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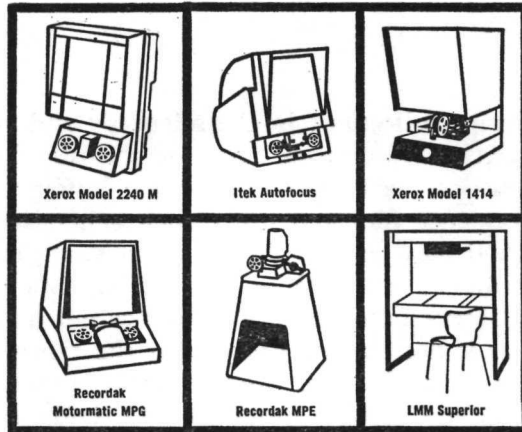
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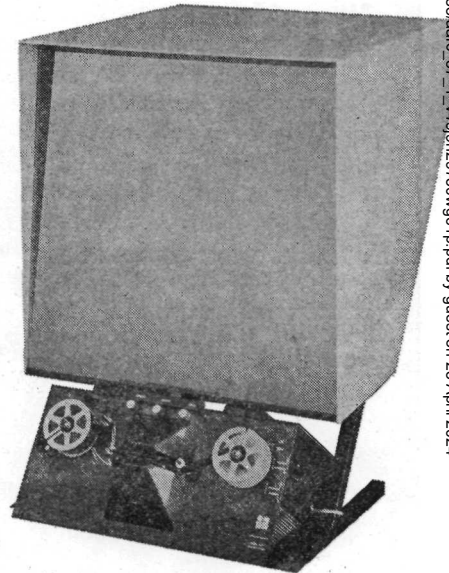
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College and University Archives: A Select Bibliography

THE COMMITTEE ON COLLEGE AND UNIVERSITY ARCHIVES of the Society of American Archivists compiled the following list of useful writings primarily to aid those people new to the field of college and university archives, but the bibliography should benefit experienced archivists as well. The committee members selected, too, the ten works they thought to be the most helpful and marked these titles with asterisks.

Besides this bibliography, the committee recently prepared a *Directory to College and University Archives* (1972) and a *Forms Manual* (1973), a selection of three hundred forms representative of all aspects of archival activity. For information about ordering these and other publications, write to the SAA Treasurer, 1627 South Broad St., Philadelphia, Pa. 19109.

ARCHIVES, GENERAL

- *Bordin, Ruth B., and Warner, Robert M. *The Modern Manuscript Library*. Metuchen, N.J.: Scarecrow Press, 1966. Standard text for the manuscript curator, dealing with all aspects of his work. The beginning archivist will find it useful when he deals with personal papers or with a manuscript collection in addition to the records of his institution.
- Brooks, Philip C. *Research in Archives: The Use of Unpublished Primary Sources*. Chicago: University of Chicago Press, 1969. While *Research in Archives* was intended to help scholars make the transition from libraries to archives, the author's discussion of the use of manuscript source materials gives the archivist additional insight into what may reasonably be expected of him.
- *Evans, Frank B. *The Administration of Modern Archives: A Select Bibliographic Guide*. Washington, D.C.: Office of the National Archives, 1970. This indispensable reference tool is a comprehensive listing of the literature on archival theory and practice. It is arranged by subject and most of the writings named are in the English language.
- Jenkinson, Hilary. *A Manual of Archive Administration*. London: Percy Lund, Humphries & Co., 1937. While much of its technical information has been superseded, this book remains one of the basic

texts of the profession and is essential to understanding its history. Jenkinson was a lucid exponent of the English archival tradition; his statement of the moral responsibilities of the archivist to his materials is still both challenging and sobering.

- Kane, Lucile M. *A Guide to the Care and Administration of Manuscripts*. Nashville: American Association for State and Local History, 1966. An admirable introduction to manuscript techniques, brief but comprehensive; useful for training student assistants because it is inexpensive enough to purchase in quantity.
- Muller, Samuel; Feith, J. A.; and Fruin, Robert. *Manual for the Arrangement and Description of Archives*. New York: H. W. Wilson, 1940. The classic statement of the European archival tradition; this exposition of the principle of provenance has influenced all modern American archival theory. Examples of records of provinces conquered and of polder districts transferred to other jurisdictions may be distracting at first. When these examples are likened to departments which repeatedly combine and separate, however, the new archivist will find here the kind of arrangement theory he needs to know.
- *Munden, Ken, ed. *Archives and The Public Interest: Selected Essays by Ernst Posner*. Washington, D.C.: Public Affairs Press, 1967. Every line of endeavor has its grand men, and Ernst Posner is one of ours. This collection of his most significant essays enables one to learn from him about archives administration in Europe and America while the introduction gives information about Ernst Posner. A bonus is chapter 12, "The College and University Archives in the United States."
- Rundell, Walter, Jr. *In Pursuit of American History: Research and Training in the United States*. Norman: University of Oklahoma Press, 1970. Designed "to investigate those parts of graduate training in United States history related to research, with emphasis on source materials," this book will be of limited use to the newly practicing archivist. It contains, however, several appendixes, a lengthy bibliography, and an index.
- *Schellenberg, Theodore R. *Modern Archives: Principles and Techniques*. Chicago: University of Chicago Press, 1956. Every archivist should be as aware of T. R. Schellenberg as of any major writer on archival priorities. This book examines the management of governmental records at all levels, and it offers valuable background material for the college and university archivist.
- *Schellenberg, Theodore R. *The Management of Archives*. New York: Columbia University Press, 1965. This attempt to define the principles and techniques of arrangement and description of documentary materials also considers the difference between archival and library methods. A selective bibliography supplements those works mentioned in the text.

COLLEGE AND UNIVERSITY ARCHIVES, GENERAL

- *Brichford, Maynard. *Scientific and Technological Documentation*. Urbana: University of Illinois, 1969. The importance to modern

society of recent developments in science and technology indicates the need for archivists to devote considerable attention to the documentation of these fields. Fortunately, many procedures here differ little from basic archival techniques, and therefore much of Brichford's discussion is relevant to a university or college archivist.

- Brichford, Maynard. "University Archives: Relationships with Faculty." *American Archivist* 34 (April 1971): 173-81. The premise is advanced that rapport with faculty members is a must because they can be assets as donors, users, and supporters. The knowledgeable author delineates how best to enlist faculty participation, even from political activists and interdisciplinary researchers.
- Browne, Henry J. "An Appeal for Archives in Institutions of Higher Learning." *American Archivist* 16 (July 1953): 213-16. Although dated, this work may hold some value for an archivist facing the task of "educating" a new administration or (as the title suggests) setting up the archives of an educational institution. The author provides a detailed discussion of numerous archival activities—from choosing an archives and selecting suitable quarters to obtaining institutional materials from the creators.
- Crawford, Miriam I. "Interpreting the University Archives to the Librarian." *Pennsylvania Library Association Bulletin* 23 (November 1968): 349-58. Sound and definite recognition is given to the differences between an archives and a library. The need for top-level sanction and nurture of an archives is set forth, as are the value of faculty participation, specific items to be collected, and the growth of regional collecting within an archives.
- *Finch, Herbert. "The Problem of Confidentiality in a College Archives." *American Archivist* 31 (July 1968): 239-41. Recent years have witnessed a heightened awareness in American colleges of the problems associated with protecting information deemed confidential. Finch suggests that the archivist must be aware that such items may be included in his holdings and that he needs to develop policies and procedures for handling them, before problems arise. The individual's right to privacy must be balanced against the scholar's need to know, and the archivist may have to decide where the balance is to be placed.
- LeDuc, Thomas. "Arcana Siwash: The Function and Needs of a College Archives." *American Archivist* 9 (April 1946): 132-35. This short article outlines the various clients and their needs that a college archives serves: alumni and administrators plus college historians and other serious scholars. LeDuc cautions archivists to seek those materials of true historical importance, especially written documents, and not be sidetracked by more glamorous-appearing memorabilia.
- Mood, Fulmer, and Carstensen, Vernon. "University Records and Their Relation to General University Administration." *College and Research Libraries* 11 (October 1950): 337-45. The authors provide three brief, case studies of the types of records problems which might be encountered in institutions of higher learning. Possible solutions are offered also. From these examples they draw several conclusions

about the manner in which a university records officer could function. The main thrust of the article is to encourage records officers to accept both records-management and archival duties.

Rundell, Walter, Jr. "Personal Data from University Archives." *American Archivist* 34 (April 1971): 183-88. A university archives, strictly defined, contains just official administrative records. However, Rundell suggests that the full story of the life of a university involves many nonofficial materials, especially personal papers. Collections of papers of key faculty and administrators aid in demonstrating the intellectual quality of the institution and throw light also on administrative aspects not fully revealed in official documents.

*Stevens, Rolland, ed. *University Archives*. Champaign, Ill.: Illini Union Bookstore, 1965. This excellent publication contains the papers which were presented by several archivists at the *Allerton Park Institute of 1964*. An historical review of archival development is presented along with other articles on collecting, appraisal, processing, reference service, conservation, and record management. This historian's view of a university archives lends perspective to the mission of that archives and to the services and functions it should perform. Several of the articles carry good bibliographic surveys.

Wilson, Dwight Hillis. "No Ivory Tower: The Administration of a College or University Archives." *College and Research Libraries* 13 (July 1952): 215-22. This article summarizes many of the initial requirements and purposes of a new college archives. Wilson outlines some basic procedures that the archivist can adopt, a statement for the archives, and suggests ways in which an archivist can demonstrate the value of his office to the college community.

COLLEGE AND UNIVERSITY ARCHIVES, INDIVIDUAL INSTITUTIONS

Brichford, Maynard. "The Illiarch." *Illinois Libraries* 52 (February 1970): 182-204. Brichford tells the story of the founding, development, collections, and use of a large state university archives, showing concern for its problems both concrete and abstract. Appended to his article is an alphabetical, subject listing of the manuscript collections in the archives of the University of Illinois.

Fox, Edith M. *Collections of Regional History and the University Archives: Report of the Curator and Archivist, 1958-1962*. Ithaca: Cornell University Press, 1963. A description and analysis of the manuscripts and other material acquired by the Collection of Regional History and the University Archives at Cornell during the years 1958-62, this report is intended to acquaint scholars and other potential users with the accessions during that period and to stimulate general interest in discovering and acquiring additional collections.

