenthesis) and a list of abbreviations to frequently cited periodicals.

- I. General Literature
 - A. Bibliographies (1-14)
 - B. General Studies, Manuals, and Terminology (15-37)
 - C. Personnel (38-45)
 - D. Professional and Program Promotion Organizations (46-57)
- II. Management of Current Records
 - A. Principles and Techniques (58-76)
 - B. Forms and Filing (77-93)
 - C. Automation (94-100)
 - D. Reproduction (101-107)
- III. Repositories: History, Organization, and Activities
 - A. United States—General (108-32)
 - B. United States—State and Local (133-60)
 - C. Canada (161-70)
 - D. Other Geographical Areas (171-239)
- IV. Preservation, Restoration, and Storage of Records and Historical Manuscripts
 - A. Preservation and Restoration (240-57)
 - B. Buildings and Storage Equipment (258-65)

The bibliographers are librarians on the staff of the National Archives and Records Service, Washington, D.C. 20408. They would appreciate knowing of significant omissions here and receiving copies of pertinent publications for future bibliographies.

- V. Appraisal and Disposition of Records and Historical Manuscripts (266-70)
- VI. Arrangement and Description of Records and Manuscripts
 - A. Principles and Techniques (271-74)
 - B. United States—General (275-306)
 - C. United States—State and Local (307-25)
 - D. Canada (326-27)
 - E. Other Geographical Areas (328-53)
- VII. Use of Archives and Historical Manuscripts
 - A. Principles and Techniques (354-63)
 - B. Policies Governing Access and Use (364-77)
 - C. Reproduction (378-84)
 - D. Automation (385-91)
- VIII. Historical Editing and Documentary Publication (392-98)
- IX. Recruitment and Training (399-412)

The following abbreviations have been used here for frequently cited periodicals:

<i>AA</i>	<i>American Archivist</i>
Abst <i>AA</i>	Abstract in <i>American Archivist</i>
<i>Arch & Mss</i>	<i>Archives and Manuscripts</i>
<i>Arch Bib Belg</i>	<i>Archives et Bibliothèques de Belgique/Archief- en Bibliotheekwezen in België</i>
<i>Int Lib R</i>	<i>International Library Review</i>
<i>Lib Cong Q J</i>	Library of Congress, <i>Quarterly Journal</i>
<i>Prologue</i>	<i>Prologue: The Journal of the National Archives</i>
<i>Ras Arch</i>	<i>Rassegna degli Archivi di Stato</i>
<i>Rec Mgt J</i>	<i>Records Management Journal</i>
<i>Rec Mgt Q</i>	<i>Records Management Quarterly</i>
<i>Soc Arch J</i>	Society of Archivists, <i>Journal</i>
<i>Unesco Bul Lib</i>	<i>Unesco Bulletin for Libraries</i>

I. GENERAL LITERATURE

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Technical Notes

CLARK W. NELSON, *Editor*

New England Document Conservation Center. The Governing Board of the New England Document Conservation Center, meeting recently in Boston, appointed George Martin Cunha, Topsfield, Massachusetts, director-conservator of the newly established center.

The center was established by a joint agreement authorized by the interstate library compact statutes of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. Walter Brahm, Chairman of the Board and Connecticut State Librarian, said that the purpose of the center was to provide a place, special equipment, and skilled staff where the thousands of valuable documents, manuscripts, archives, and vital records in the towns, libraries, historical societies, universities, and institutions of the region can be chemically and physically preserved or restored. It was believed that it would be impossible and uneconomical for each of these states to develop a center. One center, a cooperative venture, seemed to the participating states to be the most promising solution.

Brahm reported that the board selected Cunha after a nationwide search for an expert in the field of restoration and preservation who also had the ability to administer and manage a service which once in operation is expected to be self-supporting. Cunha, at present conservator of rare books, documents, and works of art on paper at the Boston Athenaeum, also conducts a professional practice in the conservation of library and archival materials from his laboratory-workshop in Topsfield. He studied chemistry at M.I.T. and worked as a chemist at the Phillips-Baker Rubber Company in Providence and the Vultex Chemical Company (now General Latex and Chemical Corporation) in Cambridge before entering the Navy just prior to World War II. He is coauthor of *The Conservation of Library Materials*, a manual and bibliography on the care, repair, and restoration of library materials; and he is coeditor of *Library and Archives Conservation*, the proceedings of the Boston Athenaeum's 1971 Seminar in the Application of Chemical and Physical Methods to the Conservation of Library and Archival Materials. Vice president-at-large of the Guild of Book Workers, a member of the International Institute for the Conservation of Historic and Artistic Works

Readers are encouraged to send contributions to this department and should address them to Clark W. Nelson, Archivist, Mayo Foundation, Rochester, Minn. 55901.

(IIC), the American Institution for Conservation, and a member of the National Trust for Historic Preservation, Cunha also serves on the Library Binding Institute's Advisory Panel and on the Library Advisory Board of the Pilgrim Society.

Locating space and a permanent site for the center, ordering equipment, and selecting a staff are among the first tasks to be accomplished. Approximately \$100,000 of the \$140,000 needed for equipment capitalization and initial start-up costs has been contributed or pledged. The Council on Library Resources, Inc., Washington, D.C., granted \$70,000 contingent upon matching funds provided within the region. Other contributions or pledges have been made by the Connecticut Historical Society, Vivien Kellems, Massachusetts Bureau of Library Extension, Connecticut State Library, New Bedford (Massachusetts) Public Library, and the New Hampshire College and University Council.

Members of the governing board of the center are Gary Nichols, Maine State librarian; Mary E. Flynn, head, Massachusetts Bureau of Library Extension; Emil W. Allen, Jr., New Hampshire State librarian; Elizabeth Myer, Rhode Island Department of State Library Services; and Kathryn Nelson, head, Vermont Department of Libraries.

Council on Library Resources Annual Report. The 1972 annual report of the Council on Library Resources, Inc., has appeared. The fifty-six page publication includes a number of items of interest to preservationists.

Among these items is a \$10,000 grant CLR made to the American Association for State and Local History to finance the writing and publication of a needed manual on the collection, care, and use of photographs. Robert A. Weinstein, vice president of Ward-Ritchie Press, will be the manual's author. According to CLR, his broad knowledge and experience in dealing with photographs will be used to develop a publication that treats the needs and techniques of collecting, arranging, cataloging, conserving, filing, and using photographs. The appropriate procedures for daguerrotypes, tintypes, nitrate films, glass negatives, and other varied forms will also be included.

The Barrow Laboratory received over \$100,000 to continue its investigations. Among the research activities mentioned were the further development of a process to deacidify paper by gaseous diffusion (allowing a number of books to be treated at one time); study of old papers; revision of specifications for permanent/durable paper (jointly with Library of Congress); effect of storage temperature on paper; strengthening of weak paper; effect of humidity on paper stored at high temperature; and a new method for nondestructive surface pH measurement on paper. Presently the laboratory is developing specifications for coated permanent/durable paper, determining maximum safe alkalinity for paper exposed to a range of chemical conditions, and testing groundwork content paper for permanence/durability.

CLR is also supporting preservation research in two Italian institutions.

Margaret Hey, an English chemist, is conducting a series of experiments at the Instituto di Patologia del Libro in Rome on the effects of various bleaches on paper. She is also working on an evaluation of heatset paper tissues (the name given a special material used to mend paper by dry application). The Cockerell Institute in England first developed and used heatset tissues, and the 1966 Florence flood brought further development and use of them.

Anthony Cain, a bookbinder in charge of restoration activities at the Biblioteca Nazionale Centrale, Florence (BNCF), has received a grant to develop a manual describing the restoration methods presently employed by BNCF. The publication will deal with the methods evolved out of the 1966 crisis and why they were chosen in preference to others.

Fire Prevention. The Society of Fire Protection Engineers sponsors *Fire Technology*, published by the National Fire Protection Association. The journal contains scholarly articles on fire protection and news of the society. While most of its contents have little relevance to archival practice, there are occasionally items directly applicable and others that provide food for thought in developing judgment and good sense about the problem of fire prevention.

Preservationists everywhere are aware of the real hazards posed to historical materials by fire and water. The problems of adequately protecting our collections are, unfortunately, frequently solved only in part. Usually this is the result of lack of funds. Sometimes, however, it can also result from lack of information about our needs by fire protection professionals. It is interesting to note that articles and letters to the editor appear in *Fire Technology* calling for a better understanding of the role of fire engineers. It seems that in the emerging discipline of fire prevention there is a tendency to stop short of a full systems approach. In an address at the 1972 SFPE meeting, C. J. Winquist stated that "fire protection is not provided merely for the sake of fire protection, although we in the profession sometimes have a tendency to forget this. Fire protection is provided because a fire results in a loss, either life or property; thus the level of fire protection must be related to potential loss and most often this potential loss is expressed in terms of money. The systems approach," he went on, "must also consider the probability of a loss. Thus it must consider the fuel load, the form of the fuel, the ignition sources, the probability of an ignition, the probability of spreading beyond the immediate area of origin, etc. It must also be able to measure the effectiveness of alternate means of minimizing or preventing the loss and the interrelationship of the various protection means."

In *Fire Technology*, vol. 9, no. 1 (February 1973), pp. 56-64, H. Luck discusses the "Economics of Fire Protection" and notes that "the weakest link in many fire protection systems seems to be fire detection. From statistical data on casualties and property losses in fires, it appears that the detection problem in many fire protection systems is often not adequately solved. The available detectors are adequate, but are used im-

properly or not at all in many cases. For fire protection systems, the fire fighting and extinguishing systems should be matched to the fire risk, and the detection systems should be matched to the fire risk and the extinguishing system. It is difficult to estimate the cost benefit that can be obtained by the extensive use of detection facilities."

Armed with such information, archivists should be able to communicate better with SFPE members. Recognizing their desire to offer a professional service, we can assist them by describing fully our needs in terms of collection values and personnel involvements. When planning fire protection for our materials, we should settle for nothing less than a full systems approach that has shown an intelligent application of modern technology to our archival situation.

Microfilm Readers Survey. The results have been published of a study of microfilm readers conducted by the National Archives and Records Service. Entitled *User Evaluations of Microfilm Readers for Archival and Manuscripts Materials*, the report may be obtained at no charge from the Publications Sales Branch of NARS, Washington, D.C. 20408.

Recognizing the need for the best possible microfilm readers, the National Archives Advisory Council suggested that a study be undertaken. Albert H. Leisinger, Jr., developed a user evaluation test and directed its application to eight models of 35mm roll microfilm readers at NARS. Six of the units were specially obtained for the study. The models tested included Kodak Recordak C; Information Design, Inc., 201; Kodak Recordak Motomatic MPG; Xerox (University Microfilms) 1414; Kodak Recordak MPE; Library Microfilm and Materials Co. LMM Superior A-B/S-8E; Xerox (University Microfilms) 2240M; and Itek Autofocus. A small ad hoc committee provided advisory assistance to help keep the tests as objective as possible. Two of the readers, Recordak MPE and Recordak Model C, are no longer available. Since they are still so widely used, however, it was felt that their inclusion would provide a good basis for comparison in this and future tests.

The testing was done under controlled conditions in the microfilm research room of the National Archives Building. The readers were cleaned daily and checked regularly to assure their proper functioning. The tests were designed to evaluate preferences of users who worked with archival or manuscript materials. The report noted that this did not rule out readers' being considered for other purposes. User preferences, also, did not appear to have any apparent relationship to machine durability, service availability, and cost. The report considers the users' responses on characteristics such as film loading and unloading; film winding and unwinding; focusing, scanning, and image rotation; location of controls; screen size and illumination; and ease of use. Also included are comparative ratings of the readers, technical data on them, and a copy of the questionnaire used.

Individuals participating in the tests were volunteers from the general public and NARS staff. Over a two-and-one-half week period, searchers

using the microfilm reading room were invited to participate. A representative sampling was sought. Personnel conducting the test estimated the age of the test participants and divided them into three groups: those under thirty, those between thirty and sixty, and those over sixty. About one-third of the 101 people tested fell into each of these divisions. Although the test was designed for both the neophyte and the experienced user, over 71 percent of the participants had operated a reader more than ten times.

Each user was asked to spend at least twenty minutes at each reader. For fairness, the responses only of those who completed using at least four or more machines were tabulated. Results of the study were sent to the manufacturers, and some firms asked that their own comments be included in the completed report. This was done. It is hoped that the manufacturers' interest in the study will result in improved reader designs.

Standard on Photo Plate Storage. The American National Standards Institute, 1430 Broadway, New York, N.Y. 10018, has published the *American National Standard Practice for Storage of Processed Photographic Plates, PH1.45 1972*. While not specifically a part of the standard, its foreword contains an informative background statement:

Photographic plates have been in continuous existence almost since the beginning of photography. Photographic plates made many years ago and now stored in archives or other collections are invaluable. Present day usage of photographic plates dictates many special requirements, which also makes them have appreciable value.

Some obsolete types of plates require preservation in archives, museums, and other storage places. The permanent record nature of a number of types of photographic plates has been established by virtue of the fact that they have been in existence for more than 100 years. More modern plates often are used in costly applications; therefore, it may be desirable to store them carefully during their period of use. It is difficult to differentiate between commercial and archival use, or among the various types of plates in respect to storage periods, methods, or conditions.