Miller, Russell E. "College and University Archives: The Experience of One Institution." *College and Research Libraries* 28 (March 1967): 113-19. How one university, Tufts, faced the problem of putting its archival house in order, is Miller's story. Of practical guidance for

other educational institutions is the appended statement of archival policy adopted by the Tufts trustees. The article is highly recommended to small colleges and universities establishing archival collections.

*Shipton, Clifford. "The Harvard University Archives: Goal and Function." *Harvard Library Bulletin* 1 (Winter 1947): 101-8. Shipton emphasizes that the Harvard University archives exists to assure the preservation of the institution's records and to perform the function of finding data in them. It serves also as a general library for material relating to Harvard, and, for both Harvard and the public, it performs an information service about the university's past and its graduates.

———. "The Collection of the Harvard University Archives." *Harvard Library Bulletin* 1 (Spring 1947): 176-84. This article includes a brief history of the Harvard archives, the story of its accomplishments, and a description of the contents of what Shipton describes as "apparently the largest existing body of archival material relating to an educational institution, . . . a collection of use not only because it contains everything recoverable relating to Harvard, but because it covers every branch of human knowledge for three centuries."

———. "The Harvard University Archives in 1938 and in 1969." *Harvard Library Bulletin* 18 (April 1970): 205-11. This is an account of the accomplishments and tribulations of Shipton's thirty years as custodian of the Harvard Archives.

Warner, Robert M., and Brown, Ida C. *Guide to Manuscripts in the Michigan Historical Collections of the University of Michigan*. Ann Arbor: Braun-Brumfield, Inc., 1963. The personal papers; records of churches, businesses, and organizations; county, city, and town records; and the Michigan Historical Collections at the University of Michigan are cataloged. It is an excellent guide that can serve as a model for similar efforts in other institutions.

Williams, Howard D. "Records Salvage After the Fire at Colgate University." *American Archivist* 27 (July 1964): 375-79. This is the story of the fire in 1963 that destroyed the Colgate Administration Building and of the efforts of the archivist and other university members to salvage records from the ruins. Although any archivist or records manager may have nightmares about fires, the number of records that Colgate was able to recover from a building totally destroyed by a conflagration is encouraging.

RECORDS MANAGEMENT IN UNIVERSITIES

Benedon, William. *Records Management*. Englewood Cliffs, N.J.: Prentice Hall, 1969. This book attempts to examine most aspects of records management for business and, therefore, helps one understand the records management approach. It is not directly applicable to archival problems that arise in educational institutions, but as an authoritative summary of a records management program, it introduces the terminology and concepts the discipline employs.

North Carolina State Department of Archives and History. *College and University Records Retention and Disposition Schedule*. Raleigh: State Department of Archives and History, 1964. Valuable as a guide to applying records management techniques to university records, the schedule reveals also that much of historical value which could be summarized or computerized, is eventually destroyed. The report concludes with a listing of twenty-seven categories of college and university records and their suggested periods of retention—an excellent tool!

*Schmidt, William F., and Wilson, Sarah J. "A Practical Approach to University Records Management." *American Archivist* 31 (July 1968): 247-64. The guidelines presented here are elaborate and emphasize the significance of familiarity with the records being created by each office in an institution. Although suggestive only, the lengthy (thirteen-page) "retention schedule" could be of considerable "A,B,C" value to any beginner.

TECHNICAL

Barrow, W. J., Research Laboratory. *Permanence/Durability of the Book*. Richmond: Dietz Press, 1963-67. William J. Barrow was a pioneer in paper research. His publications permit archivists to learn of his work while gaining a background helpful in appreciating today's problems of preservation.

Cunha, George D. M. *Conservation of Library Materials*. 2d ed. Metuchen, N.J.: Scarecrow Press, 1971. The second edition of this useful text is in two volumes, which may be purchased separately—the first a manual and the second a comprehensive bibliography. It deals with the nature, enemies, care, and restoration of such materials as paper, ink, film, tapes, discs, and others. In these matters, the interests of archivists and librarians coincide, and there are some sections specifically intended for archivists.

National Fire Protection Association. *Standards for the Protection of . . .* Archivists and records managers should know of the information available through the publications of the NFPA, 60 Batterymarch Street, Boston, Mass. 02110. Basic information on protection of records, books, and artifacts can be found in the following NFPA publications: Number 232, Protection of Records; Number 232AM, Archives and Records Centers; Number 910, Protection of Library Collections; and Number 911, Protection of Museum Collections.

Technical Notes

CLARK W. NELSON, *Editor*

Arson Chief Fire Cause. Arson currently is responsible for three-fourths of all fires in school buildings, reports the National Fire Protection Association in a new study. The report is a sad commentary on the trends in American society. Its data vividly dramatizes the need for adequate fire protection in all educational facilities.

The frequency of incendiarism as the cause of school fires has risen steadily during the last quarter-century, the collected NFPA statistics show. In the decade starting in 1945, the figure was 12.6 percent; by 1968 it had risen to 45 percent; and by 1970 to 67 percent. The current 76.1 percent is based on reports of school fires in the United States and Canada in 1971 and 1972.

Setting fire to books and papers was the arsonists' most common way of starting school fires, accounting for a third of the total number of incendiaries. Flammable liquids were used in setting 15 percent of the incendiaries reported.

Among nonincendiary fires, nearly one-third were caused by faulty or misused electrical wiring and equipment, according to NFPA. Most of these fires began in electrical wiring, the others in heating equipment, cooking equipment, and electrical appliances, in that order of frequency. Gas fires and explosions, although less numerous, often resulted in major losses because their sudden eruption hampered evacuation and extinguishing efforts.

Automatic sprinklers provide the most effective safeguard against loss of life and property in school fires, the NFPA report emphasizes. Automatic fire detection systems are also recommended, since nearly 80 percent of the school fires started at times when buildings were unoccupied.

These and other recent NFPA findings appear in the new twenty-page booklet, "A Study of School Fires." The report uses case studies, photographs, and tables to draw lessons from fires which were disastrous and those where losses were minimal because of successful safety measures. Copies of "A Study of School Fires" (cat. no. FR73-1) are available for

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

\$1.50 each from the NFPA Publications Service Department, 60 Battery-march St., Boston, Mass. 02110. A schedule of discounts applies to orders for twenty-five or more copies.

Paper Shortage Continues. Since the shortage of paper emerged as a significant problem early last year, articles and editorials concerning the scope and possible longevity of the situation have regularly appeared in various trade journals. Special seminars have even been held focusing on how to live with the shortage. In some instances, word processing is being pushed as a way to reduce secretarial and written communications. Most commentators agree that users will need higher inventories to tide firms over between the longer ordering periods. Prices of paper as of last September were up \$50 a ton. It is generally agreed that price increases are a real part of the shortage, and it has been said that the profitability of a specific paper determines the quantity in which it is produced. There seems to be general agreement that prices, up 15 percent over last June, will climb even higher.

In the copying field, Xerox suspended sales activity for all lines of 1524 paper and sixteen-pound and twenty-pound white OSM bond. The corporation established a maximum allotment of 720 cartons in any thirty-day period to protect its remaining inventories. The firm will operate in this fashion until it rebuilds its inventories and reexamines its overall position.

In the microfilm area, large users are experiencing supply problems connected with the shortage. Those who use colored aperture-cards for different kinds of drawings or distribution copies are beginning to find that the natural color is the only one available. It has been suggested that compensation can be made by printing colored stripes across the top of the card. Fortunately, costs of the color-striped cards are somewhat less than those of the regular colored ones. Business machine cards now produced in color are supposedly next on the list to be returned to their natural tint. Color striping is being recommended as a solution here also. Reports indicate, however, that if there is enough demand for a certain color, it will still be produced. The forecasters believe that this situation is a long-range one and that substitutions should be well planned.

Some publications cite possible printing-ink shortages also. Current legislative proposals contain restrictions on the use of toxic chemical formulations. Many printers are concerned that this legislation will be passed without modification, thus restricting their use of various quality products which they maintain do not injure one's health in the applications in which the printers use them.

Forms are another paper product being strongly affected by the shortage, and costs are projected to rise as much as 50 percent by the end of 1974. Continuous forms for computer-impact printers and unit-set forms will also become short. Relief in these and other areas is not foreseen before 1976 or 1977, and some of the more dismal observers put

a seven-year span on the shortage. Whatever its final length, it is apparent that the shortage is here, prices are up and going up, and the "bargain days" of paper are over.

Solution for Newsprint Shortage. University of Florida researchers have been experimenting with kenaf, a fast-growing plant that looks like marijuana. Kenaf is inexpensive to grow, and its experimenters hope it will help provide a solution to the nation's newsprint shortage. Dr. Gordon B. Killinger, assistant chairman of the University's Agronomy Department, has been directing the program which began in 1957 and feels that the plant could be the most important factor in paper since we learned how to make it from pine trees. According to Killinger, the annual crop would produce five to seven times more pulp per year than conventional pine forests. One of the plant's advantages is that it can be harvested annually, while pine trees usually require fourteen years to mature.

Although kenaf resembles marijuana, it is actually a hibiscus similar to the ones that grow so well in south Florida. It is native to Africa and Asia, and the Florida researchers are importing their seeds from Guatemala and El Salvador. Some of the paper made from kenaf has been used for news releases from the University of Florida. Killinger expects that a chemistry journal will soon be printed on paper made from kenaf.

Two factors are deterring the development of the growing of kenaf in the United States. The seeds are in short supply, and a Florida regulation bans it because the plant is a host for the pink bollworm which damages cotton. Despite these deterrents, Killinger believes that this plant could be the solution to the newsprint shortage, and that solution will begin as soon as some company starts producing paper from kenaf.

Micrographics Quality-Control Service. Kalvar Corporation, New Orleans, is offering assistance in setting up applied quality-control programs for micrographic duplicating systems. The service is being offered as "on-site field assistance on a nominal per diem basis."

Kalvar notes that, as manufacturers of the end product of micrographics systems, they are conscious of the need for strict quality control at every step. Automation in general and COM (computer output microfilm) in particular have increased the need for a quality-control program more effective than the traditional inspection approach. Kalvar has many years experience in this field, including the 48X micro-publishing program conducted for the U.S. Navy, in which information at the rate of one billion pages annually is being successfully duplicated and distributed on microfilm reduced forty-eight times from the original.

The Kalvar service includes setting up documented quality procedures at critical points of production for both physical and photographic properties of the microfilm product. Quality criteria are based on existing ANSI, NMA, and military standards. Kalvar's approach to a

quality microfilm product is designed to reduce inspection costs and waste of time and material in rework and to minimize machine downtime. Complete information regarding the new service is available from Kalvar, 907 South Broad Street, New Orleans, La. 70125.

Strobostatic Copier. Among the new features in copying machines is the use of a high-speed strobostatic light to shorten copy exposures. Pitney-Bowes, Walnut and Pacific Streets, Stamford, Conn. 06904, has recently introduced the Model 263 Copier, said to be the fastest desk-top copier now made, producing sixty copies per minute with the first one in four seconds. The major reason for this speedy service is the use of a strobostatic light source operating at exposures of one hundred millionths of a second. According to Pitney-Bowes, the shorter exposure means no heat build-up and truer copies without distortion because there is no document movement during exposure.

Among the other features of the new copier are electronic controls throughout for longer life, reproduction of twenty copies at a time automatically, no machine warmup, and reduction of legal-size documents to letter-size. Bound books and magazines, stapled reports, and odd shapes and sizes can be accommodated. Books are protected by an exclusive binding protector. All colors, tones, and shades are said to be reproducible. Paper, supplied in rolls from 5½ inches to 11 inches wide, is easily replaced and straightens itself out if installed askew.

The machine has a number of safeguards. For example, it turns itself off automatically, its copier dial can be turned up or down during operation, and an "electric-eye" developer system helps maintain proper toner consistency. The copier weighs 153 pounds without paper and toner, and it is 36 inches long by 20 1/4 inches wide and 19 3/4 inches high; its electrical requirement is a standard 115-volt line.

An optional copier-sorter is available. It contains twenty sorting pockets that hold up to fifty pages each. The unit fits directly underneath the 263 Copier with no unsightly projections. Pitney-Bowes feels that the new unit compares very favorably with other desk-top units. Its cost is considerably lower than consoles with the same features.

Pocket Size Microfiche Reader. Featured among the new additions to pocket-size microfilm readers is the Microvision R24-48, manufactured by Microvision Inc., 895 W. 16th St., Newport Beach, Calif. 92660. This hand-held unit weighs less than twelve ounces with batteries (340 grams) and contains an innovative Weiss optical system that is supposedly unmatched in the industry. Its screenless optics utilize no projection, eliminate scintillation, and produce a superior image of great clarity and sharpness. Using the reader in ambient light is said to be no problem. The unit is battery powered, requiring two C cells. An optional wall-plug transformer is available also, along with a 12-volt, automobile cigarette-lighter adapter. If necessary, external light can be used to view the microfiche by simply opening the housing of the reader's lamp.

The viewing window of the reader is 25mm by 19mm, offering an image in constant focus and read easily with eyeglasses, including bifocals. The microfiche, jacketed microfilm, or aperture card is positioned manually without image reversal. Row and column are indexed by locator scales. The unit is made of impact-resistant ABS plastic, and its only moving parts are the on-off switch and the eye shields. A vinyl carrying case is included in the selling price of \$79.50.

New Microfilm Container. The Intresco Microfilm Container has been introduced by Intresco Inc., 88 Cummings Park, Woburn, Mass. 01801. The new container is made of styrene with a textured finish on both sides, one of which has a recessed area to accept a company insignia or label. The unit stores 100-foot rolls of 35mm microfilm. The precision design and manufacture are said to insure smooth opening and closing as well as tight enclosure. One end of the container pivots down to allow easy access to the film. The container tends to eliminate the need for cabinets, and the tight construction should minimize dust and allow easy retrieval from open shelves. The Intresco Microfilm Containers are packaged in multiples of ten. In quantities of 1 to 99, they cost \$.95 each; in lots of 100 to 499, \$.70 each; and 500 to 4,999, \$.60 each.

Access Control Systems. While the traditional lock and key are still the major means of controlling access to our collections and other valuables, fast-growing electronic control systems are offering significant challenges with their innovations and improved security. Some firms in the field are Rusco Electronic Systems, P.O. Box 2848D, Pasadena, Calif. 91105; Diebold, Inc., Bank & Business Systems, Canton, Ohio 44711; and Cardkey Systems, P.O. Box 369, Chatsworth, Calif. 91311. They manufacture low-cost controls for one door or a complex central console system that controls innumerable doors (at any distance and for thousands of cardholders) and provides instant control over any individual person or door just by the setting of a few switches.

While the card-operated systems have been around for over a decade now, the new applications have become more sophisticated. The earlier systems used relatively straightforward codes on magnetic strips inside the cards. These versions can be accidentally erased. Rusco claims to have a card containing an electronic memory core capable of accepting a "scrambled cryptographic" code. Supposedly, it is virtually impossible to decipher or duplicate and is immune to erasure. The Rusco system, through one central console of modest size, can control up to 100 doors or gates and 5,000 cardholders. Previously approved cards can be voided by pressing a button on the console. It can record on a printed tape all movements through controlled entries, including card identification, time, date, and access point. It can sound alarms and print a record of attempts to get through controlled points with unauthorized cards; prevent a valid card from being passed back to an unauthorized person after an authorized one has entered by programming the system so a card cannot be used to reenter until the user has used the proper exit; and it

can maximize security through an optional keyboard similar to a touch-tone telephone so that, in addition to inserting a valid card in the reader, the cardholder must punch a memorized code. Such systems are said to cost much less than a 24-hour security guard.

These systems today control a wide range of access. At the University of California at Los Angeles, 100,000 such cards allow access to campus parking lots; airports such as La Guardia use them for employee parking; hospitals use them for access to buildings and records collections; and some firms are employing them for identification purposes while recording the codes for timekeeping and payroll purposes. The applications appear to be endless. For the archivist, whether in a large or small repository, these newer controls offer advantages that merit consideration whenever new security provisions are contemplated.

Exhibit Commentary. For a number of years now, SERAC Industrielle of Paris has been manufacturing an electronic system that provides spoken commentary and environmental sound for exhibitions of all types. Known as Telesonic, it is marketed and serviced in the United States by Telesonic Systems, Inc., 745 Fifth Ave., New York, N.Y. 10022. The unique system can be custom tailored to the needs of any exhibit or place of interest—in or out of doors, large or small areas, grouped or single objects—at which an explanatory lecture or a demonstrative sound track will enhance the visitor's understanding.

The system consists of two basic parts. The first is a concealed central transmitter which projects a prerecorded soundtrack to the designated listening zone. The second part is a compact wireless receiver which picks up the taped commentary within a listening zone. The transmitter is equipped with an endless magnetic-tape circuit which works permanently and automatically, with no need for operational attention. It can be located at any distance from an exhibit and is generally stored in a concealed cabinet or closet where it will be accessible for service and tape changes. The receiver can be a high-impact plastic, cordless, handset designed something like a contemporary elongated telephone-receiver or a lightweight headset. Either receiver is actuated on being brought into the listening zone.

Because of the unique nature of the individual listening zones, the visitor is not restricted to a prearranged sequence or a fixed route. He is, in a sense, his own guide and can wander about the exhibit hall as he pleases and stand close to each object being discussed.

Telesonic offers the ability to transmit simultaneously four different sound tracks to the listening zone. Information tracks can thus be developed for other languages or for children or special groups. Color-coordinated receivers identify those channels they will receive. Each listening zone is created by surrounding a given area with a special, thin wire, the ends of which are connected to the terminals of the transmitter, thus creating a magnetic field for the transmission of the prerecorded tape. The fine wire can be hidden under carpeting, installed in wood

or concrete, or otherwise made invisible, and the zones can be as large or small as the needs of the exhibition.

Telesonic is prepared to create a total audio-product for the display area. They will write and record a presentation for any of their installations, or the user can produce his own commentary if he so desires.

After listening to the excellent quality of this system, one cannot help being impressed. For those repositories having active exhibit programs, it may be a decided asset. While the system is variable in price, an estimate for the cost of a one-track listening zone with ten receivers and complete installation was \$1,500, not too costly considering the solid-state components, which should have long life.

World's Largest Warehouse. A number of underground storage facilities now exist, scattered throughout the nation. One of the more unusual is located near the center of the United States, 650 feet below Hutchinson, Kansas. Labeled the "world's largest warehouse," this storage facility is operated by Underground Vaults and Storage, Inc. It is situated in a salt mine which has been operated by the Carey Salt Company since 1923. The salt vein is 40 miles wide, 100 miles long and 325 feet thick, enough salt, it is estimated, to supply the nation for over 250,000 years. Carey has been mining the lode at a steady pace of about 1,000 tons a day. The rock salt is used for icy roads, for pickling, for livestock saltlicks, as a water softener, for tanning leather, and in making ice cream.

A series of rooms has been left where the salt has been removed, with natural pillars of salt remaining to support the ceiling. Thirteen years ago, a group of businessmen decided to lease some of this space and set up the storage center. To do so, they enlarged the height of the underground rooms to 9½ feet. Originally, miners cut away only the purest vein of salt, which left chambers 5½ feet high. Today eighty-five of the enlarged chambers are devoted to storage. Each bay is fifty feet wide and as long as a football field.

These underground vaults now hold materials from 3,000 depositors, including every state in the union and thirty-two foreign countries. What were once miles of empty corridors contain old movies, microfilm, tissue samples, X rays, bank paper, product formulas, oil documents from the Middle East, hybrid seeds, coin and book collections, and much else. The thirty bonded employees of the storage firm gain access each day in the same elevator that the salt company uses to haul the miners and their salt to the surface. Hard hats and goggles are required for the 75-second ride.

The temperature in the vault remains a constant 68 degrees, and humidity is in the low 50's. Air and water are pumped in, and an 80,000 gallon reservoir is maintained. Telephone service is available, but no radio or television. Electricity comes from the underground, table-salt operation. As the water from the brine is boiled away, the steam is used to generate the power needed below. The floors of the under-

ground rooms are covered with saltcrete. (Since moisture is at a minimum, the storage company has substituted salt for the sand used in mixing concrete). The rooms feature a variety of storage situations, including steel bars and double walls, all available to suit a specific client's storage needs. Underground offices are frequently set up for emergency use.