No significant differences in storage conditions apply to types of plates, other than the greater restrictions required for those of archival interest. This practice should not be construed as recommending mixing of the various types of plates in storage.

Selection of satisfactory filing and packaging materials for storage presents several problems. Experience has shown that the longevity of packaging materials is usually less than that of the photographic plates themselves, and some materials contribute to plate deterioration. Noncorrosive packaging materials are therefore preferable. Unfavorable long-term effects may result from the presence of rust and other metal oxides; adhesives and adhesive tapes; rubber and rubber bands; chemicals and unsuitable fiber constituents in paper; certain plastic materials or other ingredients; unsuitable fiber content, chemicals, or contaminants in cardboard; and paints. Some users may elect to provide a lesser degree of protection than recommended for a number of reasons. The

real objectives involved in storing photographic plates should be examined carefully. Plate preservation depends on protection from a number of hazards. This standard describes the minimum protection which should be provided for plates of archival interest. Protective measures should be more restrictive and closely controlled for plates of archival interest compared to those of short term or commercial interest. Commercial and archival plates require the same protection from the hazards of fire, water, and physical damage.

Suggestions for improvement gained in the use of this standard will be welcome.

The text of the standard covers nine sections: scope, definitions, plate enclosures and containers, storage housing, storage rooms, environmental conditions, plate handling and inspection, references to the text, and revision of the American National Standards referred to in this standard. Four appendixes cover the paper for plate enclosures, humidity during storage, temperature during storage, and air-entrained impurities.

The standard is based on the results of a broad survey of procedures in a large number of institutions in the United States. The National Archives and Records Service and the Library of Congress played key roles in the formation of the recommendations it contains.

The broad, complex nature of photographic plates led to a standard that is tutorial, an approach unique in standards work. The procedures used in drafting, field checking, and obtaining approval of the standard practices are designed to insure wide coverage and consensus by users. Subcommittee PH1-3 on the Characteristics of Films, Plates, and Papers (Other Than Dimensions) was responsible for the standard. Under the chairmanship of Peter Z. Adelstein, the group includes a number of individuals familiar to the archival world.

ANSI standards are well known in many areas of American life, such as photography, including microfilm. In working with these standards, one should understand that "an American National Standard implies a consensus of those substantially concerned with its scope and provisions. An American National Standard is intended as a guide to aid the manufacturer, the consumer, and the general public. The existence of an American National Standard does not in any respect preclude anyone, whether he has approved the standard or not, from manufacturing, marketing, purchasing, or using products, processes, or procedures not conforming to the standard. American National Standards are subject to periodic review and users are cautioned to obtain the latest editions."


Paper Shortage. The gasoline shortage is not the only problem affecting the American economy. Alice Bonner, writing in a *Washington Post* article, May 18, 1973, describes the tight squeeze in which paper users are being caught. She notes that paper distributors and users in Washington say they are undergoing the most severe supply shortage since World War II and that the tight supply of paper is affecting the printing and publishing industries nationally. Industry spokesmen attribute this situation to severe weather, the energy crisis, labor unrest, new pollution

laws, and reduced production capacities. These factors have forced manufacturers to raise prices and cut back on production. Coincidentally, the appearance of the April issue of the *American Archivist* was delayed because of the inability of our printer to obtain sufficient quantities of paper stock to go to press.

Delivery times of paper in the Washington area have doubled in recent weeks according to the *Post* article. The cheaper grades of paper are the most difficult to obtain. Apparently, the lesser profit margin in lower grade papers has caused mills to concentrate on finer papers. Some observers believe the pulp mills are manipulating the market. At present, it is more profitable to make trees into lumber than into paper. The longer waiting periods, particularly for cheaper papers, are discouraging the use of lower grades of paper. In this respect, preservationists can, perhaps, be happier. Better paper grades do tend to have longer life. Kraft papers have been particularly scarce. The Government Printing Office has been investigating plastics as a substitute.

Various paper industry members have expressed concern about the situation, and The Printing Industry of Washington, a trade group, has called a special meeting to discuss the problem. The national manufacturing representatives are, apparently, more optimistic. They believe that the price will rise but that there will be enough paper to go around. According to them there seems to be some evidence of hoarding and duplication of orders by printers attempting to insure their own supplies of paper.

There is, however, no agreement among producers on the primary cause of the shortage. Multiple causes are often cited, weather conditions being one of the most frequent. The demand for paper also has apparently increased over the past decade without manufacturers' planning increased production facilities. A complex set of factors is obviously at work here, and for the paper user production may not climb again before 1975.



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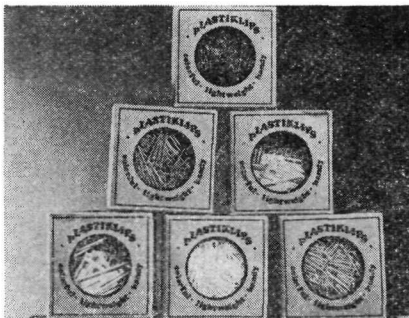
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News Notes

DANIEL T. GOGGIN *and* CARMEN R. DELLE DONNE, *Editors*

The purpose of this department is to present comprehensive news about recent accessions and openings of importance; published guides, finding aids, and documentary materials, both letterpress and microform; significant administrative and program changes at archival institutions; activities of state and regional archival associations; and education and training opportunities in the fields of archival and records administration. This part of the journal can only be successful if such information is made known to the editors and reporters in a timely manner, that is, at least three months prior to publication months (usually January, April, July, and October).

Please send news items to the appropriate one of the following reporters: **State and Local Archives** to Julian L. Mims, South Carolina Department of Archives and History, Capitol Station Box 11,188, Columbia, S.C. 29211; **Manuscript Depositories** to Carolyn H. Sung, Manuscript Division, Library of Congress, Washington, D.C. 20559; **Scientific and Technological Archives** to Maynard J. Brichford, University Archivist, University of Illinois Library, Urbana, Ill. 61801; **Church Archives** to John R. Woodard, Jr., Wake Forest University, Box 7414, Reynolda Station, Winston-Salem, N.C. 27109; **Regional and State Archival Associations** to David R. Larson, Ohio Historical Society, Columbus, Ohio 43211. All other items should be sent to Editor, *American Archivist*, National Archives Building, Washington, D.C. 20408.

The oral history program at the Center of History of Physics, **American Institute of Physics**, is emphasizing interviews that will embellish existing documentary collections. In the spring of 1972 Charles Weiner conducted interviews with Hans A. Bethe, Lee DuBridge, Robley D. Evans, William A. Fowler, Edwin M. McMillan, Seth Neddermeyer, and Milton G. White. In most cases additional sessions are planned. Relevant documents, letters, and notebooks are being unearthed, studied, and preserved in connection with the interviews. Earlier interviews which have recently been processed by the staff are those with Walter Brattain, Harvey Fletcher, Cecilia Payne Gaposchkin, Frederick V. Hunt, Vern O. Knudsen, and Earl K. Plyler.

Paul Johnson Karlstrom has been appointed the West Coast Area Director of the **Archives of American Art**, Smithsonian Institution. He

will be based at the San Francisco Research Center which is located in the M. H. de Young Memorial Museum. The archives has microfilmed more than 22,000 photographs of American paintings and sculpture, of artists, and of art works done under the aegis of the WPA-Federal Art Project. Also microfilmed were the personal and early family papers of Isabella Stewart Gardner that are in the Gardner Museum in Boston. They reflect her activities as collector and patron of the arts and her association with Bernard Berenson, John Singer Sargent, and James Abbott McNeill Whistler.

The **U.S. Army Military History Research Collection**, Carlisle Barracks, Pennsylvania, received a letterbook of Ranald S. Mackenzie's correspondence with American military and civil officials and with the governor of Coahuila during Mackenzie's efforts to pacify the Rio Grande frontier, June-August 1873; the Karl Bretzfelder papers consisting of his diary and official papers covering his service in the Medical Corps in the United States, Britain, and France, 1917-19, and a volume of reminiscences of the combat service of wounded troops recuperating in France; and the Frederic J. Brown papers relating to his service at the National War College, the headquarters of the European Command, 1948-52, and on the board Brown headed to study the Army's logistical system, 1967.

James V. Mink, University Archivist, **University of California at Los Angeles**, and Director, **UCLA Oral History Program**, has been appointed head of the Department of Special Collections, a library complex comprising the Manuscripts and Rare Books Section, the University Archives, the **UCLA Oral History Program**, the Thesis and Dissertation Advisory Services, and the Theater Arts Reading Room. He is also serving a two-year term as president of the Society of California Archivists.

Stephen Z. Starr, author, Civil War historian, and secretary of the Clopay Corporation, has been named director of the **Cincinnati Historical Society**. A member for twenty-eight years, he was elected to the board of trustees in 1963 and served as vice president for the past seven years.

Dolores C. Renze retired March 30, 1973, as **State Archivist of Colorado**. She is a past president and secretary of the SAA and is a Fellow of the Society. She will continue to direct the annual Institute of Archival Studies at the University of Denver.

The **Columbia University Library** received the personal papers and library of Max Lincoln Schuster, publisher. The papers (1925-69) include extensive records relating to the Simon and Schuster publishing company. Some authors prominent in the correspondence are Will and Ariel Durant, Max Eastman, Nikos Kazantzakis, Max Lerner, Louis Untermeyer, and Max Beerbohm. The library is especially strong in American literature, religion, psychology, and art, and includes many first editions.

The **Delaware Hall of Records** accessioned correspondence, annual reports, and newspaper clippings (1921-42) relating to the establishment

and early years of the Delaware District Young Women's Christian Association and a series of Owens family papers (1808-90).

The **Franklin Institute Library**, Philadelphia, received a grant from the National Science Foundation to preserve and make accessible the records of the institute's Committee on Science and the Arts. The committee, formed in 1834, evaluated, judged, and reported on inventions submitted to it and served as the investigative body of the institute. The committee's archives (1824-1900) include reports, letters, illustrations, advertisements, testimonials, photographs, and newspaper clippings. Represented in the papers are scientists Joseph Henry and Alexander D. Bache, engineers John C. Cresson and John C. Trautwine, machinist Isaiah Lukens, and industrialists Matthias W. Baldwin, John H. Towne, and Samuel V. Merrick. A guide to the 2,000 cases of the committee is being prepared with a summary of each report and lists of accompanying documents.

The **Georgetown University Library** accessioned the photographic archives of the Quigley Publishing Company, headquartered in New York City. The collection, which will be maintained separately in the Special Collections Division of the Lauinger Library, comprises more than 35,000 photographic prints and negatives of persons and events in the American motion picture industry. While more than 90 percent of the collection is made up of eight-by-ten-inch and smaller black and white prints, there is a sizable number of negatives, mostly informal shots taken by staff photographers for Quigley publications. The collection is currently being organized, and a name index is being compiled.

The library of the **Illinois State Historical Society** acquired the papers (1969-70) of former U.S. senator Ralph Tyler Smith; papers (1805-1972) of William V. Morrison, historian-genealogist of Kaskaskia, Illinois; papers (1951-72) of former U.S. representative William L. Springer; and papers (1926-71) of Joseph E. Ragen, who served as director of the Illinois Department of Public Safety, 1961-65.

The **University of Illinois Archives** processed the papers of three university agricultural engineers: Karl J. T. Ekblaw, Emil W. Lehmann, and Ray I. Shawl (1905-72). The papers include correspondence, manuscripts, publications, photographs, diaries, programs, course material, and sales and maintenance literature relating to farm machinery and equipment, farm buildings, water supplies and sanitation, rural electrification, agricultural policy, and teaching and research in the Agricultural Engineering Department. They include files on consulting work for Central Illinois Public Service Company; Sears, Roebuck and Company; International Harvester Company; Heil Coil Corporation; and the National Safety Council.

The recently acquired papers (1930-71) of Ralph E. Yeatter, wildlife specialist in the Illinois Natural History Survey, 1934-64, include correspondence, manuscripts, publications, research notes and data, maps and diagrams, field work diaries, wildlife conference reports, and project

reports relating to wildlife in Illinois and the Middle West, game management, wildlife refuges, conservation, forestry, rural land use, ornithology, ringnecked pheasants, prairie chickens, Hungarian partridges, prairie crops and vegetation, tularemia and rabbits, ecology, hunting and fishing, wildlife legislation, Illinois game and fish codes, and research methodology.

Robert Dole, U.S. senator from Kansas, donated to the **Kansas State Historical Society** speeches and correspondence that he created during his service as chairman of the Republican National Committee, 1971-73. The collection will be opened on a partially restricted basis requiring written permission from Senator Dole. The society received the papers, photographs, and memorabilia of the late George S. Robb, long-time Kansas state auditor and hero of World War I.

The **Library of Congress** received a large selection of the original music manuscripts of Victor Babin. The duo-piano team of Vitya Vronsky (his wife) and Babin, originally from Russia, was world-famous for virtuosity and excellence for two-piano playing. Babin, who died in 1972, made significant contributions to two-piano literature. Babin was director of the Cleveland Institute of Music, 1961-72. The Geography and Map Division acquired a collection of 1,061 pictorial maps ranging from facsimile of historical maps to contemporary subjects and formats including maps on place mats, napkins, Christmas cards, blotters, table cloths, and handkerchiefs. The majority of the maps (1920-69) relate to the United States. The library has a subject card catalog to the collection.

The **Michigan Historical Collections** 1971-72 annual report is available from the office of the director at the Bentley Historical Library, University of Michigan, Ann Arbor, Mich. 48105.