Space can be rented in the salt mine in a variety of ways: by drawer of microfilm, by reels of tape, by square foot. A completely shelved, 21 ft. by 22 ft. room is available for \$1,700 per year. Besides the storage space, a \$5.60-an-hour charge is levied for such services as record retrieval, filing, and destruction. Whatever the needs, it would appear that the firm's motto, "Protection in Depth," gives ample evidence of its ability to meet them.

Archival Quality of Tape. A recent study read in New York at the June 1973 National Computer Conference concluded that the major causes of tape errors were mechanical, chiefly brought by tightening of the tape (cinching) and end damage. Earlier problems of print-through and demagnetization were not detected. The study was based on an examination of 1,700 reels of 2,400 feet, 7-track, digital tape with 200 and 556 bpi density tape that had been bought by the National Aeronautics and Space Agency between 1960 and 1970. The agency maintains several hundred thousand reels of these tapes. Additions to the data files accumulate at about 10^{12} bits per year. The median life of tape, based on no more than one error per 300 m. of tape, was 5.7 years. Tape life can be increased about 30 percent by storage in temperature-controlled environment, by rewinding tape at appropriate intervals, and by leaving blank the first hundred meters of tape.

FELLOWS OF THE SOCIETY OF AMERICAN ARCHIVISTS

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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; published finding aids and documentary materials, both letterpress and microform; administrative and program changes at archival institutions; activities of state and regional archival associations; and education and training opportunities in the fields of archives administration and records management. This part of the journal can be successful only if such information is made known to the editors and reporters 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, Capital Station Box 11,669, Columbia, S.C. 29211; **Manuscript Repositories** to Carolyn H. Sung, Manuscript Division, Library of Congress, Washington, D.C. 20540; **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 Alice M. Vestal, Cincinnati Historical Society, Eden Park, Cincinnati, Ohio 45202. All other items should be sent to Editor, *American Archivist*, National Archives Building, Washington, D.C. 20408.

The archives of the **American Library Association** will be moved from Chicago, where ALA is headquartered, to Urbana, Illinois, under an agreement with the University of Illinois at Urbana-Champaign. The move was announced jointly by Robert Wedgeworth, executive director of the association, and Maynard Brichford, university archivist. Financial help from Beta Phi Mu, professional society in librarianship, made the transfer possible. Increased scholarly interest in the history of librarianship was a factor in the decision to move the archives from a Chicago warehouse to an archival depository.

A group of twenty letters written from Paris by the nineteenth-century, Philadelphia-born artist, Thomas Eakins, has come to the **Archives of American Art**, Smithsonian Institution. Eakins's letters (1867-69) from

Paris to his sister, Fanny, and his parents are personal and chatty. The letters, now in the archives at Washington, will be microfilmed for use by researchers at research centers in New York, Detroit, Boston, and San Francisco; and by scholars around the world through interlibrary loans.

The **U.S. Army Military History Research Collection**, Carlisle Barracks, Pennsylvania, accessioned the following manuscripts: the papers (1863–65) of Hubbard T. Minor including diaries and correspondence reflecting his service in the 42nd Tennessee Infantry Regiment, the Confederate Naval Academy, and the Savannah Squadron; the Halstead-Maus family papers including personal and official correspondence, diaries, and memoirs of four generations of two prominent military families, that of Brig. Gen. Laurence Halstead of the Infantry, 1875–1971, and that of Colonel L. Marvin Maus of the Medical Corps, 1851–1939. The papers (1942–45) of Brig. Gen. Richard Moran, chief signal officer of the Fifth Army include official correspondence, reports, instructions, charts, tables, and maps.

The National Endowment for the Humanities awarded a grant of \$30,185 to the **Leo Baeck Institute of New York** to complete and complement the institute's existing collection of Jewish periodicals of the nineteenth and early twentieth centuries. The institute includes more than 700 different periodicals published for or by Jews from 1800 to 1943. Funds from the grant will be used to determine which periodicals are missing, to locate those entirely missing or incomplete, and to reproduce the newly found issues.

The **Regional Oral History Office of The Bancroft Library**, University of California, Berkeley, was established to tape record autobiographical interviews with persons who have contributed significantly to the development of the West. Headed by Willa Baum, the office is under the administrative supervision of The Bancroft Library. The office recently completed interviews with John D. Coffman, 1882–1973, chief forester, National Park Service; Newton Bishop Drury (b. 1889) and George B. Hartzog (b. 1920), directors, National Park Service; and Emanuel Fritz (b. 1886), professor of forestry. Copies of these interviews may be obtained by manuscript repositories at cost from the Regional Oral History Office.

The office has the transcript of the oral history memoir of Robert B. Powers, coordinator of law enforcement for the state of California when Earl Warren was governor. The interview is one of a series conducted to document the Earl Warren era in California; the series is a four-year project under the combined auspices of the National Endowment for the Humanities and several matching, private donations. The manuscript is bound, illustrated, and indexed. The first volume of an oral history memoir of Paul Schuster Taylor, emeritus professor of economics at the

University of California, Berkeley, champion of the 160-acre law, has been completed as part of the library's continuing effort to record interviews with persons who have contributed to the development of the West.

In October 1973, the **Boston Medical Library** began a two-year campaign to raise \$3.50 million for the newly organized Oliver Wendell Holmes Endowment Fund. Chairman of the Endowment Committee, Richard Warren, explained that the purpose of this fund is to preserve the library's priceless collection of rare and historical medical literature (800 items of which are incunabula).

The **Society of The Cincinnati-Anderson House Museum**, Washington, D.C., acquired photographic negatives of a diary and accounts (1770-74) of Captain Selah Benton of the 1st Regiment, Connecticut Continental Line; letter (April 23, 1816) of Le Comte Dubouchage to La Marquise de Grasse-Briançon; diary (April 17, 1799-January 8, 1800) of Hannah Bloomfield Giles; letter (October 3, 1797) of William North to Colonel Benjamin Walker; letter (undated) from [Casimir] Pulaski to [Silas Deane]; and letter (April 21, 1799) from George Washington to William Thornton.

The School of Library Service, **Columbia University**, published *Archives and Other Special Collections: A Library Staff Handbook*, by Sister Mary Jane Menzeńska, C.S.F.N. This work is intended primarily to provide guidelines for staffs of small college libraries with special collections. Order from the School of Library Service, Columbia University, New York, N.Y. 10027 (price, \$3.00).

The **Danvers Archival Center** and the Danvers Historical Society have published *A Modest Enquiry Into the Nature of Witchcraft*, a rare volume on the Salem witch hysteria of 1692, written in 1702 by the Rev. John Hale of Beverly. It is reprinted in its entirety for the first time, with notes and introduction by Town Archivist Richard B. Trask. The volume is available for \$10.00 from the Danvers Archival Center, 13 Page Street, Danvers, Mass. 01923.

The papers of the late John Chapman, drama critic of the *New York Daily News* and a Denver native, were received by the **University of Denver**. The collection includes drafts of his stories and columns from his days as a foreign correspondent in France to the end of his journalistic career as drama critic; also included are photographs, letters from readers of his columns, correspondence with stage and movie stars, and newspaper stories of his retirement.

The **Dickinson College Library** received four letters by James Buchanan and two by John Adams. The Adams letters, to his wife Abigail and

friend James Warren, never reached their intended readers, falling instead into British hands when their courier was intercepted. British General Thomas Gage had the letters published because they were critical of John Dickinson. Buchanan's letters (1856) deal with personal matters. The nation's fifteenth president was a Dickinson graduate. The library also added nine letters (1883-88) from Captain Richard H. Pratt, founder and superintendent of the Carlisle Indian School.

The National Association of Manufacturers (NAM) has agreed to deposit its archives with the **Eleutherian Mills Historical Library**, Hagley Museum, Wilmington, Delaware. The NAM, founded in 1895, is a voluntary organization of industrial and business firms which encourages individual freedom and advances economic well-being and social progress. Member companies account for approximately 75 percent of the nation's industrial output. The records (1895-1970) reflect the manufacturing community's approach to the problems of operating within an increasingly complex society and will provide new sources for the researcher and student of American industry.

Descriptive sheets for the *Guide to Manuscript Collections* of the **University of Illinois at Chicago Circle** include the papers (1954-67) of journalist and playwright Fraser Kent; papers (1923-71) of Frank McCallister, executive director of the Southern Workers Defense League and member of the National War Labor Board, Atlanta Region; papers (1905-1942) of Benn Lewis Reitman, an associate of Emma Goldman and a doctor of medicine particularly active in Chicago with a lifelong interest in the unemployed, hobos, venereal disease prevention, and other social causes; records (1912-64) of the Scholarship and Guidance Association, which was interested in child labor in Chicago; and records (1955-68) of the Senior Centers of Metropolitan Chicago organized to provide social and recreational activities for the aged. Smaller collections include records of the Joint Civic Committee of Italian Americans, Chicago; cartoons of John T. McCutcheon; papers of Laura Hughes Lunde; and records of the Mexican Community Committee of South Chicago.

The **Illinois State Historical Society** accessioned papers (1848-60) of Senator Stephen A. Douglas concerning the 1860 convention and reflecting political opinion in eleven states. Also received were the family papers (1838-1904) of Augustus C. French, Illinois governor, including letters to his wife, business records, several letters of his son Edward to his brother-in-law, Cassius Wicker, and several hundred items of Wicker, who was engaged in railroad enterprises; correspondence and diaries (1831-90) of John van Nortwick, a successful engineer and businessman of Batavia, Illinois; and the diary (1915-70) of Hubert E. Nelson, lawyer and professor of law at the University of Kansas, Kansas City. Because of its length and wealth of detail, Nelson's diary is a record of six decades of daily life in middle-class society and is especially interesting for the

period of the Depression. Also accessioned, but closed to researchers, are official papers (1969-73) of Illinois Governor Richard B. Ogilvie.

The **State Historical Society of Iowa** received the papers of Lloyd Thurston concerning his career as Iowa state senator, 1920-24; United States congressman, 1924-40; and national commander of the United Spanish-American War Veterans, 1954-55.

The Subject Cataloging Division of the **Library of Congress** has started assigning at least one subject-heading in which a place name is the first element, to all materials of interest to readers in genealogy and local history. This addition assures that subject cards for such works will be cumulated under the name of the locality instead of being concealed in extensive files of topical headings. Consequently, the necessity to read great numbers of titles in order to locate pertinent ones will be obviated.

Clara Egli LeGear, of the Geographic and Map Division, has compiled *A List of Geographical Atlases in the Library of Congress, with Bibliographical Notes* (vol. 7, Titles 10255-18435) that is for sale by the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, for \$9.40 a copy, domestic postpaid (LC5.2:G29). This volume constitutes the third supplement to *A List of Geographical Atlases in the Library of Congress*, which was compiled under the direction of Philip Lee Phillips and published in four volumes from 1909 to 1920; it describes 8,181 atlases of the Western Hemisphere received in the Library of Congress between 1920 and 1969. No atlases published after 1967, however, are included.

The Photoduplication Service has microfilmed and made available 35mm positive copies of two checklists to the microfilm collection of *Early State Records* and a selection of five French periodicals. Prepared in 1950-51 by the Library of Congress in association with the University of North Carolina, the two checklists to the microfilm collection *Early State Records* and a cumulative listing of the reels arranged by state are available for \$11.50 from the Library of Congress, Photoduplication Service, Department C-34, Washington, D.C. 20540. The 1950 checklist includes 1,701 reels. In the 1951 supplemental checklist, 170 reels are listed. Electrostatic positive prints of each checklist are available for \$40 and \$10 respectively. The five French periodicals available on microfilm include *Action Sociale de la Femme et le Livre Français* (Film No. 32908), *Archives Diplomatiques* (Film No. 18105), *Archives Historiques du Département de la Gironde* (Film No. 32567), *Mercure de France* (Film No. 02573), and *La Revue Blanche* (Film No. 32913). The materials filmed are incomplete. Information regarding the microfilmed and missing issues, plus the prices and number of reels for each title, is available from the Photoduplication Service, Department C-204, which will be pleased to hear from any library able to supply volumes or issues the Library of Congress lacks.

The records of the trial of General Tomoyuki Yamashita consist of

proceedings (thirty-four volumes) and exhibits introduced by the prosecution and military commission (four volumes). Tried in Manila by an American military commission from October 8 to December 7, 1945, Yamashita was convicted for war crimes by his troops and for his failure, as area commander-in-chief, to fulfill his responsibilities toward prisoners of war and civilians. Positive copies on 35mm microfilm are available on four reels for \$40 from the Photoduplication Service, Department C-205.

A first portion of the manuscripts of Alfred Adler, distinguished Austrian psychiatrist, 1870-1937, has been donated to the Library of Congress. Included are a number of Adler's professional studies, a selection of his letters (1891-1937), notes, official documents containing biographical data, and photographs. The remaining papers, including correspondence and the manuscripts of his publications, will go to the library later. The Adler papers greatly strengthen the library's manuscript sources in the field of the behavioral sciences, complementing the manuscripts of Sigmund Freud, also at the library.

Gust Skordas, Assistant Archivist at the **Maryland Hall of Records** for thirty-six years, has retired. During his career he published several books: *Land Office and Prerogative Court Records of Colonial Maryland*, with Elizabeth Hartsook, Publication No. 5 of the Hall of Records Commission; *The County Courthouses and Records of Maryland, Part Two: The Records*, Publication No. 13; *The Early Settlers of Maryland*, The Genealogical Publishing Company; and many articles. He has been a member of the SAA Council and was elected a Fellow of the Society. Edward C. Papenfuse, recently an assistant editor of the *American Historical Review*, succeeds him.

The **Maryland Historical Society** received papers of prominent Harford and Cecil County families (Archer, Mitchell, Stump, and Williams) that include comments on social, economic, religious, and educational conditions in Maryland during the Revolutionary War era, War of 1812, Civil War, and intervening periods. Included are papers of congressmen, Maryland legislators and judges, and a Navy surgeon who accompanied Perry to Japan. Also received were the Fort Warren prisoners' records (1861-62). Kept by prisoners at this Massachusetts prison camp, the records often include names, place and reason for arrest, and other data. Many entries are by political prisoners, such as George William Brown, mayor of Baltimore. Another addition is a small collection of Paca correspondence (1777-79) pertaining to the Revolutionary War.

The manuscript division of the society received a large collection of Shoemaker and Adams Express manuscripts; a collection of manuscripts, including eighteenth- and nineteenth-century correspondence, diaries, newspaper clippings, articles, notes, and photographs pertaining to Anne Arundel County and its families; two rare War of 1812 letters; nine

William Paca letters; and early court records and legal papers for Baltimore City and County and Caroline County, Virginia. Also accessioned were the papers (1841–1913) of Alfred Jones, line engraver and portrait and genre painter, concerning his art work; correspondence (1879–98) between Thomas F. Bayard, ambassador to Great Britain, and Frederic Emory, Baltimore journalist; papers (1896–1939) of William Albert Crawford-Frost, Maryland clergyman, inventor, philosopher, statesman, and author; and James A. Gary papers (1879–80) discussing Republican Party politics.

The Music Educators National Conference Historical Center, established in 1965 at the McKeldin Library, **University of Maryland**, is the official repository of MENC, the national organization of music teachers. The center collects published and manuscript materials documenting historical and contemporary developments in music education, and its holdings include biographical files on many prominent music educators. Recent accessions include the papers of Frances E. Clark, Charlotte DuBois, Will Earhart, Russell and Hazel Morgan, and Lilla Belle Pitts; records of the Maryland Music Educators Association, the Music Industry Council, and the National Council of State Supervisors of Music; oral history interviews with Clarence C. Birchard, Gladys Pitcher, and those prepared for a special issue of the *Music Educators Journal* on music in urban education; and a collection of nineteenth-century music instruction books and periodicals including “The Introduction of the Study of Music into the Public Schools of America,” by James C. Johnson, one of America’s first public school music teachers. For information, write Curator Bruce D. Wilson, MENC Historical Center, McKeldin Library, University of Maryland, College Park, Md. 20742.

The **Commonwealth of Massachusetts** has enacted Chapter 711 of the Acts of 1973, establishing an archives advisory commission in the Department of State Secretary. The commission will advise the state secretary on archival matters; it will review and approve, disapprove, or modify a comprehensive statewide documentary preservation plan to be prepared by the archivist of the commonwealth and will assist in its administration. The commission may “receive grants, gifts and contributions and bequests from individuals, foundations and from federal, state or other governmental bodies for furthering and putting into effect the comprehensive statewide documentary preservation plan.”

The Rockefeller Foundation awarded a grant of \$21,400 to the **Center for Migration Studies**, Staten Island, to make its archival collections on Italian culture and heritage available to researchers. The center is a nonprofit, educational institute committed to the study of sociological, demographic, historical, and legislative aspects and pastoral concerns of human migratory movements, as well as ethnic-group relations. Estab-

lished in 1964, the center publishes the *International Migration Review*, a quarterly journal with a worldwide circulation; a monthly newspaper, *Migration Today*; and books on ethnic experiences.

The **Minnesota Historical Society**, St. Paul, inaugurated a Minnesota Ethnic History Project, funded by the Bush Foundation and the state legislature, to study the nationality of groups that have made up the state's population since 1850. The project is headed by Carlton C. Qualey, emeritus professor of history, Carleton College, and will need the cooperation of those with letters, diaries, and other sources. Inquiries and information should be directed to Dr. Qualey, Minnesota Historical Society, 690 Cedar Street, St. Paul, Minn. 55101.

The **University of Minnesota Libraries**, Minneapolis, with the cooperation of the Minnesota Society of Architects, has established an expanded program for the acquisition and preservation of architectural plans, renderings, specifications, photographs, correspondence, and financial records. The collection, named the Northwest Architectural Archives, has won the endorsement of the major Twin Cities fine arts institutions as well as the Minnesota Historical Society and will thus serve as the central collecting agency for such material in the area. Concentration is presently upon Minnesota architects, but firms and individuals in surrounding states are being contacted in accordance with the regional outlook of the program.

Emphasis is upon the Prairie School, founded in Chicago by Louis H. Sullivan and propagated in the Midwest by such craftsmen as Frank Lloyd Wright, William Drummond, Walter Burley Griffin, William Purcell, George Elmslie, and Percy Bentley. The Prairie School style flourished as a product of the Midwest from the late 1800's to the 1920's.

The archives contains the papers of the firm of Purcell and Elmslie, Leroy S. Buffington (which includes some 130 original renderings, sketches, and tracings by Harvey Ellis dating from the 1880's and 1890's), the American Terra Cotta and Ceramic Company, Ellerbe and Company, Bentley and Hausler, Emmanuel Masqueray, and William Channing Whitney.

In addition to the records, the archives is seeking to assemble current files of biographical information about architects and firms who were or are practicing in the region. It hopes also to initiate a program of documentation of existing landmarks and other important examples of architecture through measured drawings, photographic records, and oral history interviews with senior members of the architectural, engineering, and contracting professions. For more information, write to Alan K. Lathrop, curator, Northwest Architectural Archives, University of Minnesota Libraries, Minneapolis, Minn. 55455.

With funds provided by the Rockefeller Foundation, the Social Welfare History Archives Center, University of Minnesota Libraries, will award travel fellowships to aid scholars whose research requires use of collections

in the Welfare Archives. Five or more grants to pay travel and per diem expenses will be available for academic year 1973-74 and additional ones for academic year 1974-75. The grants will be given to graduate students as well as to established scholars. Applications will be reviewed by a panel to determine the appropriateness of the proposal in relation to holdings in the center, which are records of national voluntary welfare organizations and papers of leaders in the field of social welfare and reform. Special consideration will be given to proposals studying the role of women in welfare and reform. Information about the archives, its holdings, and grant applications can be obtained from Clarke A. Chambers, Social Welfare History Archives Center, University of Minnesota Libraries, Minneapolis, Minn. 55455.

The **Mississippi American Revolution Bicentennial Commission** has received a matching project grant of \$2,500 from the American Revolution Bicentennial Commission for the purpose of microfilming and cataloging English colonial and revolutionary records in British repositories.

Elbert Hilliard has been named director of the **Mississippi Department of Archives and History**. A native of Mississippi, Hilliard has served on the staff of the department for eight years as research assistant, curator of history of the Old Capitol Museum, and director of the Division of Historic Sites and Archaeology.

The **Missouri State Archives** is now engaged in accessioning county records. Of the 114 counties and St. Louis City, the microfilmed records of 42 counties have been received. The most historic and probably the most interesting have been those of Ste. Genevieve County, whose archives began in 1723. The two marriage records of that year, as well as most documents recorded in Ste. Genevieve prior to 1804, are in Old French. Some of the other records concern slave sales, deeds, estates, inquests, Indians, surveys, and Spanish land grants.