The Immigrant Archives, **University of Minnesota**, received the records (1945-60) of the United Ukrainian American Relief Committee, a resettlement agency; records (1945-present) of the Assembly of Captive European Nations; the "proletarian" dramas of the Työmies Society, a Finnish leftist publishing society in Superior, Wisconsin (1903-present); the papers (1933-57) of Rachel Davis DuBois, a pioneer in intercultural education; and the papers (1911-69) of Germogliano Saggio, Italian-American poet.

Oral history interviews and manuscripts documenting the strike of St. Louis teachers, January 22-February 20, 1973, have been added to the Urban and Industrial Manuscripts Collection, **University of Missouri, St. Louis**. The strike, called by a coalition of the St. Louis Teachers Association (NEA) and Local 420 of the American Federation of Teachers (AFL-CIO) against the city Board of Education, was the first teachers' strike in the history of the city. The association, Local 420, and the board all contributed manuscripts including correspondence, strike bulletins, copies of suits and injunctions, position papers, settlement booklets, and press clippings. Striking and nonstriking teachers were interviewed

while the strike was in progress and after the settlement. The material is available for research use.

National Archives and Records Service. The National Archives Conference on the Meaning of the American Revolution will be held November 15–16. Further information is available from H. Bartholomew Cox, National Archives (GSA), Washington, D.C. 20408.

New appointments in the Office of the National Archives include: Ralph E. Ehrenberg, director, Cartographic Archives Division; Edwin A. Thompson, director, Records Declassification Division; and Daniel T. Goggin, director, General Archives Division.

New appointments in the Office of the Federal Register include: Jean T. Eisinger, director, Presidential and Legislative Division; Ernest J. Galdi, deputy director, Office of the Federal Register; James V. Husted, special assistant to the director; and Robert E. Lewis, director, Executive Agencies Division.

Edward L. Johnson has been named a regional commissioner of the National Archives and Records Service and is responsible for directing activities of three federal archives and records centers and two records management divisions at locations in Chicago, Atlanta, and Dayton, Ohio.

The new Federal Archives and Records Center, San Bruno, California, was dedicated March 23, 1973. On the same day the National Archives Advisory Council held its spring meeting there. The council, comprised of thirteen representatives of major professional organizations plus one *ex officio* and five public members, examined the operation of the centers and discussed the services offered to scholars and the general public by the eleven regional archives branches.

National Archives Accessions (Washington, D.C. Area). The Department of State previously transferred records relating to World War II conferences through the First Session of the Council of Foreign Ministers in London (Sept.–Oct. 1945). The National Archives and Records Service has now accessioned another major segment of the department's post-World War II allied conference files, including records of the Paris Conference on Reparations (Nov.–Dec. 1945), the Tripartite Meeting of Foreign Ministers in Moscow (Dec. 1945), the Second Session of the Council of Foreign Ministers in Paris (April–July 1946), the Paris Peace Conference (July–Oct. 1946), the Third Session of the Council of Foreign Ministers in New York (Nov.–Dec. 1946), and the Meetings of the Deputy Foreign Ministers (1945–46). In addition to official conference documents, such as minutes of meetings and records of decisions, the accession includes memoranda, correspondence, and position papers arranged by subject. Also, nearly 200 original treaties and other international agreements (TIAS 7236–7427) were transferred by the department to the National Archives.

Ten series of the Bureau of the Budget records were accessioned. Most of the series document the budget analyses, revisions, and allocations for

the Department of State and nine military agencies, 1939-52. The other series relate to the bureau's work with the international assistance programs and federal government organizations. Though many of the records are still classified, they give the history of policy decisions made in the Executive Office of the President.

The National Archives acquired from Mr. and Mrs. Alfred Stidham a collection of eighteen documents relating to the Civil War. Among these are three letters signed by Andrew Johnson and letters signed by Generals Sherman and Grant.

The National Archives accessioned records (1970-72) of the National Commission on Consumer Finance, a commission established by the Consumer Credit Protection Act of 1968 to study the functioning and structure of the consumer credit system in the United States.

Records in the National Archives relating to the District of Columbia have been augmented by the accession of letters sent (1871-1965) by the commissioners of the District and abstracts of letters, with indexes, received (1874-97) by the commissioners. These records reflect the many official activities of the commissioners from the formation of the commission type of government in 1874 to very recent times.

The Atomic Energy Commission transferred correspondence and technical reports (1939-47) documenting the development of the atomic bomb. The records are open for research without restriction.

The early and more recent broad policies and procedures for federal welfare assistance to the states since the beginning of the social security system are reflected in minutes and background papers received from the Social and Rehabilitation Service. The documents (1936-67) include special files on the program for assistance to refugees from Cuba, 1962-65.

Bureau of Labor Statistics cost-of-living schedules (1918-19, 1932-33, and 1935-36) have been accessioned.

Records were received pertaining to the 1959 and 1960 agricultural censuses. Included in the accession was the manual about the background and history of the alphabetical index to the 1900 census.

Accessioned were Navy Department "Armed Guard Reports" (1917-18). These are reports submitted by commanding officers of U.S. Navy gun crews assigned to merchant vessels.

The Dukes County Historical Society, Edgartown, Massachusetts, gave to the National Archives records (1867-70) of the federal government relating to the activities of the Freedmen's Bureau in Northern Virginia and Fort Sill, Indian Territory.

National Archives Accessions (Regional Branches). The Archives Branch, Los Angeles Federal Archives and Records Center, received unit logs (1972) from the U.S. Coast Guard Air Station, Los Angeles. In addition, logs (1971-72) were accessioned from the Coast Guard Base, Terminal Island, San Pedro, California; and records (1895-1952) were received from the Bureau of Indian Affairs, Truxton Cañon Agency, Arizona.

The Archives Branch, **Boston** Federal Archives and Records Center, accessioned customs records (1790–1920) for the district of Newport, Rhode Island. Included are impost books (1790–1866 and 1873–1911) and vessel manifests (1790–1864, primarily, but also 1865–80). In addition, there are records showing goods imported into Newport and then exported to other ports; books of inspectors (1799–1870); and monthly and quarterly abstracts of goods imported and exported, duties on goods imported, and the tonnage of vessels entering and departing Newport (1790–1889).

The Archives Branch, **Kansas City** Federal Archives and Records Center, accessioned records created by field units of the Economic Stabilization Agency activated during the Korean War. The records are from the Rent Stabilization Office in Rolla, Missouri (1950–53); the Regional Wage and Salary Stabilization Offices in Kansas City and Minneapolis (1951–53); and the Regional Offices of Price Stabilization in Kansas City and Minneapolis. The Kansas State Historical Society gave the Kansas City archives branch microfilm copies of records (1807–55) of the Bureau of Indian Affairs, St. Louis, that document the superintendency of William Clark and records (1812–17) of the Missouri Fur Company. The National Archives transferred to Kansas City records of the U.S. attorneys for the eastern district of Missouri. The records consist of letters (1853–89), grand jury dockets (1887–1932), and grand jury minutes (1876, 1890–1918).

The Archives Branch, **Denver** Federal Archives and Records Center, accessioned records (1951–53) created by the Denver regional offices of the Office of Price Stabilization and the Wage Stabilization Board, including rulings and opinions case files.

The Archives Branch, **Chicago** Federal Archives and Records Center, received the following district court records: eastern district of Michigan (Detroit) case files (1816–1946); western district of Michigan (Grand Rapids) case files and bound volumes (1863–1945); southern district of Ohio (Columbus) bankruptcy dockets created under the 1898 act (1898–1945); southern district of Illinois (Peoria and Springfield) bankruptcy case files created under the 1867 and 1898 acts (1867–1946); western district of Wisconsin (Madison) bound volumes relating to bankruptcy, civil, criminal, and naturalization actions (1870–1938); and northern district of Illinois (Chicago) files relating to rules of the court (1882–1931) and the appointment and resignation of U.S. commissioners (1871–1938). In addition, Coast Guard records were transferred and records (1869–1908) of U.S. attorneys and marshals were received from the National Archives holdings.

Presidential Libraries. Briefly described below are new accessions received by the Presidential Libraries. Many accessioned records are continually opened and made available to the public. For information, contact the appropriate library or see *Prologue: The Journal of the National Archives*.

The **Franklin D. Roosevelt Library** received from Bertha Whittaker

and Katherine Pollack Ellickson material concerning the President's Commission on the Status of Women, and Pauli Murray has given the library her correspondence with Mrs. Roosevelt (1939-62). The library received additions to the following collections: papers (1911-63) of John M. Carmody, from Catherine Carmody; papers (1920-60) of Leland Olds, from Olds' secretary, Elsie Meyer; and files (1934-35) concerning the *Public Papers and Addresses of Franklin D. Roosevelt*, from Samuel I. Rosenman. The publisher's corrected copy of the manuscript of Rexford G. Tugwell's book *In Search of Roosevelt* was received from Tugwell. The library accepted from Columbia University a microfilm copy of the items in the Jacob Podell Collection of Franklin D. Roosevelt letters and manuscripts (1896-1943). Audiovisual accessions include tapes of speeches by the President and Churchill's address to the joint session of Congress on December 26, 1941; negative kinescopes of Mrs. Roosevelt's television series, "Prospects of Mankind" (1959-60), which were donated by Henry Morgenthau III; and still photographs from the Stephen Early papers and the Gardner Jackson papers. Photographs of WPA Federal Art Project murals were given to the library by Erica Rubinstein.

The **Harry S. Truman Library** accessioned the White House "Permanent File" (1945-53), including file headings such as awards, deaths and funerals, gifts to the government, powers of the president, seal of the United States, visits of foreign dignitaries, and White House matters. Oral history interviews received were with E. W. Kenworthy, Robert L. Riggs, and David E. Bell.

The **Dwight D. Eisenhower Library** accessioned a segment of the "Permanent File" (1945-62) of the White House executive clerk. Broad categories include gifts to the government, powers of the president, and White House Office. This accession is an addition to and a partial duplication of two previous accessions which consist of microfilm copies of portions of the permanent file and its index. Also received at the library were duplicate copies of records in the National Archives, the records (1943-55) of the U.S. Army, First Army Headquarters. Another accession consists of material from the files of the U.S. Information Service, which pertain to the eleven-nation goodwill tour of President Eisenhower, December 3-22, 1959. The accession includes a large number of photographic prints and negatives.

The **John F. Kennedy Library** received the papers of Daniel Knapp used in the preparation of his study *Scouting the War on Poverty* (1970); the research files of Richardson White used in the preparation of *Youth and Opportunity: The Federal Anti-Delinquency Program, 1968-69*; and the papers of Edward G. Toomey, M.D., relating to a series of three annual John F. Kennedy medical symposia that he organized and chaired, 1968-72.

The **Lyndon B. Johnson Library** and the University of Texas, Austin, are cosponsoring a symposium on "The Future of the Cities" to be held October 8-9, 1973. The symposium will serve to mark the opening for research of the presidential papers on the subject of urban affairs.

NARS Publications. Recent publications of the National Archives and Records Service that can be purchased from the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402 are the 1971 volume of the *Public Papers of the Presidents of the United States* (\$15.75), which is illustrated, fully indexed, and covers the third year of the administration of Richard M. Nixon; the 1973 edition of the *Guide to Records Retention Requirements* (\$1.50), which details the retention period for many types of records required to be kept by federal laws and regulations; and volume 85 of the *United States Statutes at Large* (\$15.75). Other publications of the National Archives are briefly noted below. Information concerning these publications is available from the Publication Sales Branch, National Archives (GSA), Washington, D.C. 20408. New and revised publications include *Hearings in the Records of the United States Senate and Joint Committees of Congress*, *Regulations for the Public Use of Records in the National Archives and Records Service*, and *Guide to the Collection of Hungarian Political and Military Records, 1909-1945*.

Descriptive pamphlets have been published for the following National Archives microfilm publications: *Historical Information Relating to Military Posts and Other Installations, ca. 1700-1900* (M 661); *Records of the Assistant Commissioner for the State of Alabama, Bureau of Refugees, Freedmen and Abandoned Lands, 1865-70* (M 809); and *Records of the Superintendent of Education for the State of Alabama, Bureau of Refugees, Freedmen, and Abandoned Lands, 1865-70* (M 810).

Recent microfilm publications include *Papers Pertaining to Vessels of or involved with the Confederate States of America, "Vessel File"* (M 909); *Register of Confederate Soldiers, Sailors and Citizens Who Died in Federal Prisons and Military Hospitals in the North, 1861-65* (M 918); *Index to Compiled Service Records of Volunteer Soldiers Who Served During the Cherokee Disturbances and Removal in Organizations from the State of Georgia* (M 907); *Indexes to Compiled Service Records of Volunteer Soldiers Who Served During the Cherokee Disturbances and Removal in Organizations from the State of Tennessee and the Field and Staff of the Army of the Cherokee Nation* (M 908); *Internal Revenue Assessment Lists for South Carolina, 1865-66* (M 789); *Internal Revenue Assessment Lists for Maryland, 1862-66* (M 771); *Law Case Files of the U.S. Circuit Court for the Southern District of New York, 1790-1846* (M 883); *Equity Case Files of the U.S. Circuit Court for the Southern District of New York, 1791-1846* (M 884); *Federal Non-Population Census Schedules for Ohio, 1850-80*, in the custody of the State Library of Ohio (T 1159); *Extranjeros (Foreigners in Puerto Rico), ca. 1815-45* (T 1170); and *Codebooks of the Department of State, 1867-76* (T 1171). NARS publications are available from the Publications Sales Branch (NATS), National Archives Building, Washington, D.C. 20408. Please mention T or M numbers when referring to microfilm publications.