National Archives and Records Service. Efforts are continuing to minimize the consequences of the July 12, 1973, fire in the National Personnel Records Center, St. Louis, Missouri. Reference service at the center was resumed shortly after the fire, and an interagency committee has been established to determine alternate sources for the information destroyed. Many of the damaged records are being rehabilitated; the top floor, which suffered irreparable structural damage, is being demolished.

Many series of records in the National Archives have been declassified in accordance with Executive Order 11652, March 8, 1972. Although the guidelines call for declassifying most agencies' records more than thirty years old, researchers are advised to contact the National Archives before visiting there, to determine what records are available for research. Parts of some now-declassified series are still closed because they contain re-

stricted information such as medical and personal data, documents of foreign origin, and investigative reports. Most record series for the World War II period still must be screened before researchers can use them.

A package of flexible computer programs for indexing archival (manuscript) materials, SPINDEX was originally developed at the Library of Congress; but an expanded and more versatile version, SPINDEX II, was undertaken by the National Archives with partial assistance from a two-year grant from the Council on Library Resources. SPINDEX II eventually emerged as a package of eight computer programs designed to meet the needs of archivists and manuscript curators for producing finding aids and indexes for manuscript collections and other types of reference material. The system has the flexibility necessary to create a variety of finding aids, while it retains a standardized format that assures inter-institutional utility. To date NARS has been the major user of SPINDEX II, but the South Carolina Department of Archives and History and the International Nickel Company are employing the system, and Cornell University has run some tests of SPINDEX using their data. NARS will hold another conference in the spring of 1974 to discuss further a national computer center for the exchange of information among repositories. The minimum standards required for the center and the type of information desired for it, rather than technical aspects of the computer system, will be the primary discussion topics. Please send comments or suggestions for the schedule and agenda to John J. Landers, Planning and Management Programs Division, National Archives and Records Service, Washington, D.C. 20408.

Arrangements are being made for an International Seminar on Public Records Management, a pioneer effort to assist developing countries with the management of public records. To be held March 17-30, 1974, in the National Archives Building, the seminar is being sponsored by NARS and UNESCO in cooperation with the International Council on Archives. Among countries that will send representatives are fourteen emerging nations in Africa, Asia, the Caribbean, and Latin America.

The National Audiovisual Center will be one of the prime distribution points for audiovisual materials produced for the new National Center on Educational Materials and Media for the Handicapped. This center, sponsored by the U.S. Office of Education and located at Ohio State University, will assess the need for audiovisual materials for handicapped people and arrange for the production and dissemination of the items. The National Audiovisual Center will sell, rent, and loan its materials to the handicapped and to their teachers.

William L. Brown is the new executive director of the Interagency Classification Review Committee, which has its office in the National Archives Building. Formerly he was an attorney in the Office of the General Counsel, U.S. Atomic Energy Commission.

The new chief of the Printed Archives Branch is C. Fred Coker, former director of the Division of Archives and Records of the North Carolina Office of Archives and History.

Franklin W. Burch joined the staff of the Center for Polar Archives in June 1973. Prior to that time, Burch was state archivist of Minnesota for six years. Earlier he served for eight years at the National Archives—six in the Cartographic Archives Division and two in the Records Appraisal Division.

National Archives Accessions (Washington, D.C., Area). The agreements and related protocols ending U.S. troop participation in the Vietnam War are among the approximately 150 Treaties and Other International Agreements (TIAS 7428-7525), covering primarily the years 1972-73, which were transferred by the Department of State to the National Archives. The accession includes also several agreements signed during President Nixon's visit to Moscow in May 1972.

The National Archives accessioned records (1970-73) of the President's Advisory Council on Management Improvement. Included are reports dealing with the control of health care costs, managing the "New Federalism," data processing, measuring and enhancing productivity in the federal sector, women in government, long-range transportation planning, multiple wage-reporting systems, and management of technology for health care.

Accessioned from the U.S. House of Representatives were records (79th-92nd Congresses) and committee files as follows: Armed Services (90th-91st Congresses); Internal Security (89th-92nd Congresses); Foreign Affairs (86th-91st Congresses); Judiciary (92nd Congress); House Administration (91st Congress). Also received were files of the Special Committee on Campaign Expenditures (92nd Congress) and the Office of the Clerk of the House (79th-92nd Congresses).

Accessioned from the Office of the Executive Secretary, District of Columbia government, were records of the former Board of Commissioners, consisting of copies of letters sent (1871-72, 1874-1965); registers of letters received (1874-97); and indexes to accessioned minutes (1873-1934) of the board.

From St. Elizabeths Hospital, Washington, D.C., were accessioned minutes and correspondence of the Board of Visitors and the records of the Superintendent's Office and subordinate units (1855-1962). Supplementary transfers are planned. Access to St. Elizabeths Hospital records in the National Archives that contain clinical information less than seventy-five years old will be by permission of the Superintendent of St. Elizabeths Hospital or his designated representative. Since much of the hospital's archives contains clinical information, prospective users of the records are advised to make written application for permission to have access, in advance of going to the National Archives, to Luther D. Robinson, M.D., Superintendent, St. Elizabeths Hospital, Washington, D.C. 20032.

Holdings from the Women's Bureau of the U.S. Department of Labor were increased almost sixty-fold by the accession of 640 cu. ft. of records (1917-63). The accessioning of records of high-level officials of the Department of Labor continued with the addition of the subject files of

Secretary James D. Hodgson (1970-71) and Undersecretary Laurence H. Silberman (1970-72). Of narrower scope, yet important, are several small secretarial-level accessions from the department that pertain to the Phase I operations of the president's economic stabilization program (August-November 1971); the manpower program (1969-70); the alien labor policy for Guam (ca. 1947-71); and the National Recovery Administration (1933-36).

Accessioned were files from the 1971 White House Conference on Aging, the National Commission on Fire Prevention and Control (1971-73), and the Commission on Railroad Retirement (1970-72). Received from the office of Economic Opportunity were a draft of its history prepared by a consultant and tabulations (for selected states) produced from tape containing 1970 census data relating to the characteristics of poverty in Appalachia in 1960. Records transferred from the Norfolk division of the U.S. District Court for the Eastern District of Virginia include case files (1805-1926). Among them are some of the earliest documents of these courts in the National Archives; they concern naturalizations and law, and equity, criminal, admiralty, and bankruptcy cases.

The Joint Chiefs of Staff recently transferred to NARS copies of some of the studies in the series *The History of the Joint Chiefs of Staff in World War II*. These include *Organizational Development*, two volumes, by Vernon E. Davis; *The War Against Japan*, two volumes, by Grace P. Hayes; and an unfinished manuscript of "The War Against Germany and Her Satellites," twelve folders, by various staff members of the Joint Chiefs of Staff Historical Office. The studies have been declassified and are open for research. Records (ca. 1918-63) of the Statistics Branch, Program Review and Analysis Division, Office of the Comptroller of the Army, and its predecessor organizations have been accessioned. The records consist of correspondence, statistical reports, charts, and tables relating mainly to Army personnel programs and policies. Additional records (1946-51) of the Office of the Chief of Military History and its predecessor, the Historical Branch of the War Department, have been received, including office memoranda, staff papers, reports, and drafts of studies relating to the preparation of statistical histories of World War II.

The John Wall Wilson Papers (1853-60) have been given to the National Archives for deposit in the Center for Polar Archives. They include Wilson's manuscript narrative, notebooks, correspondence, and memoranda that cover his activities as sailing master aboard the *Advance* (1853-55) on the Second Grinnell Expedition to the Arctic, under the command of Elisha Kent Kane. The papers represent an important addition to the National Archives' records of the expedition, which was one of the first official U.S. expeditions to the Arctic.

The National Archives accessioned machine-readable records from the Office of Economic Opportunity, the Securities and Exchange Commission, the National Commission on the Causes and Prevention of Violence, the Federal Reserve Board, and the Civil Aeronautics Board.

José Sourillan of the Society for the Study of Public Relations, Paris, France, has presented to the Audiovisual Archives Division a recording that was broadcast over French radio earlier this year. Entitled "Histoire Sonore de la Deuxieme Guerre Mondiale" (History in Sound, World War II), it consists of excerpts from speeches and interviews of world leaders of the period. Sourillan has also given to NARS French recordings of a radio address on air power, delivered August 8, 1930, by Charles A. Lindberg; a short-wave broadcast on war delivered February 11, 1937, by George Bernard Shaw; two speeches in English by Leon Trotsky—one a broadcast from Mexico in January 1937, the other a recording made October 28, 1938, and sent to the New York meeting of the founding of the Fourth International; four speeches—dated December 11, 1937; July 3, 1941; May 9, 1945; and September 2, 1945—by Josef Stalin; Adolf Hitler's address from the Reichstag on April 28, 1939, in answer to President Roosevelt's communiqué requesting the Axis Powers to respect the sovereignty of European countries; and the final broadcast by William Joyce (Lord Haw Haw) over Berlin radio on April 30, 1945.

The March on Washington: November 13-15, 1969, has been presented to the National Archives Gift Collection by its producer, F. Randolph Swartz. This film documentary of the largest U.S. antiwar demonstration includes coverage of events and preparations leading up to the gathering. Among recent accessions from the American Film Institute are *The Finished Fighter*, Committee on Public Information, War Department (1918); a reel of *Gaumont Newsreel* (1920) covering activities of Herbert Hoover, Warren G. Harding, and Marshal Ferdinand Foch; a *News of the Day* compilation on the presidential candidacy of Wendell L. Willkie in 1940; *Which Way This Time*, Office of Price Administration (1943), advocating price controls for the postwar period in order to control inflation; and *Here Come the Yanks*, RKO-Pathé (1945), about homecoming American troops and their resumption of peacetime lives.

Also received were 132 sound recordings from the Labor Department. Included are speeches, statements, press conferences, ceremonies, radio programs, and interviews involving Secretaries James P. Mitchell, Arthur Goldberg, and Willard Wirtz. The recordings relate to policies, programs, and functions of the department specifically and government-labor relations generally (1955-69). Motion picture film (sixty-five reels) produced by foreign governments, including the USSR, Italy, France, India, and Canada, were received from the Atomic Energy Commission. The films relate to the development of atomic science in the countries of origin, and more than half have soundtracks in English. The U.S. government received some of them at Geneva at the 1964 International Conference on Peaceful Uses of Atomic Energy. A copy of the sound recording album entitled "Century of the Atom," produced by the Atomic Energy Commission and NBC and presented by the U.S. delegation at the Fourth International Conference on Peaceful Uses of Atomic Energy, Geneva, 1971, has been accessioned from the AEC, also.

The U.S. Information Agency filmed Vice President Lyndon B. Johnson's trip to South Asia and the Far East in 1961 and produced for distribution abroad a film entitled *Asian Journey*. The outtakes from the film have been accessioned from the USIA. Also received from the USIA were 400 reels of *Wiltim Film* (1945-52). Produced by the Joint British and American Military Governments for Germany and Austria and the British and American zones in Vienna and Berlin, they were the official newsreels shown to the people during the occupation.

Photographs (31,000) documenting the economic recovery of Western Europe under the Marshall Plan (1948-68) were received from the Agency for International Development. The documentation covers all non-Iron Curtain countries except France. Very few photographs were added after 1955. More photographs have been accessioned from regional and project headquarters offices of the Bureau of Reclamation documenting bureau activities and projects in seventeen Western states (1949-59), swelling total holdings from the BOR to about 92,000 photographs. Color film (260 reels) documenting Army Air Force activities in France and Germany from March through June 1945 have been accessioned from the U.S. Air Force.

National Archives Accessions (Regional Branches). The Archives Branch, **New York**, has accessioned records of the U.S. District Court for the District of New Jersey, including records of the former Circuit Court. These records include transcripts of testimony in equity and law cases before the Circuit Court (1851-1916); civil case files of the District Court (1912-31, 1938-46); equity case files (1923-39); criminal case files (1928-46); transcripts of testimony in criminal cases (1915-39); transcripts of testimony with some depositions and exhibits in admiralty cases (1877-1932); and naturalization records (1838-1906).

The Archives Branch, **Atlanta**, has accessioned administrative and correspondence files from the commandant and the industrial manager of the Sixth Naval District, Charleston, S.C. (1954-57), and the Charleston Naval Shipyard (1940-57). Ten percent of the records carry national security classifications. The following records of U.S. attorneys and marshals have been transferred from the National Archives to the Atlanta branch: Southern District of Alabama—Mobile, U.S. Attorney's files of letters sent and received, civil and criminal docket books, and case files (1826-1921); U.S. marshal's files of correspondence (1855-87, 1907-23); Eastern District of North Carolina, Raleigh, U.S. Attorney's case files and correspondence (1919-41). In addition, the Atlanta branch has accessioned bankruptcy, civil, criminal, and naturalization records (1944-48)—both case files and bound volumes—from the U.S. District Court, Northern District of Alabama, Birmingham.

The Archives Branch, **Chicago**, accessioned the following records of U.S. district courts: Western District of Michigan, Grand Rapids—naturalization declarations and petitions (1907-29); Southern District of Ohio, Cincinnati—naturalization declarations, petitions, final papers,

and journals (1852-1956); Northern District of Illinois, Freeport—case files, including civil and criminal files (1907-46); Northern District of Illinois, Chicago—transcripts, including bankruptcy and civil cases (1938-55); Eastern District of Michigan, Detroit—bound volumes, including territorial court journal, admiralty, bankruptcy, civil and criminal dockets and journals for circuit and district courts (1815-1940). Original drawings (1915-65) of naval ordnance have also been accessioned by the Chicago branch from the Louisville, Kentucky, Ordnance Plant.

The following Coast Guard stations on or near the Great Lakes have deposited log books for 1971-72 at the Archives Branch, Chicago: in Ohio—Toledo, Sandusky, and Lorain; in Indiana—Dana and Michigan City; in Wisconsin—Two Rivers; in Michigan—Muskegon, Charlevoix, Munising, Detroit, Grand Marais, Belle Isle, Ludington, Holland, Sault Ste. Marie, St. Joseph, Grand Traverse, Marquette, Grand Haven, Spectacle Reef, South Haven, Seul Choix Pointe, Point Betsie and Frankfort; and in Illinois—Depot Peoria. The Great Lakes Fisheries Lab at Ann Arbor, Michigan, has deposited at the Archives Branch, Chicago, records (1880-1944) relating to its operations, including correspondence, log books on hatchery operations, and fiscal data.

The Archives Branch, **Kansas City**, accessioned records of the U.S. Attorney for the Western District of Missouri as follows: case files maintained as precedent files and case files mentioned in the Annual Report of the Attorney General (1942-71); records (1939-40) of special investigating grand juries; and Attorney's records (1871-89) of cases filed. Also accessioned were unit logs of the U.S. Coast Guard Depot at Leavenworth, Kansas, and the U.S. Coast Guard cutter *Muskingum*. The Kansas City branch has accessioned also records of the U.S. Coast Guard and its predecessor agencies—the Bureau of Marine Inspection and Navigation and the Steamboat Inspection Service for Ports—within the fourth and fifth inspection districts. The records concern the measurement, licensing, enrollment, registry, and vessel inspection functions performed by supervising inspectors at the ports of Galena, Illinois (1862-72); St. Paul, Minnesota (1878-98); Duluth, Minnesota (1896-99); Dubuque, Iowa (1885-1911); and local inspectors at Galena, Illinois (1870-1910); St. Paul, Minnesota (1879-1907); Dubuque, Iowa (1856-1955); Duluth, Minnesota (1879-1907); Minneapolis, Minnesota (1873-1942); Pembina, North Dakota (1885-1958); Cairo, Illinois (1867-1916); and St. Louis, Missouri (1835-1948). Included are copies of letters sent, letters received, register of letters and papers received, certificates of inspection, masters' and pilots' licenses, engineers' licenses, wreck reports, licenses of enrolled vessels, certificates of enrollment and abstracts of enrollment. The date span and depth of coverage of the records for the various ports vary considerably.

In addition, the Archives Branch, Kansas City, accessioned drainage and watershed research project files accumulated by the U.S. Department of Agriculture at the agricultural experiment station in Ames, Iowa.

The records include drainage project studies (1923-44); preliminary watershed examination reports (1935-38); project outlines for terrace experiments (1931-32); and Iowa experimental farms project files (1944-53).

The Archives Branch, **Denver**, accessioned records created by the former Office of Chief Engineer of the Bureau of Reclamation or its predecessor agencies. The major segments of the accession include the chief engineer's administrative correspondence file (1906-42) and the engineering file (1902-42). The latter series pertains to the older reclamation projects—the Columbia Basin, Milk River, Newlands, Salt River, and Shoshone. The accession also includes records (1910-41) created by individual project offices and passed on to the Office of Chief Engineer.

The Archives Branch, **Los Angeles**, has received unit logs (January 1, 1971–January 15, 1973) of the U.S. Coast Guard Loran Station, Tan My, Republic of Vietnam.

The Archives Branch, **San Francisco**, accessioned records (1926-52) of the Sacramento area office of the Bureau of Indian Affairs. The principal function of the office is the administration of Indian trust lands amounting to approximately 450,000 acres, of which about 380,000 acres are in tribal ownership in reservations and rancherias set aside for Indian groups, and about 70,000 acres are in individually owned reservation and public domain allotments. Sacramento jurisdiction encompasses all trust lands in California with the exception of the Ft. Yuma Reservation and those portions of the Ft. Mohave, Chemehuevi, and Colorado River Reservations located in the state. Also accessioned were records (1924-49) of the Hoopa Valley (California) Indian Agency and school and records (1943-55) of the Carson (Nevada) Indian Agency and school.

Presidential Libraries. Briefly described below are new accessions. Records already in custody are continually being opened to researchers. For information write to the appropriate library or see *Prologue: The Journal of the National Archives*.

The Rhinebeck Historical Society has placed in the **Franklin D. Roosevelt Library**, on permanent loan, documents dating from the eighteenth century relating to St. Peter's Lutheran Church of Rhinebeck, New York. Originals and copies of letters from President Roosevelt and others, including King Olav of Norway, were donated by a number of persons. Drafts of the president's message to the London Economic Conference of July 2, 1933, were presented by Franklin D. Roosevelt, Jr., and a copy of the Memorial Day address given in 1973 at the library by Senator Edmund S. Muskie was also received. Vice Admiral John L. McCrea, USN (Ret.), gave the Roosevelt Library copies of his handwritten memoirs recalling incidents from his service as Naval aide to President Roosevelt.

The **Harry S. Truman Library** accessioned the papers (1931-71) of Dean Acheson. They relate to his career with the Treasury Department, the Department of State, and the Commission on Organization of the

Executive Branch of the Government. They also include drafts of his articles, books and speeches, his personal correspondence files, and files of clippings from publications and newspapers. The Acheson papers are presently being processed. In accordance with Secretary Acheson's instructions, portions of the collection will be closed for the time being.

The **Dwight D. Eisenhower Library** accessioned the Elizabeth Phillips papers relating to the American Red Cross "Godmother" program and other groups aiding in the relief of British prisoners of war during both world wars. Also received is White House advisor James M. Lambie's "chron file" (1953-61), consisting of copies of memoranda and letters sent; memorabilia of Major General Clarence R. Huebner, commanding general of the First Infantry Division during the liberation of Liège, Belgium, in 1944; the L. R. Webb collection of World War II posters; Edmund Ellis's material regarding the U.S. Military Academy class of 1915; and copies of letters and newspaper articles collected by Marcos G. Solimon on Eisenhower's tour of duty in the Philippines from 1937 to 1939 and his visit in 1960.

The **John F. Kennedy Library** has received papers (1937-66) of James V. Bennett, former director of the U.S. Bureau of Prisons and president of the National Council for a Responsible Firearms Policy, Inc.; papers (1961-66) of Robert Perlman, director of program development of Action for Boston Community Development; and additional papers of Theodore C. Sorensen, consisting chiefly of manuscript materials for his books *Kennedy* and *The Kennedy Legacy*.

NARS Publications. The second and third volumes in a series based on the National Archives semiannual conferences to exchange ideas among archivists, researchers, and creators of records were published by Ohio University Press. *The National Archives and Statistical Research*, edited by Meyer Fishbein, and *The American Territorial System*, John Porter Bloom, editor, appeared in the fall. The first book in the series, *United States Polar Explorations*, was released last year, and the fourth, *The National Archives and Urban Research*, edited by Jerome Finster, will appear in the spring. The volumes each sell for \$10 and may be ordered from Ohio University Press, Athens, Ohio 45701.