National Historical Publications Commission. At its meeting Decem-

ber 2, 1972, the commission recommended grants to continue support for five documentary letterpress editing projects and awarded five individual fellowships in Advanced Editing of Documentary Sources for American History for 1973-74: Philander D. Chase will serve with Donald Jackson, editor of *The Papers of George Washington*; Ralph J. Christian with Herbert Weaver, editor of *The Correspondence of James K. Polk*; Charles M. Harris with Robert A. Rutland, editor of *The Papers of James Madison*; John B. Hench with Linda G. De Pauw, editor of the *Documentary History of the First Federal Congress*; and Joseph G. Henrich with Harold C. Syrett, editor of *The Papers of Alexander Hamilton*.

As a result of Public Law 92-546, the Organization of American Historians now has two representatives on the commission: Edgar A. Toppin, Virginia State College, Petersburg; and Edward M. Coffman, University of Wisconsin, Madison. The American Historical Association has appointed Merrill D. Peterson, University of Virginia, to succeed Arthur S. Link, whose four-year term expired.

An advisory committee on the publication of the papers of Blacks has been appointed by the Commission to propose publication projects related to black Americans. The members are Edgar A. Toppin, chairman; John M. T. Chavis, Tuskegee Institute; Louis R. Harlan, University of Maryland; Dorothy B. Porter, Howard University; Otey M. Scruggs, Syracuse University; and Arvarh E. Strickland, University of Missouri, Columbia.

The Advisory Committee on the Papers of Women submitted a list of ninety American women as possible subjects for future documentary editing projects.

The Nevada Historical Society received the papers of Charles L. Tranter, an early student of the uses of peyote and other hallucinogenic drugs in native American religious ceremonies. Current students of the drug subculture phenomenon, as well as historians and anthropologists, will find valuable source material in the correspondence of Indian members of peyote groups and the laboratory tests performed on hallucinatory materials. The personal papers of H. Foster Bain, former head of the Bureau of Mines, were donated to the society. Bain was a leading mining engineer involved in the natural resources scandals of the Harding administration. Editor of both *Mining and Scientific Press* and *Mining Magazine*, Bain spent the last decades of his career as a consultant to various governments in the Far East. Former congressman Walter S. Baring donated a large collection of materials to the society. The collection includes campaign filmstrips, news releases with an index, copies of bills introduced by Baring, a charcoal portrait of him, awards received, and election certificates.

George Martin Cunha, conservator, Library of the Boston Athenaeum, has been named director of the New England Document Conservation Center. The address is Box 355, Topsfield, Mass. 01983.

Over the past few years the College Archives, City College of New York, has amassed a substantial collection of material relating to Richard Rogers Bowker. Most of the collection came from Delta Alpha fraternity of which he was a member, but a large portion came from the R. R. Bowker Company. The collection consists of correspondence (1860–1933), essays, orations, examinations, papers he wrote as a student at City College, examples of publications he founded as a student, and memorabilia. The archives also received the papers of Alvan Leroy Barach, twentieth-century physician, inventor of the oxygen tent, and author of one of the first novels on the psychoanalytic method. The collection focuses on Barach's nonmedical writings, published and unpublished, and personal correspondence.

New York City acquired a block-long site in Harlem—on Lenox Avenue between 135th and 136th Streets—to house the Schomburg Collection of black literature and history. The collection, one of the world's largest and most comprehensive compilations of black history, literature, and art, has been seeking quarters on the site for the last five years. Since 1925 it has been for the most part confined to the cramped Countee Cullen branch of the New York Public Library.

The Oral History Program of the Newark Public Library has been under way since last September. Thirteen interviews now being transcribed concern the Newark school system, 1940–65; the Lindbergh kidnapping; architect William Halsey Wood; the building of the Holland Tunnel; and biographies of black civil rights workers. For information, contact Charles F. Cummings, New Jersey Reference Division, Newark Public Library, 5 Washington St., Newark, N. J. 07101.

The library accessioned the entire collection of files and indexes from the defunct Newark *Evening News*, including approximately 700,000 files of clippings, 500 indexes, and a quarter of a million photographs of people in the news during the past 89 years. The collection will be serviced by the New Jersey Reference Division of which Charles Cummings is supervising librarian. The division collects current and historical material on Newark, Essex County, and the rest of the state. Its resources are described briefly in the "Guide to the New Jersey Reference Division of the Newark Public Library, the Metropolitan Reference Center of Northern New Jersey" (1972).

The North Carolina State Office of Archives and History received Davidson County records, including an unusually large number of estate records (1823–1915); records from Graham and Polk counties; county court minutes from Yancey County; and church and municipal records (1722–34) of Edenton Town. Among the private collections accessioned were the H. McGuire Woods papers and the Frederick Rogers Mangold papers, both of which pertain to Black Mountain College. Additions were made to the Thomas Henderson papers and the Charles Lewis Hinton papers. Also received were account books of John R. Johnson, a

shoemaker from Warrenton. The Newspaper Microfilm Project has begun a survey of the newspaper resources of Chatham and Lee counties. Readers are urged to contact the project if they know of copies of old newspapers published in these counties. The archives would like to borrow the papers to microfilm, and all copies will be returned promptly. Phase II microfilming has been completed by the Local Records Section in thirty-two counties and is currently under way in Davidson, Johnston, and Yancey counties.

The **Oregon Historical Society** has issued the first supplement (1973) to the 1971 publication *Manuscript Collection of the Oregon Historical Society*. Quarterly supplements and an annual index will be issued. The society received the official and personal papers of Matthew Paul Deady, 1824-93, Oregon jurist and political leader; records, 1927-38, of Frederick Steiwer, 1883-1939, Oregon lawyer, district attorney, and state and U.S. senator, 1927-38; papers of Richard L. Neuberger, 1912-60, and Maurine B. Neuberger, both U.S. senators from Oregon, 1955-60 and 1960-67, respectively; and a collection of correspondence, testimony, and ephemera relating to Rayfield Becker, 1900(?)-1950, Northwest IWW leader imprisoned for his participation in the Centralia, Washington, massacre, 1919.

The **University of Pennsylvania** archives has acquired personal papers (1927-66) of historian Thomas Childs Cochran; papers (1944-48) of former university president George William McClelland; a fifteen-volume collection of memorabilia (1938-71) of former university president Gaylord Probasco Harnwell; papers (1831) of Thomas Mackie Smith, M.D.; and papers of U.S. Senator George Wharton Pepper, 1867-1961, a university alumnus-trustee.

Selected items from the vast collections of railroad history materials assembled and owned by the **Pennsylvania Historical and Museum Commission** are currently on display in the William Penn Memorial Museum, Harrisburg; they will remain on public view through September. Among the many items featured are the architect's rendering of what the new Railroad Museum of Pennsylvania will look like when completed, along with large photographs of construction work now in progress and some of the locomotives and rolling stock equipment already on the site. Information is available from Joseph T. Kingston, Pennsylvania Historical and Museum Commission, Box 1026, Harrisburg, Pa. 17120.

The **Philadelphia City Archives** completed the first stage of its move into newly renovated quarters. The public reading room is now located in Room 171, City Hall. While the storage capacity remains approximately the same, the new quarters provide additional reading room space, better accessibility for the public, and more convenient storage facilities. The archives accessioned the County Commissioners' Minutes (1718-66).

Princeton University Library received an additional collection of the correspondence (1919-27) exchanged between Ernest Hemingway and a

lifelong friend, William B. Smith. William L. Howarth, assistant professor of English, has been named editor-in-chief of *The Writings of Henry D. Thoreau*, a multivolume edition being published by the university press. This is part of a major project organized by the Modern Language Association's Center for Editions of American Authors, with support from the National Endowment for the Humanities, to publish authoritative texts of classic American authors. Two volumes, *Walden* and *The Maine Woods*, have already appeared. By the end of this decade, the completed edition will provide scholars and general readers with Thoreau's extant writings, some previously unpublished.

The records of fifty years of research and development in industrial engineering are highlighted in the Lillian M. Gilbreth papers received as additions to the Gilbreth Library of Industrial Engineering and Management, **Purdue University**. The papers (1910-72, the major portion dated 1940-68) include correspondence, certificates, diplomas, photographs, memorabilia, and published material. In 1939, Gilbreth presented many books, laboratory records, and artifacts that had belonged to her and to her husband, Frank B. Gilbreth. The new addition increases holdings of primary source material on her pioneering studies of human motion and work design, which have greatly improved industrial efficiency. The new Gilbreth papers, a gift to the university from the Gilbreth family, are available for examination and use. Inquiries may be directed to Helen Q. Schroyer, General Library, or to Ralph C. Simon, Industrial Engineering Library, Purdue University, West Lafayette, Ind. 47907.

The **Rhode Island Historical Society** received from Francis Madeira the correspondence, scrapbooks, memoranda, press reviews, and photographs of the late Jean Madeira, who performed as a star with the Metropolitan Opera, the Vienna State Opera, and other European opera houses.

St. Olaf College, Northfield, Minnesota, established an archives in 1969 in preparation for the college's centennial, 1974-75. To date, the papers of its presidents have been organized, and work is under way on the records of radio station WCAL, one of the first federally licensed radio stations in the country. The archives has completed the description of the papers of Lars Wilhelm Boe, fourth president of the college, 1918-42. The collection contains correspondence, copies of speeches, reports, and minutes. In addition to his work as an educator, Boe figured in the establishment of the National Lutheran Council and the Lutheran World Convention in the 1920's and worked for the cause of "greater Lutheranism" at a time when most Lutherans were divided into many small groups along ethnic and doctrinal lines. The Norwegian-American Historical Association, which was founded in 1925, is headquartered in the St. Olaf College Library.

The National Anthropological Archives, organized in 1965 as part of the **Smithsonian Institution's** Department of Anthropology of the Na-

tional Museum of Natural History, is the successor to the archives of the former Bureau of American Ethnology. Its purpose is to serve as a depository for the records of the Department of Anthropology and its predecessor organizations and to collect private papers relating to all cultures of the world and to the history of anthropology. Since the Bureau of American Ethnology was primarily interested in the North American Indians, the archives' collections represent one of the world's greatest resources for the study of American Indians. Along with its broader, worldwide interests, the archives will continue to have a special interest in material relating to these people. Some of the major collections of private papers are those of W. L. Abbott, Jeremiah Curtin, Frances Densmore, James Owen Dorsey, Jesse Walter Fewkes, Alice C. Fletcher, Ethel Cutler Freeman, Albert S. Gatschet, John P. Harrington, J. N. B. Hewitt, Aleš Hrdlička, Neil M. Judd, Francis La Flesche, Otis T. Mason, Truman Michelson, Cosmos and Victor Mindeleff, James Mooney, Frans M. Olbrechts, Julius Platzmann, Frank H. H. Roberts, Matilda C. Stevenson, Matthew W. Stirling, and John R. Swanton. Also deposited in the archives are records of the American Anthropological Association, the American Ethnological Society, the American Society for Ethnohistory, the Anthropological Society of Washington, D.C., and the Islamic Archives of Myron B. Smith. The photographic holdings of the archives are estimated at 90,000 items, and most are dated between 1860 and 1930. A general file of black-and-white prints relating to the North American Indians includes portraits of individuals and of groups as well as pictures illustrating dwellings, costumes, domestic activities, industries, and the arts. Other photographic series include a similar large file that relates to non-Indian cultures and several collections that pertain to the work of specific anthropologists and other individuals. Examples of the latter are collections relating to Aleš Hrdlička's work in physical anthropology, W. J. McGee's ethnographic and archeological work in Arizona and Sonora, 1894-96, the ethnographic work of John P. Harrington, and the 1909 expedition of Rodman Wanamaker. The archives has printed leaflets entitled *The National Anthropological Archives*, describing research facilities, and *Selected Portraits of Prominent North American Indians*, listing some of the pictorial holdings. The leaflets are available from the National Anthropological Archives, National Museum of Natural History, Smithsonian Institution, Washington, D.C. 20560.

The South Carolina Department of Archives and History recently inventoried records of the State Board of Health's Bureau of Administration Services and Department of Administration and of the accounting personnel and communications sections, Division of General Services. An inventory of architectural drawings and specifications (1964-71) of the state fire marshal and a pamphlet accompanying Microcopy No. 1, *Records in the British Public Record Office Relating to South Carolina, 1663-1782* (price, \$1.15), are available. Accessions include annual reports

(1938-53) of the county treasurers to the comptroller general and microfilm of plat books (1784-1803) of the commissioner of location for Ninety-Six District North of the Saluda River. Richland County transferred clerk of court records (1866-1900), equity bills (1793-1868), estate files (1787-1952), chain gang records (1895-1925), and minutes (1902-66) of the county board of education.

The **American Swedish Historical Museum**, Philadelphia, received a rare volume of early Americana, Thomas Companius Holm's *Kort Beskrifning om Provincien Nya Sverige uti America*, published in 1702. It details the establishment of the Swedish colony in the Delaware Valley before the coming of William Penn and, containing excellent plats and maps, is an important source for the history of Pennsylvania.

The Urban Archives, **Temple University**, accessioned Nationalities Service Records (1925-70), consisting of reports, studies, minutes, scrapbooks, and other records concerning immigrants and their problems; Philadelphia Board of Realtors records (1924-66), containing minutes and records of committees on ethics and arbitration, finance, minority housing, legislation, civic affairs, vandalism, and appraisals; United Neighbors Association records (1847-1966), including case records of aid recipients and other records of the Catherine Street House of Industry from the nineteenth century; financial documents, reports, minutes, and correspondence concerning community groups, housing, redevelopment, and other twentieth-century problems; and approximately 500 photographs illustrating housing in Philadelphia from 1910 to 1960.

The Division of Archives and Manuscripts, **University of Texas at Arlington**, accessioned the records (1960-68) of the District 5 Office of the United Packinghouse, Food, and Allied Workers of America. District 5 included Texas, Oklahoma, Louisiana, Arkansas, New Mexico, and southern Kansas. The collection is in addition to U.P.W.A. records (1942-68) already held by the division. Also accessioned were records (1942-61) of District 5 of the Amalgamated Meat Cutters and Butcher Workmen of North America; additional records of the Mullinax-Wells law firm of Dallas, which has represented labor unions since its formation in 1947; records of the Lubbock Central Labor Council; minutes of the Brewery Workers' Local 110, San Antonio; and minutes of Carpenters' Local 1884, Lubbock.

The papers of Paul C. Aebersold (1924-70) at **Texas A & M University Library** consist of material covering his graduate student days at California and his subsequent career as a nuclear physicist, proponent of the peaceful uses of atomic energy, and official with the Atomic Energy Commission. They have been arranged into series of correspondence, speeches, articles, and other writings of Aebersold; speeches and articles of other scientists; and newspaper clippings and photographs. He prepared policies, regulations, or standards for production, distribution, and use of radioisotopes. Aebersold was associated with the Berkeley Radiation Laboratory, 1937-44, Oak Ridge, 1944-57, and Office of Isotopes Development in Washing-

ton, 1957-65. A 61-page inventory of papers compiled by Charles R. Schultz is available for \$2.00 as Miscellaneous Publication No. 5 of the library.

The **Texas State Library** received papers of Sam Houston that included letters, orders, and documents as well as letters received from Andrew Jackson, John C. Calhoun, Daniel Webster, Stephen F. Austin, and officials of the Republic of Texas. Also added were papers of Walter Prescott Webb, author of *The Great Plains* and *The Great Frontier*, which include material from his undergraduate years at the University of Texas and letters to Jane Oliphant, whom he married in 1916.

The **Vermont Historical Society** received letters, clippings, and pictures of Will S. Monroe, educator and writer, whose retirement brought him to Vermont although his career was spent in California, Pennsylvania, Massachusetts, and New Jersey. He was a teacher, superintendent of schools, professor of education and psychology, and contributor to educational and literary journals, with a special expertise on Walt Whitman's life and work and on travel and geography. In 1918 he was appointed to the United States Peace Inquiry Commission. The Society's Oral History Project conducted interviews with Eva Talbert of Plainfield, a lifelong spinner and weaver of Vermont textile products; "Stad" Gray of East Calais, who owned and operated a tinsmith shop in the early part of the century; Dean McDowell of Sheffield, an elderly Northeast Kingdom teamster who worked with draft horses for sixty years; and Orient Dunn, blacksmith from the town of Victory.

The Archives Branch, **Virginia State Library**, processed executive papers (1776-81) and microfilmed land tax books for Dinwiddie, Elizabeth City, Essex, and Fairfax counties. Records of Pittsylvania, Nansemond, Spotsylvania, and Northampton counties have been inventoried and microfilmed. The Senate Journal (1802-03) and a listing of all Virginia Continental companies, 1775-83, are being prepared for publication.

The Archives of Labor History and Urban Affairs, **Wayne State University**, received the records of the Miners for Democracy, the rank and file group that recently won the leadership of the United Mine Workers of America. The records contain correspondence, exhibits, testimony, election case briefs, trial notes, observer reports of the 1969 UMW election, financial reports, and related materials. No decision has been made yet on the accessibility to the unprocessed material. The papers of Harold A. Cranefield, a labor lawyer who served as the first general counsel of the Detroit region of the National Labor Relations Board and as general counsel for the United Automobile Workers-Congress of Industrial Organizations, have been received. In addition to personal correspondence, speeches, articles, and photographs concerning Cranefield's career, there are files on the unionization of the J. I. Case Company, LaFollette Committee (1936-37); Ford Motor and General Motors Company files of the NLRB (1937-48); investigation of the attempted assas-

sination of Victor and Walter Reuther; the International Union of Mine, Mill and Smelter Workers (1959-63); National Lawyers Guild (1950-55); and certain individual civil rights and liberty cases. The papers of Carl Haessler, labor newspaperman and socialist, were received by the archives. The papers include files concerning the Federated Press, a national labor news wire service; clippings, articles, and correspondence concerning the United Automobile Workers and Congress of Industrial Workers; and a personal subject file on labor-related topics.

The March 1973 "Accessions List" (vol. 13, no. 1) of the **West Virginia University Library** describes several manuscript acquisitions. Included are the logbook (1874-76) for the Shepherdstown-Hagerstown toll road; papers (1916-71) of Festus P. Summers, including correspondence, writings, speeches, and other documents of the former West Virginia University history professor; and papers (1938-67) of Walter R. Thurmond, including correspondence, diaries, scrapbooks, speeches, and miscellaneous items of the West Virginia coal operator.

The Division of Archives, **University of Wisconsin**, began last year an oral history project to supplement the written resources available for research on the history of the institution. The project has recorded interviews with thirty-five emeritus professors including classicist Walter Agard, chemist Farrington Daniels, bacteriologist and university president Edwin B. Fred, and mathematician and dean Mark Ingraham. Transcriptions are made of all tapes, and both the tapes and the transcriptions are indexed. They contain not only remembrances of the university but also information on the personal careers of the interviewees and their participation in the intellectual life of the nation.

The **State Historical Society of Wisconsin** announces the publication of several guides and collections on microfilm, including the *Guide to the Cyrus Hall McCormick Collection* edited by Margaret R. Hafstad; papers (1812-62) of Nathaniel P. Tallmadge, prominent Jacksonian era politician and Wisconsin territorial governor; and the papers (1879-1910) of Robert Marion La Follette. Accessions include Kellett Commission task force studies (1964-68), Governor Patrick Lucey's Task Force on Education and Property Tax Relief (1970-72), project and community files (1952-67) of the Department of Local Affairs and Development, and flood plain zoning plats (1920-50) of the Transportation Department.

CHURCH ARCHIVES

Baptist. The Ethel T. Crittenden Collection in Baptist History, Wake Forest University, acquired copies of records of fifty-five Baptist churches in North Carolina. These records were microfilmed as a result of a cooperative endeavor of the collection and the Local Records Section of the North Carolina State Department of Art, Culture, and History. Indexes to the 1970 and 1972 issues of the *Biblical Recorder* will be printed soon.

Roman Catholic. The Fair Memorial Museum, American Catholic Historical Society of Philadelphia, was dedicated January 7. The society acquired ledgers of the bank deposits maintained by the bishops of Philadelphia, 1830's-60's.

Protestant Episcopal. The former Department of the Army chief historian, Stetson Conn, has been named historiographer for the Protestant Episcopal Diocese of Washington. The diocesan Committee on Records and parish historians are preparing an inventory of parish historical records.

Jewish. The American Jewish Archives, Clifton Avenue, Cincinnati, Ohio 45220, which maintains one of the largest photographic collections of Jews in the Americas, is preparing a catalog. It is soliciting donations of pictures of Jewish notables, rabbinical and lay; synagogues; celebrations; Jewish homes and cemeteries; and other reflections of the American Jewish experience. Each picture should be accompanied by identifying information.

The Philadelphia Jewish Archives Center, 625 Walnut Street, has been established by the Federation of Jewish Agencies in association with the Philadelphia Chapter of the American Jewish Committee. Its purpose is to obtain important historical records about the Philadelphia Jewish community and to classify and make available information for scholarly research and other educational purposes.

Lutheran. In 1972 the Concordia Historical Institute, Missouri Synod, more than doubled the previous year's number of accessions to collections, with total receipts of more than 53,000 items representing one of the highest years in institute history. The number of visitors to the museum of the institute also reached an all-time high with 8,150 recorded. Loans of historical materials were made to approximately 1,750 persons, with approximately 400 doing research in the institute and an additional 2,900 receiving information by telephone. With the appearance of the November 1972 issue, the *Concordia Historical Institute Quarterly* has completed its forty-fifth year.

Mennonite. The Mennonite Oral History project in the Mennonite Library and Archives, Bethel College, North Newton, Kansas, published *Voices against the War*, an index-guide to their collection of 273 interviews relating to conscientious objectors in World War I. An article and bibliography on Radical Reformation Research appears in the March 1973 issue of *Mennonite Life*.

United Methodist. The Commission on Archives and History of the United Methodist Church, Lake Junaluska, N.C., received in early January a truckload of records from the Board of Global Ministries, Division of World Missions. The accession includes correspondence between missionaries and the Board of Missions. The commission is microfilming Methodist Protestant journals. The Archives Committee established a

job description for the proposed employment of an archivist following a study of the archival programs of the general commission, annual conferences, and local churches. Suggestions for strengthening these archival programs indicated the need for a full-time archivist.

The Troy Conference depository was moved from Ticonderoga, New York, to Green Mountain College, Poultney, Vermont. The Wyoming Conference archives was transferred to Syracuse University. The Louisiana Conference authorized the preparation of a new history of Methodists in Louisiana. The Liberian Conference compiled and edited the proceedings of their annual sessions, 1833-1972. The Virginia Conference has begun the publishing of a historic magazine entitled *Virginia Heritage*. *United Methodist Anniversaries, 1973*, a booklet of events in 1973 which mark the 25th through the 225th anniversaries, has been compiled by the Reverend William Cardwell Prout.

Moravian. A grant of \$79,675 has been awarded to The Moravian Music Foundation by the National Endowment for the Humanities to continue the foundation's project of cataloging its extensive collection of music manuscripts and early printed music. The three-year grant will be increased to \$229,675 during this period with matching funds from the Z. Smith Reynolds Foundation and the Mary Reynolds Babcock Foundation. The catalog of the Salem Congregation music, a collection of almost 2,700 musical works used by musicians at Home Church, Winston-Salem, North Carolina, is ready for publication.

Other. The Moody Bible Institute Library, an interdenominational repository in Chicago, completed a museum room for office furniture, personal effects, and photographic albums of Dwight L. Moody. The library has begun a name and place index for the Moody letters.

The Academy Archives, Church of the New Jerusalem (Swedenborgian), is planning to microfilm the papers of Bishop William F. Pendleton, 1870-1926.

TRAINING

More detailed information about various archives administration courses is available in the *SAA Newsletter*. To be placed on the mailing list for future issues write the SAA Executive Director, Bentley Historical Library, University of Michigan, Ann Arbor, Mich. 48105.

The Fellowship Program of the Council on Library Resources invites applications and nominations for thirty fellowships available to U.S. and Canadian librarians in the academic year 1974-75. Council fellows devote a minimum of three months and a maximum of nine months to projects or internships of their own choosing. The fellow's employer provides the sabbatical (time off and salary); the council pays the approved expenses. Applications must be received by November 1, 1973; awards will be announced in April 1974. For information write to The

Fellowship Committee, Council on Library Resources, 1 Dupont Circle, Suite 620, Washington, D.C. 20036.

The **National Historical Publications Commission** and the Center for Textual and Editorial Studies in Humanistic Sources, University of Virginia, will sponsor the third Institute for the Editing of Historical Documents to be held at the University of Virginia, Charlottesville, June 17-28, 1974. The deadline for applications is February 15, with awards to be announced by March 15. For further information contact the executive director, National Historical Publications Commission, National Archives Building, Washington, D.C. 20408.

American University. The twenty-ninth institute, Introduction to Modern Archives Administration, will be offered October 15-26, 1973. Co-operating institutions are the National Archives and Records Service, the Library of Congress, and the Maryland Hall of Records. Write to the Department of History, The American University, Washington, D.C. 20016, or telephone (202) 686-2401.

Correction. In our April 1973 issue on page 299 we reported erroneously that the archives of the Lutheran Church in America was being established in Chicago with the help of a \$35,000 grant from the Lutheran Brotherhood. More correctly, the LCA archives was established in 1962 when the LCA's four predecessor groups joined. The Brotherhood's grant will go to further an existing archival program.

The Society of American Archivists

JUDITH A. KOUCKY, *Editor*

From President Wilfred I. Smith

The "President's Page" is at least good for the morale of the president. It makes him feel less remote when he is able to communicate periodically with all the members whom he tries to serve. Of all the things that have happened this quarter perhaps I can select a few items for brief reports.

The Financial Development Committee has completed its work. It explored all the possible sources of additional revenue which would support the office of full-time paid executive director for the Society. These sources included grants from foundations and voluntary contributions. In both cases we were unsuccessful in raising a significant amount of funds, and it is apparent that while grants may be obtained for specific projects, for administrative purposes of a continuing nature we must rely on the normal resources of the Society. Additional revenue will be obtained from a most promising membership campaign and from the proceeds of the annual meeting. We are grateful to those members who have voluntarily increased their dues as contributing members. But these measures will not produce enough funds to support a full-time director. To do that it will be necessary to modify the dues structure. A special Search Committee, under the chairmanship of Phil Mason, will analyze our financial situation, search for a sponsoring institution and candidates for the directorship, and determine how much additional money it will be necessary to obtain from dues in order to pay the salary of a director. We must decide—and we will have the opportunity at the annual meeting—if we are willing to increase the dues structure to make up the amount necessary to support that position which we feel will contribute greatly to the effectiveness of the Society and the services to its members, or if we prefer to revert to a voluntary, part-time secretary.

We are giving a great deal of emphasis this year to the development of a comprehensive publications program for the Society. The production of an archival literature is one of the areas in which our Society has been least successful. With the exception of the *American Archivist*, our publications—most of them in the form of directories produced by committees

Material for this department should be sent to the Office of the SAA Executive Director, Bentley Historical Library, University of Michigan, Ann Arbor, Mich. 48105.

—have been useful but uncoordinated. They have not met the need for a much wider range of publications in the broad field of archives, both in this country and abroad. I have appointed a special ad hoc committee to study the question of publications, to recommend a comprehensive range of series and individual titles, and to explore the possibility of obtaining grants to assist in the preparation of a number of such publications. This committee will make a preliminary report at the annual meeting.

The Council met April 12 in Chicago with representatives of the state and regional associations, which have developed rapidly in the last year or two. The purpose was to discuss the nature of relationships between SAA and these associations. It was a most fruitful discussion, revealing a consensus that there was no conflict; that certain services to the archival profession can be provided better by state and regional associations and others can only be provided by a national association; and that there should be close cooperation but no formal, constitutional links, leaving each association freedom to meet, publish newsletters, set dues, and initiate those projects for which there is a need. As Bob Warner said last year, the state and regional associations are filling an urgent need and will continue to exert “a decisive but not a divisive influence” in the interests of archives on this continent.

At the annual meeting in Columbus there was an open Council meeting, which enabled members to observe a typical meeting of Council transacting business of the Society. This year we decided to do something different: to have a “Council forum” at which all members could direct questions to officers and members of Council. This is an opportunity for direct participation, and I hope that you will take advantage of it. And that is only one of the new features in the program for St. Louis. I hope to see you there.

37th Annual Meeting—St. Louis, September 25–28

The Program and Local Arrangements Committees have just about completed their work, and the St. Louis meeting this year promises to be a very busy as well as a professionally rewarding one. The three-day meeting will include some twenty separate free-form sessions of an introductory and informal nature grouped about five major themes: (1) “Hyde Park at the Chase-Park,” with individual, unstructured discussions of College and University Archives, the Women’s Caucus, ACT, Public Records, and Regional Newsletters; (2) “Basic Reference Shelf,” for Manuscript Collections, State and Local Archives, College and University Archives, Church Archives, Urban and Industrial Archives, and Archives of Science; (3) “Low Cost Preservation and Restoration,” with discussions and presentations on Environmental Control, Basic Techniques for Smaller Repositories, and Cleaning and Mending; (4) “Photographics for Beginners,” chiefly microphotography and its applications; and (5) “Automation for Beginners,” with discussions of Automated Controls for a University Archives, Simplifying Sophisticated Systems, and Machine-Readable

Records and Data Collections. All of these sessions are deliberately unstructured to encourage a free exchange of views and full discussion of problems.

The twenty-three regular sessions range in level and interest from introductory to advanced and general; they include prepared papers, panel discussions, and workshops. Every special interest group and every member of the Society should find a number of sessions of value and interest. Three time periods have been provided for regular sessions, and we expect that those attending will be hard pressed to choose among concurrent offerings. Sessions in the three periods include: (1) *The Finding Aid in Perspective*; *Appraisal of College and University Records*; *Manuscript Collection and Literary Rights*; *The Education and Training of Records Managers*; *Folklore, Folksong, and Archives*; *A Critical Look at Oral History*; and *the Archivist as Detective*. (2) *Women and the Law*; *What To Do Before the Architect Comes*; *Trends and Problems in Archival and Records Management Legislation*; *Problem of Confidentiality in Personal Case Records*; *Another Side of American History*; *Problems in Information Retrieval from Audiovisual Archives*; and *Genealogy and the Role of the Archivist*. (3) *Collecting Personal Papers: Ethics and Realities*; *Rehabilitation of Water-Damaged Records*; *Scheduling the Disposition of Records*; *Archival Potentials of ADP Media*; *Political Uses of Archives: Patronage, Shrines, and Document Worship*; *The Historical Records Survey Revisited*; and *Archives of Science: An Overview*.

A third component of the program will be a series of concurrent tours with workshops at St. Louis City Hall, the Concordia Historical Institute, the University of Missouri—St. Louis, the National Personnel Records Center of NARS, the Missouri Historical Society, the Pope Pius XII Memorial Library, and the Missouri Pacific Railroad Archives.

Completing the program are an open forum with the SAA Council and officers; a luncheon meeting of committee chairmen with the Council and officers; concurrent luncheons for state and regional associations and an SAA-AREA-ARMA joint luncheon; a complimentary buffet breakfast by the Eastman Kodak Company; a twilight dinner and river cruise on the *Huck Finn*; a reception and presidential banquet; an optional all-day tour of St. Louis for those interested; and a final buffet luncheon. The Local Arrangements Committee plans to mail the printed program and preregistration forms to all members by the end of June. Nonmembers and others desiring further information on the St. Louis meeting should write to Warren B. Griffin, Chairman, 1973 SAA Local Arrangements Committee, National Personnel Records Center, 9700 Page Boulevard, St. Louis, Mo. 63132.

National Historic Records Program

On March 19, 1973, Senator Edward Brooke of Massachusetts introduced legislation providing for the creation of the National Historic Records Program. The text of Senate Bill 1293, with Senator Brooke's accompanying remarks, appears in the *Congressional Record* for March

19 on pages S 5055-S 5056. Congressmen and Senators will usually furnish to constituents who write them free copies of matters appearing in the *Congressional Record*. The bill is only slightly different from the draft version in Charles E. Lee's "President's Page" in the July/October 1972 *American Archivist* (pp. 368-77); additional discussion of the program appeared in the February issue of the *AHA Newsletter*. Senator Brooke's legislative assistant concerned with the progress of the bill is Mr. Ralph Neas, Room 421, Old Senate Office Building, Washington, D.C. 20501.

Contributing and Sustaining Members

The annual contributing membership of \$25 provides an opportunity for individuals to give an extra measure of financial support to the Society. Archival agencies may add to the Society's resources by enrolling as sustaining members at \$100 annually. The Society uses the funds from contributing and sustaining memberships for a variety of projects. In March 1973, for example, the Society sponsored a conference of teachers of archival courses for the purpose of determining minimum standards of instruction. Under the auspices of the Society, representatives of local archival groups met in April 1973 to exchange information on each other's activities and to discuss the relationship between the local organizations and the national association. Through their donations, contributing and sustaining members helped in large part to finance both professional conferences.

Recent new contributing members of the Society are Everett O. Alldredge, John M. Andreassen, Stanley Balzekas, Jr., James H. Baucom, Donald J. Channing, W. Dean DeBolt, Donald L. DeWitt, Jean Downey, Mabel Tinkiss Good, Theodore D. Harris, David E. Horn, John D. Knowlton, David R. Larson, Julie V. Marsteller, Corrine M. Nordquest, Ernst Posner, Mrs. Young Hi Quick, J. W. Robinson, and Paul J. Scheips.

New sustaining institutional members are The Balch Institute, the Coca-Cola Company Archives, and the Washington State Division of Archives and Records Management. There are now twenty-six sustaining members.

Deaths

MARY REED BOBBITT, archivist of the Methodist Historical Collection at Albion College in Albion, Michigan, after a long illness died December 30, 1972. She was the wife of Professor Vernon Bobbitt, head of the Art Department at Albion College. Born July 13, 1914 in Blue Point, Long Island, Mrs. Bobbitt was a graduate of Vassar College and of the Columbia University School of Library Science. She was a librarian at Central College in Pella, Iowa, from 1939 to 1941 and an art librarian at the University of Iowa from 1942 to 1943. In 1944 she joined the library staff of the New-York Historical Society. She accompanied her husband to Albion College and served on the library staff in 1947 and

1948. In 1968 she accepted the responsibility of supervising the cataloging of books, papers, and artifacts belonging to the Commission on Archives and History of the West Michigan Conference of the United Methodist Church. Mrs. Bobbitt published a number of books, among them *The Life and Letters of Lady Jebb*.

ROBERT LESLIE BRANDSTATTER, historian-secretary of the Commission on Archives and History of the Central Illinois Conference, United Methodist Church, died December 31, 1972, as the result of injuries suffered in an automobile accident. He was born December 9, 1934. The Reverend Brandstatter received a bachelor's degree in sociology from Bradley University in 1964 and a master of divinity degree from the Evangelical Theological University in 1966. As historian-secretary, he was responsible for the collection, appraisal, processing, and editing of the records of the Central Illinois Conference. He contributed several articles to the *Historical Messenger*, a conference publication, and in 1972 he produced a manual for local church records. He also served on the boards of directors of several county historical groups and represented the United Methodist Church on the Illinois Sesquicentennial Commission.

Other deaths reported were those of John W. Gross, Overland, Missouri who died February 17, 1973, and Joseph A. Greene, Records Management Services, Inc., Chicago.

Minutes

Executive Committee Meeting, December 27, 1972. In the absence of President Smith, Vice President Ham called the meeting to order at 4:55 P.M. in the Monteleone Hotel in New Orleans. Other members of the executive committee present were Treasurer A. K. Johnson, Jr. and Executive Director Robert M. Warner. Howard L. Applegate, the treasurer-elect, and Judith A. Koucky, administrative assistant to the executive director, also attended the session. After President Smith arrived, he endorsed the decisions which the other members of the committee had tentatively taken.

The Executive Committee recommended that the Council approve the following measures:

1. A budget for the Society in 1973 of \$54,500 in receipts and \$60,805 in disbursements. The disbursement total includes a budget of \$24,778 for the executive director's office.
2. Committee appropriations of \$40 to the Committee on College and University Archives; \$50 to the Committee on State and Local Records; \$30 to the Committee on Techniques for the Control and Description of Archives and Manuscripts; and \$100 to the Committee on Reference, Access, and Photoduplication Policies.
3. Registration fees at the 1973 annual meeting of \$15 for members and \$20 for nonmembers. Five dollars of the nonmember fee may be

applied toward membership dues if the application for membership is made within one year of the registration date.

The Executive Committee also took action on the following matters:

1. The Executive Committee asked the 1973 Local Arrangements Committee to submit a tentative convention budget to the Council at the next Council meeting on April 13, 1973. The committee should try to make a profit of \$4,000 on the annual meeting. With that aim in mind, it is to set the registration fee for members at \$15 and for nonmembers at \$20. The committee will be responsible for printing and mailing the convention program.

2. In response to Frank B. Evans's request for funds to defray the expenses of committee members who will attend a meeting in January 1973 in Washington, D.C., the Executive Committee advised members of the Program Committee to ask their employing institutions to help pay expenses. The SAA will take up to \$1,000 out of the committee fund to reimburse the committee members for any remaining expenses.

3. The Executive Committee suggested that the Nominating Committee meet in April 1973 in Chicago during the OAH convention in order to draw up a list of candidates. Members of the Nominating Committee should try to get their employing institutions to pay their expenses. The SAA will pay the remaining expenses, with the money to be taken from the meeting fund if the committee fund is depleted by that time.

The Executive Committee recommended that the Council decline the Nominating Committee's request to conduct a run-off election by mail if no candidate for a particular office receives a majority of the vote on the first ballot.

4. The Executive Committee appropriated \$750 for the expenses which Herman Kahn, Philip P. Mason, and Robert M. Warner will incur in attending two meetings during 1973 of the Joint AHA-OAH-SAA Committee on Historians and Archives. If the money is not available from the committee fund, it will be taken from the meeting fund.

5. The Executive Committee decided that instead of sending the suggested nominations and the committee preference forms as a special mailing to the membership, the executive director's staff should include both forms in the March 1973 issue of the *SAA Newsletter*. In addition, the newsletter is to contain an appeal from President Smith for a voluntary increase in membership dues. The newsletter is to be mailed on or near March 1, 1973, to allow enough time for members to return the suggested nominations form to the Nominating Committee.

6. The Executive Committee appropriated a maximum of \$1,000 from the committee fund to defray the expenses of those teachers of archival courses who will participate in a conference in the spring of 1973. The committee asked the participants to discuss courses currently given in archival administration and, if possible, to draw up a set of minimal standards for the subjects taught and the qualifications of the instructor.

If the conferees want to apply for a foundation grant in order to conduct a survey of archival courses in the United States and Canada, they should submit a draft of their proposal to the Council.

7. The Executive Committee took up a request by Alan D. Ridge, chairman of the Committee on State and Local Records, for the formation of a committee on public records. Such a committee would assist state/provincial, county, and municipal governments in the development of archival and records management programs according to accepted professional methods. The Executive Committee was unsure whether Mr. Ridge meant the establishment of a committee separate from the existing Committee on State and Local Records or whether he meant to rename the present committee and redefine its purpose. Acting on the assumption that Mr. Ridge wanted to create a separate committee, the Executive Committee suggested that he form a subcommittee on public records at the state/provincial, county, and municipal levels. If, by the autumn of 1973, Mr. Ridge still believed that a separate committee was called for, he should make a formal request of the Council.

8. The Executive Committee considered a request from Dennis East, chairman of the Committee on Urban and Industrial Archives, to dissolve that committee and to create in its place three committees on business, labor, and urban archives. The Executive Committee recommended that the Council approve the proposal.

9. The Executive Committee considered the implications for the Society's microfilm program of Dolores Renze's impending retirement from the Colorado State Archives. (Mrs. Renze microfilms back issues of the *American Archivist* at the Colorado State Archives, performing the service at a minimal cost to the Society.) The Executive Committee asked Mr. Warner to determine Mrs. Renze's plans for the future of the microfilm program. If her retirement means that the Colorado State Archives will no longer handle the project, Mr. Warner is to ask Mrs. Renze if she will give the microfilm negatives to the Society.

10. In the course of a discussion on possible ways in which to raise the Society's revenue during the coming year, the Executive Committee approved Mr. Applegate's request to solicit memberships from corporations which manufacture materials for use in archival agencies.

11. The Executive Committee decided to meet next in mid-February 1973. The meeting was adjourned at 11:20 P.M.

Council Meeting, December 28, 1972. President Wilfred I. Smith called the meeting to order at 9:00 A.M. in the Monteleone Hotel in New Orleans. In addition to the president, those present were Vice President F. Gerald Ham, Treasurer A. K. Johnson, Jr., Treasurer-elect Howard L. Applegate, Executive Director Robert M. Warner, Editor Edward Weldon, and Council members Richard C. Berner, C. Herbert Finch, Elsie F. Freivogel, Edward N. Johnson, Mary Lynn McCree, James B. Rhoads, and Walter Rundell, Jr. Judith A. Koucky, administrative assistant to the executive director, also attended the meeting. Frank B. Evans, chairman

of the Program Committee for the 1973 annual meeting, was present for part of the session. Council member Elizabeth Hamer Kegan was absent.

The Council approved as corrected the minutes of the Council meetings of October 30 and 31, and November 1 and 3, 1972. The minutes of the business meetings of November 1 and 3 were referred to the membership for action at the next annual convention.

In accordance with article five of the bylaws, the Council elected Mr. Finch to serve on the Executive Committee during the coming year.

Treasurer Johnson presented the Society's budget for 1973, which the Executive Committee had recommended for passage. Mr. Warner stated for the record that he supported the budget with great reluctance, since it did not provide funds to convert the present quarter-time position on the executive director's staff into a two-thirds time position. After all items in the budget had been discussed, Mr. Finch moved the adoption of a budget of \$54,500 in receipts and \$60,805 in disbursements. Miss McCree seconded the motion, and the Council passed it.

The Council next dealt with requests for operating funds from various committees. Following the recommendations of the Executive Committee, it appropriated \$40 for the Committee on College and University Archives; \$50 for the Committee on State and Local Records; \$30 for the Committee on Techniques for the Control and Description of Archives and Manuscripts; and \$100 for the Committee on Reference, Access, and Photoduplication Policies.

The treasurer called the Council's attention to the fact that the Asia Foundation contained \$1,600 and asked that more effort be made to promote the use of the money. He explained that out of the fund, the Society awards three-year memberships to archivists of the Far East and helps to defray the travel expenses of Asian archivists who come to the United States for professional study. Frank B. Evans received permission to speak in his capacity as chairman of the Committee on International Archival Affairs. He offered to ask the administrators of the foundation to alter the terms of the funding so that more Asian archivists could take advantage of the grants. The Council accepted Mr. Evans's proposal and directed him to submit to the Executive Committee a draft of his letter to the Asia Foundation.

With regard to the financing of the paper research project for the coming year, Mr. Rhoads reported that the National Bureau of Standards would require at least \$60,000 to maintain its present level of experimentation. He said that the National Archives, which has been giving \$20,000 annually to the project, would not be able to increase that amount in 1973. Furthermore, he did not expect other federal agencies supporting the paper research program to enlarge their contributions. Mr. Rhoads declared that unless the Society secured more funds for paper research, the National Bureau of Standards would have to reduce its activity on the project.

Frank B. Evans, chairman of the Program Committee, presented a tentative program for the 1973 annual meeting. He recommended that

each year the members of the current Program Committee meet at the convention with those on the next year's committee to exchange information. He also thought that the participants in each convention should be asked for suggestions for the following year's program. Finally, Mr. Evans advised that several months prior to the annual meeting, the chairman of the Program Committee visit the city where the convention is to be held in order to accommodate the program to the city's hotel and archival facilities. The Council accepted Mr. Evans's report.

In accordance with the Executive Committee's recommendation, the Council set the registration fees for the 1973 annual meeting at \$15 for members and \$20 for nonmembers. Five dollars of the nonmember fee may be applied toward membership dues if the application for membership is made within one year of the date of registration.

The Council next considered some guidelines for the adjudication of disputes between historians and archivists which the Joint AHA-OAH-SAA Committee on Historians and Archives had submitted to the governing bodies of the three organizations. The Council endorsed the first stage of the procedure, which calls for a subcommittee of the joint committee to examine a complaint and to report confidentially to the joint committee. Mr. Rhoads expressed concern over the next phase of the procedure, which will go into effect if the joint committee decides to pursue the investigation. In that situation, the AHA, OAH, and SAA are to appoint an independent body consisting of historians and archivists. It will continue the inquiry and will deliver a confidential report to the councils of the three organizations. Mr. Rhoads said that since the findings probably could not be kept confidential at that late stage of the investigation, it would be better to make them public through official channels. He also thought that the parties involved deserved to know at that point what evidence had been collected in the case. Vice President Ham moved that the word "confidential" be stricken from the last sentence of the guidelines and that they be adopted as amended. The motion was seconded and passed. Mr. Warner agreed to submit the revised version of the guidelines to the councils of the AHA and the OAH.

President Smith announced the reappointment of Herman Kahn, Philip P. Mason, and Robert M. Warner as SAA delegates to the Joint AHA-OAH-SAA Committee on Historians and Archives for 1973. Treasurer Johnson noted that all three representatives were affiliated with universities. While he did not doubt their capabilities, he suggested that the president name a state archivist to the joint committee the next time that a vacancy in the SAA delegation occurred. In that way, he said, the interests of state and local archival agencies would be represented.

Turning to the proposed bill for a national historic records program, the Council changed two sections of the draft legislation. Mr. Rhoads moved that section 101(a) be revised to read: "There is hereby established in the Executive Branch of the Federal Government a National Historic Records Commission (hereinafter referred to as the "Commission") to develop and promote a broadly conceived national program for preserving

and making accessible documentary resources throughout the Nation." The motion was seconded and adopted. Mr. Finch introduced, and Vice President Ham seconded, a motion to change section 103(c) to read:

No grant may be made under section 102, subsection (d) of this Act—

(1) unless the application therefor is in accordance with a comprehensive statewide documentary preservation plan which has been approved by the Commission and by either the advisory commission described in (2) below or the state commission described in (3) below; and

(2) unless such comprehensive statewide documentary preservation plan provides for its administration by the archival agency of the state, duly constituted and having adequate authority under state law to administer it in accordance with its provisions and the provisions of this act, assisted by an advisory commission broadly representative of the public and private institutions of the state eligible for assistance under this act; or, in the absence of such a state archival agency,

(3) unless such comprehensive statewide documentary preservation plan provides for its administration by a state commission established by the state's chief executive, which shall have the same authorities, responsibilities, and representation as the archival agency and advisory commission described in (2) above.

The motion carried. Mr. Warner was instructed to send the amended version of the draft legislation to Charles E. Lee, who would ask for the approval of the other organizations sponsoring the bill.

Editor Edward Weldon stated that the cost of publishing the *American Archivist* would probably rise in 1973, as each issue expanded in volume and the number of copies increased. Moreover, the Editorial Board had proposed two measures which, if approved by the Council, would add to production costs: the overrun of one issue for the purpose of attracting new members and subscribers and the indexing of each issue by computer. In an effort to hold down expenditures, the editor was investigating the possibilities of printing the journal on a less expensive type of paper than that presently used and of adopting the offset method of printing. Mr. Weldon announced that the *American Archivist* would appear with a new cover in January 1973. The Government Printing Office would have the index to Volumes 21-30 of the journal ready for the printer by February 1973.

Mr. Weldon summarized the proceedings of a meeting of the Editorial Board which had taken place on December 11, 1972. On behalf of the board, he asked for authorization to overrun one issue of the *American Archivist* in 1973 by 500 copies for use in a membership campaign. Mr. Ham, chairman of the Committee on Membership Development, would identify prospective new members and subscribers, and the executive director's staff would mail examination copies of the journal to them. The Council approved the request.

The editor then raised the question of the Society's contracting with a commercial firm to microfilm back issues of the *American Archivist* and to sell the microfilm copies, sharing the profits with the Society. According to Mr. Weldon, the Editorial Board favored such an arrangement on

the ground that a microfilming corporation, through its promotional facilities, could reach a wider market than the Society currently did in handling the sales by itself. The Council decided to defer action on the matter until it had acquired more information on the advantages and disadvantages of dealing with a commercial firm.

In response to the Editorial Board's inquiry on the extent of its authority over the publications program, the Council stated that the board should assume responsibility for setting all policies. It should, for example, decide upon the works to be published, the terms of agreement between the Society and the authors, the printers to be engaged, and the press run and sale price of each publication. The Council expected to receive periodical reports from the Editorial Board, and it retained the right to make any changes in the board's policies which it thought necessary. The Council was pleased that the Editorial Board had already asked the committees to submit suggestions for new publications. Supporting the board's recommendation that the Society reissue out-of-print books still valuable to the archivist, the Council thought that retired archivists could be asked to assist the Editorial Board in the selection of appropriate works for republication.

On a motion by Mr. Finch, seconded by Edward N. Johnson, the Council adopted the Editorial Board's recommendations concerning the *SAA Placement Newsletter*. It will be retitled the *SAA Newsletter* and will be mailed five times annually, as second-class or printed matter, to all individual and institutional members of the Society. A nonmember who has paid for an applicant notice will receive a copy of the newsletter containing the notice. The newsletter will carry job placement information, details of professional meetings and archival courses, and announcements of recent publications of interest to archivists. It will also print any information which the Society's governing bodies and committees wish to bring to the attention of the membership, such as election notices, proposed amendments to the constitution and bylaws, and suggested standards of archival procedure. For the information of committee chairmen, the Council stated that committees were to obtain the Council's endorsement of a proposed set of standards before the standards appeared in the newsletter. The Council reaffirmed the status of the *American Archivist* as the Society's journal of record, so that the journal will continue to publish the minutes of official meetings and any approved amendments to the constitution and bylaws.

The Council next discussed a resolution on the declassification of government records, which Miss McCree had submitted on behalf of the Committee on Reference, Access, and Photoduplication Policies. Mr. Rundell moved the adoption of the resolution, and Vice President Ham seconded the motion. The motion carried, with Mr. Rhoads abstaining from the vote because of a possible conflict of interest. Since the committee had advised that the resolution be offered for joint endorsement by the AHA, the OAH, and the SAA, Mr. Warner said that he would present it to the Joint AHA-OAH-SAA Committee on Historians and

Archives at the committee's meeting in the spring of 1973. The resolution reads:

Resolved, that the Society of American Archivists expresses its deep concern over the issue of security classification. The Society is pleased to note that, for the first time, archivists have been given a significant and appropriate role in declassifying and making available national security documents. The Society urges that those who have responsibility for the system of security classification take whatever measures are necessary to further reduce the time period required before material can be declassified and made available to the people of the United States and to the scholars who serve them. While recognizing the practical difficulties involved and the dangers of excessive haste, such a reduction in time should have as its goal the automatic declassification of all security classified documents ten years after their creation.

The members present at the annual business meeting of November 1, 1972, had asked the Council to prepare for adoption at the 1973 business meeting a resolution against discrimination in the archival profession. Mrs. Freivogel, who had volunteered to draft the resolution, offered it to the Council. The other members of the Council suggested some revisions in phrasing and requested more time to consider the document as a whole before taking action. The vice president moved that the other Council members send their comments on the resolution to Mrs. Freivogel by the end of January 1973 and that she resubmit the draft at the next Council meeting in April. The motion was seconded by Miss McCree and passed by the Council.

Proceeding to committee matters, President Smith assigned each Council member as liaison to one or more committees. The Council then acted affirmatively on a request of the Committee on Urban and Industrial Archives, adopting a motion to dissolve that committee and to establish separate committees on business, labor, and urban archives. After having studied the draft of a uniform finding aid drawn up by the Committee on Techniques for the Control and Description of Archives and Manuscripts, the Council recommended that the committee further refine the text and then seek the Editorial Board's endorsement of it for publication as a handbook.

Mr. Berner advised the formation of a committee to deal with the records of those social groups whom archival agencies have traditionally ignored in their collection policies. While the other Council members agreed with Mr. Berner that the situation had to be redressed, they thought that the existing committees should concern themselves with the problem. Vice President Ham introduced a motion urging the committees, when planning their projects for 1973, to consider the documentation of all segments of the pluralistic society. The motion was seconded and approved.

President Smith, Mr. Applegate, and Mr. Rhoads reported that at a meeting held on December 15, 1972, the Ad Hoc Committee on Financial Development had discussed various means by which the Society could increase its revenue during the coming months. The committee, they

said, had concluded that the Society would have to tap many different resources in order to acquire funds for the employment of an executive director on a permanent basis. Expressing concern that some of the potential sources of income might not yield the necessary funds within the year, Mr. Finch suggested that the Society consider hiring, on an interim basis, an executive director whose qualifications were commensurate with the salary which the Society could offer. President Smith replied that the Committee on Financial Development would explore every possibility for increasing income over the next several months. If the funds required to engage an executive director of high caliber could not be raised by September 1973, when Mr. Warner intended to resign as executive director, the Society's leaders were obligated to recommend measures which would enable the executive director's office to continue in operation.

The president presented a request from Philip P. Mason, chairman of the Nominating Committee, to hold a second election by mail if no candidate for a particular office received a majority of the votes cast on the first ballot. The two candidates for an office who had received the most votes on the first ballot would run against each other on the second ballot. The Council appreciated the constitutional problem facing the Nominating Committee, for although the bylaw on elections permits the nomination of more than two persons for each office, it does not specify whether the winner is to be determined by a majority or a plurality of the vote. Nevertheless, the Council decided to hold only one vote this year on the ground that the Society did not have enough time, funds, or employees to conduct the election process twice. The Council invited the members at large to express their opinions on the matter at the next general business meeting.

Mr. Rundell questioned the continuation of William D. McCain as a Fellow of the Society in light of the information given in the January 1972 issue of the *AHA Newsletter*. Miss McCree moved that the question concerning Mr. McCain's status as a Fellow be referred to the Committee on Professional Standards; that the executive director inform Mr. McCain of the Council's action and invite him to send the committee any pertinent information on the subject; and that the committee submit a recommendation to the Council for consideration at the next Council meeting. The motion, seconded by Mrs. Freivogel, was approved.

Mr. Finch described the preliminary plans which he had made for a meeting in April 1973 between the Council and representatives of local archival organizations. He hoped that the participants would establish a mutually beneficial relationship between the national and the local associations. In addition, Mr. Finch expected the delegates of the local groups to use the occasion for an exchange of information on the activities of their respective organizations. The Council thanked Mr. Finch for his efforts and instructed him to draw up an agenda for the conference.

Turning to the subject of a site for the annual meeting in 1976, Mr. Warner mentioned some cities whose convention bureaus had sent invita-

tions to the Society. Mr. Rhoads pointed out that in the early autumn of 1976, the International Council on Archives would convene in Washington, D.C. Although he did not know how that fact would affect the decision on a site for the Society's convention, he thought that the Council should keep the time and place of the ICA congress in mind during the discussion. The Council deferred the matter until its next session.

The meeting adjourned at 6:15 P.M.

Executive Committee Meeting, February 14, 1973. President Wilfred I. Smith called the meeting to order at 9:15 A.M. in the Rackham Building of the University of Michigan. Other committee members present were Vice President F. Gerald Ham, Treasurer Howard L. Applegate, Executive Director Robert M. Warner, and Council representative C. Herbert Finch. Judith A. Koucky, administrative assistant to the executive director, attended part of the meeting.

The committee dealt first with requests from committee chairmen for operating funds for 1973. It appropriated \$20 for the Committee on Data Archives and Machine-Readable Records and \$45 for the Committee on Church Archives. In addition, the committee granted \$155 to the Ad Hoc Committee on the Status of Women in the Archival Profession for the preparation and mailing of a questionnaire.

Mr. Applegate reported on the current financial status of the Society and recommended certain increases in the price of SAA publications in order to supplement revenues. He suggested that the price of back issues of the *American Archivist* be raised to \$5 per issue and that the cost of microfilm copies of the journal be set at \$20 per roll and \$175 for the set of ten rolls. Mr. Applegate also advised that the sale price of the SAA mailing list be increased to \$150 for commercial agencies and \$75 for non-commercial agencies. The Executive Committee approved the treasurer's recommendations. Mr. Applegate then requested, and received, authorization to require advance payment for SAA publications ordered by foreign customers.

In response to Mr. Applegate's request that some policy on the refunding of SAA convention registration fees be established, the Executive Committee decided that a full refund of the registration fee would be given if application for the refund had been made two weeks prior to the opening day of the convention. Thereafter no refunds could be obtained. Mr. Warner said that he would inform the 1973 Local Arrangements Committee of the new policy and would ask the committee to announce it in the printed convention program.

Besides raising the price of back issues of the journal, the Executive Committee made several other decisions affecting the *American Archivist*. First, the time limit for the receipt of free replacement copies of the journal was set at four months from the date of publication for domestic members and subscribers, and six months from the date of publication for foreign members and subscribers. The Executive Committee also decided that the Society should make a 50 percent profit on the sales of the index to Volumes 21-30 of the journal. The committee determined that

the price of the index should be \$10. Mr. Warner said that he had talked with Dolores Renze about the microfilming of back issues of the *American Archivist*, which the Colorado State Archives currently handles under her direction. Mrs. Renze had stated her willingness to continue that service to the Society after her retirement from the archives later this year. Under those circumstances, the Executive Committee thought that it would be better to continue the arrangement with the Colorado State Archives rather than to contract with a commercial firm.

On the subject of forthcoming meetings, Mr. Finch stated that the conference between the Council and representatives of local archival groups would take place on Thursday, April 12, 1973, beginning at 9:30 A.M., at Jane Addams Hull-House on the campus of the University of Illinois at Chicago Circle. About fifty people were expected to attend the conference.

Vice President Ham said that he was organizing a luncheon meeting during the American Historical Association convention in San Francisco in December 1973. He anticipated that the SAA and the Society of California Archivists would be joint sponsors of the session.

Philip Mooney had written to the Executive Committee expressing the dissatisfaction of the 1975 Local Arrangements Committee with the choice of the Marriott Hotel for the annual meeting that year in Philadelphia. In his letter, Mr. Mooney requested permission to investigate other hotels located near the center of the city. The Executive Committee took note of the reasons which the committee had given for considering another convention site and authorized it to conduct a study of the other hotels. The Executive Committee advised Mr. Mooney to keep the investigation confidential and to submit a recommendation, with supportive data, to the Council at the next Council meeting on April 13, 1973.

With regard to the 1976 convention, the Executive Committee asked President Smith to discuss with James B. Rhoads the possibility of holding the SAA meeting concurrently with the Eighth International Congress on Archives. The congress will meet in Washington, D.C., in the fall of that year. If such an arrangement can be made, the Executive Committee will present it to the Council at the April meeting.

The Executive Committee next discussed possible areas of mutual concern between the Society and the national records management associations. Mr. Warner agreed to ask Frank B. Evans, James B. Rhoads, and Edward N. Johnson for some specific recommendations on the matter.

The American Society for Information Science had recently asked the SAA to become a member of its organization. In response to the invitation, the Executive Committee directed Mr. Warner to inform ASIS that the Society was interested in forming joint committees with other professional associations for the purpose of solving problems of common concern. The Society did not believe, however, that membership in another professional organization was particularly useful.

Mr. Ham received the Executive Committee's permission to continue

the binding of one set of the *American Archivist* for preservation in the Society's archives.

As the final item of business, the Executive Committee discussed the appointment of someone to assume the administration of the executive director's office after Mr. Warner had resigned the executive directorship in September 1973. The committee decided to extend an offer to Judith A. Koucky to take over the administration of the office from September 1973 through June 1974. During that period, a search committee would seek out and interview candidates for the permanent, paid position of executive director. The committee asked Mr. Warner to draft a document formalizing these decisions and to submit it to other committee members for approval. The Executive Committee understood that the Council would have to ratify the document at its meeting in April.

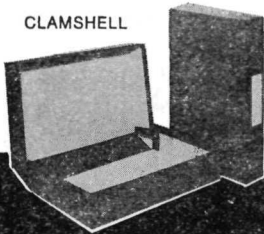
The meeting adjourned at 5:00 P.M.

ROBERT M. WARNER, *Executive Director*

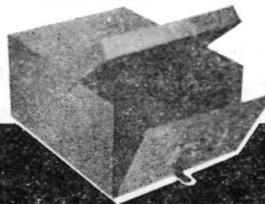
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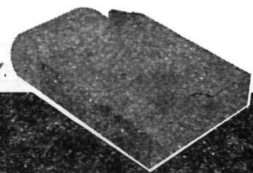
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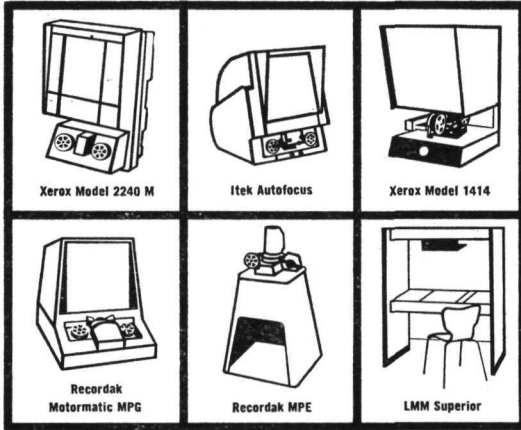
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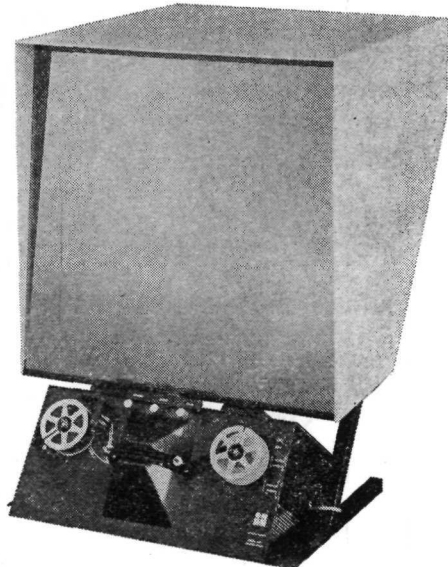
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SEPTEMBER 1973

- 7-8/Midwest Archives Conference, Fall Meeting. Write J. Frank Cook, University Archives, 443F Memorial Library, University of Wisconsin, Madison, Wis. 53706.
- 18-21/American Association for State and Local History, Annual Meeting, Edmonton, Alberta, Canada. Write William T. Alderson, Jr., Director, 132 Ninth Ave. North, Nashville, Tenn. 37203.
- 20-21/North West Archivists Group (NWAG), in conjunction with SAA/NARS Regional Symposium, in Salem, Oregon. Write Philip Lothyan, Federal Archives and Records Center, 6125 Sand Point Way, Seattle, Wash. 98115.
- 25-28/Society of American Archivists, 37th Annual Meeting, Chase-Park Plaza Hotel, St. Louis, Mo. Write Frank B. Evans, 1973 Program Committee Chairman, National Archives Bldg., Room 5-E, Washington, D.C. 20408.

OCTOBER 1973

- 10-13/Western History Association, Annual Meeting, Ft. Worth, Tex. Write A. M. Gibson, Secretary-Treasurer, Western History Assoc., Faculty Exchange, Univ. of Oklahoma, Norman, Okla. 73069.
- 11-14/National Trust for Historic Preservation, 27th Annual Meeting and Preservation Conference, Cleveland, Ohio. Write National Trust for Historic Preservation, 740-748 Jackson Place NW, Washington, D.C. 20006.
- 12-13/Mid-Atlantic Regional Archives Conference (MARAC), Fall Meeting, in Philadelphia, Pa. Write Peter Silverman, Urban Archives Center, Paley Library, Temple University, Philadelphia, Pa. 19122.
- 19-20/American Studies Association, 4th National Biennial Convention, Del Webb's Towne House, Market and Eighth St., San Francisco, Calif. Write Stanley Bailis, Local Arrangements Chairman, ASA, San Francisco State College, San Francisco, Calif. 94132.
- 21-22/Association for Jewish Studies, 5th Annual Conference, Harvard University, Cambridge, Mass. Write Michael A. Meyer, Dept. of History, Hebrew Union College-Jewish Institute of Religion, Cincinnati, Ohio 45220.
- 21-24/American Records Management Association, Annual Conference, Bellevue Stratford Hotel, Philadelphia, Pa. Write American Records Management Association, 24 North Wabash Ave., Suite 823, Chicago, Ill. 60602.
- 21-25/American Society for Information Science, Annual Conference, Los Angeles, Calif. Write Robert McAfee, Jr., Asst. Exec. Director, 1140 Connecticut Ave. NW, Washington, D.C. 20036.
- 21-26/American Medical Records Association, Annual Meeting and Exhibit, Boston Sheraton Hotel, Boston, Mass. Write American Medical Records Association, 875 North Michigan Ave., Suite 1850, John Hancock Center, Chicago, Ill. 60611.
- 31-November 3/African Studies Association, Annual Meeting, Syracuse, N.Y. Write Patrick J. McGowan, 1973 ASA Program Chairman, Program of Eastern African Studies, Syracuse University, 119 College Place, Syracuse, N.Y. 13210.

NOVEMBER 1973

- 7-10/Southern Historical Association, Annual Meeting, Sheraton-Biltmore Hotel, Atlanta, Ga. Write Bennett H. Wall, Dept. of History, Tulane University, New Orleans, La. 70118.
- 15-16/National Archives Conference on the Meaning of the American Revolution. Write Henry Bartholomew Cox, National Archives Building, Washington, D.C. 20408.