The 1973-74 edition of the *United States Government Manual*, official handbook of the federal government, has been placed on sale by the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402, at \$4.95 per copy.

Other National Archives publications include *Tabular Analysis of the Records of the U.S. Colored Troops and Their Predecessor Units* (Special List No. 33), *Transportation in Nineteenth-Century America: A Survey of the Cartographic Records in the National Archives of the United States* (Reference Information Paper No. 46), *Preliminary Inventory of the Records of the National Capital Planning Commission* (Preliminary Inventory No. 175), *Regional Branches of the National Archives and Records Service* (revised General Information Leaflet No. 22), *Select List*

of *Publications of the National Archives and Records Service* (revised GIL No. 3), *Preliminary Inventory of the Records of the U.S. Army Continental Commands, 1821-1920*, vol. 1 (PI No. 172), *Preliminary Inventory of the Records of the Reconstruction Finance Corporation, 1932-1964* (PI No. 173), *Inventory of the Records of the War Manpower Commission, Record Group 211* (Inventory Series No. 6), and *List of Record Groups in the National Archives and Records Service* (revised July 1973).

Records recently microfilmed by the National Archives include Index to the War Production Board Policy Documentation File, 1939-47 (M911); Historical Files of the American Expeditionary Forces in Siberia, 1918-20 (M917); Records of the United States Nuernberg War Crimes Trials, Case VIII, United States of America v. Ulrich Greifelt *et al.*, October 10, 1947-March 10, 1948 (M894); Historical Files of the American Expeditionary Force, North Russia, 1918-19 (M924); Letters, Returns, Accounts, and Estimates of the Quartermaster General's Department, 1776-83, in the War Department Collection of Revolutionary War Records (M926); Cablegrams Exchanged Between General Headquarters, American Expeditionary Forces and the War Department, 1917-19 (M930); Capt. Tracy B. Kittredge's "The Evolution of Global Strategy" (T1174); Minutes of the United States Circuit Court for the District of Maryland, 1790-1911 (M931); Internal Revenue Assessment Lists for Mississippi, 1865-66 (M775); and Oregon and Washington Donation Land Files, 1851-1903 (M815). For information about this and other NARS microfilm, write to the Publications Sales Branch, NEPS, National Archives and Records Service, GSA, Washington, D.C. 20408.

The National Historical Publications Commission has issued a Second Supplement (June 1973) to its *Catalog of Microfilm Publications* (4th ed., 1970). The new supplement, as well as the *Catalog* and the First Supplement (August 1971), are available free upon request from the commission office. The microfilming, supported by the NHPC, of the papers (not including the diaries) at Yale University of Henry Lewis Stimson has been completed.

The Nevada State Archives received the papers of Walter S. Baring, U.S. Representative from Nevada, 1949-52 and 1957-72. The collection of correspondence, bills, speeches, and press releases is open for research and will soon be accompanied by a published preliminary inventory, complete with a short biography of Congressman Baring.

The New Hampshire Historical Society received its largest accession, consisting of the complete records of the Spaulding-Potter Charitable Trusts. The papers (1955-72) cover the entire functioning period of what have been to date New Hampshire's largest trusts (in terms of assets), a historic private philanthropic foundation. The collection is open for research and consists of files of applicants, project reports, ex-

hibits, and general correspondence. Also received were the papers of Foster Stearns, congressman from New Hampshire, 1939-45, which relate almost entirely to Stearns's candidacy for the Republican Party nomination for the U.S. Senate in 1944. In addition, the society received the Edward C. Fales ledger book collection (1790-1910) consisting of 350 New Hampshire account books, town records, hotel registers, business records, and church records; the records (1927-70) of the American Association of University Women-New Hampshire Division; minutes (1895-1958) of the New Hampshire Federation of Women's Clubs; the New Hampshire Medical Society's records of the annual meetings (1883-1936), of the treasurer (1917-49), and of the House of Delegates (1906-25); the papers (1867-1910) of Augustus D. Ayling, adjutant general of New Hampshire, 1879-1907; the papers (1838-1966) of John Harold Foster, state forester; and the papers (1947-67) of the Hon. Robert W. Upton, U.S. senator from New Hampshire, 1953-54.

Received by the **New Hampshire Records Management and Archives Center** were the papers (1969-73) of Governor Walter Peterson, who is the first New Hampshire chief executive to give his papers to the archives.

The **New Jersey Historical Commission** announced its 1974 Grant-In-Aid Program for Research in New Jersey History. Any person engaged in original research on any aspect of the history of New Jersey is eligible to apply for one-year maximum grants up to \$500. The program was begun in 1970 to support research projects dealing with the state's history and to stimulate original research and writing in the field among academic and amateur historians. Application forms are available from the New Jersey Historical Commission, State Library, 185 W. State St., Trenton, N. J. 08625.

The **New Jersey State Library** is resuming publication of the *New Jersey Archives* documentary series, which has been in abeyance since 1949. Senate Bill 166 establishes a New Jersey Archives Publication Fund and provides \$25,000 for the series. *New Jersey Archives*, volumes 1-47, was published between 1880 and 1949.

The **University of North Dakota** has established a university archives program under the direction of Dan Rylance, assisted by Doug Crockett. Rylance continues as curator of the Orin G. Libby Manuscript Collection at the Chester Fritz Library.

Official records accessioned by the Division of Archives and Manuscripts (State Archives), **Pennsylvania Historical and Museum Commission**, include the correspondence and legal files (1931-61) of the Department of Justice relating to the acquisition of Ephrata Cloister by the state, including minute books (1814-1931) of the cloister trustees;

record books (1894-1969) of capital cases, Board of Pardons, Department of Justice; state prisoners statistical reports (1961-62), Department of Justice; records of the 1969-70 senate session, including executive nominations, bills, resolutions, and reasons for pardons; annual utility records (1946), Department of Commerce; annual statements (1962) of insurance companies, Department of Insurance; correspondence files (1964) of J. Linn Huber, chairman of the Milk Control Commission, and files (1963-64) of M. M. Martin, secretary of the commission; officers and enlisted 201 files (1918-45), Department of Military Affairs; official election returns (1969-71), Department of State; and labor market and re-development area reports (1953-64), Department of Labor and Industry. Records received from the Department of Public Welfare include administrative files (1955-58) of the secretary, minutes (1938-58) of the State Board of Public Assistance, minutes (1965) of the County Boards of Assistance, and news releases and speeches (1953-64) of the secretary. The manuscript section received the records (1866-1971) of the Board of Managers of the Allegheny County Work House, including minute books, admission and discharge records, and hospital and conduct records; correspondence (1838-82) of Stokes L. Roberts, who was a state representative from Bucks County in 1838 and 1840; Civil War letters (1861-65) of Samuel P. Glass of the 21st Pennsylvania Cavalry; GAR records of Kearney Post 55, Post 344, and Theo. F. Cocker Camp 236, including minute books (1879-1956) and account books (1879-1927); "Illustrated Current News" prints (1917-18), having mainly World War I themes; and the Horace M. Engle Collection of photographs.

The **Philadelphia City Archives** accessioned Fair Housing Commission case files (1962-66); Guardians of the Poor papers and loan certificates (1834-35) for building the Blockley Alms House; United Gas Improvement Company agreement (1897) with the city; City Planning Commission capital program records; papers (1970) on the "Philadelphia Solid Waste Management Plan"; the mayor's operating budget (1972); surveys (ca. 1780-1915) of the Board of Surveyors; and election returns (1785, 1789, 1799) of the county commissioners.

During the past year the first volume appeared of the letterpress publication, *The Papers of Joseph Henry*, based largely on documents in the **Smithsonian Institution Archives**. The Smithsonian archival program was greatly enhanced by the reorganization of the National Anthropological Archives which administratively is under the National Museum of Natural History. The Smithsonian Archives accessioned records of the Office of the Secretary and other administrative offices. Records of the National Museum of Natural History were inventoried, appraised, accessioned, and described; work was completed on records relating to entomology and birds and was begun on records relating to botany and mammals. Records were received from the Smithsonian Astrophysical Observatory. In the National Museum of History and Technology, an

archival program is being developed in the Divisions of Mining and Political History.

A *Temporary Summary Guide* to the colonial and state records in the **South Carolina Department of Archives and History** is available. It is intended as a systematic guide from which plans can be made for further work in inventory, arrangement, repair, and description of records and is useful as a research aid because it lists record series made or maintained by the state and provincial governments since 1671. It may be ordered for \$1.00 from the South Carolina Department of Archives and History, Capitol Station Box 11,669, Columbia, S.C. 29211. Accessions include the *Yearbook of South Carolina, 1914*, records (1951-66) of the Bureau of Finance and Operations of the State Department of Education, and Anderson County records (1785-1913) including those of the old Pendleton District, which are available on microfilm. An indexed calendar of letters (1869-76) received by the state superintendent of education has been prepared for research-room use.

Suomi College, Hancock, Michigan, has begun an oral history project to capture the changing nature and style of Finnish life in Michigan. During the course of five summers, through 1976, interviews will be conducted with Finnish settlers who migrated to the area between 1890 and 1920 and with their non-Finnish neighbors and friends. It is expected that the program will gather many stories, songs, and memories pertinent to Finnish folklore and culture. The taped interviews and typed transcriptions will be added to Suomi College's Finnish-American Archives, begun in 1932.

Recent acquisitions of the Urban Archives, **Temple University**, Philadelphia, include the records of the Western Soup Society-Western Community House (1839-1969); Young Men's Christian Association of Philadelphia and vicinity (1896-1967); Philadelphia Teachers Union (1935-55); League of Women Voters of Swarthmore, Pennsylvania (1925-73); Philadelphia Society to Protect Children (1877-1969); Nationalities Service Center (1925-71); Greater Philadelphia Council of SANE (1962-72); Helen Hall, relating to unemployment and social security (1929-33); and the Education Director of the Philadelphia Joint Board of the Amalgamated Clothing Workers (1915-70). Also acquired were additions to the collections of the Housing Association of Delaware Valley (1964-71), Health and Welfare Council, Inc. (1935-39), Philadelphia Association of Day Nurseries (1898-1948), Travelers' Aid Society (1972), Committee of Seventy (1901-16, 1954-72), and Diversified Community Services (University Settlements) (1950-70).

The University Archives, **Texas A&M University Library**, received the papers (1946-69) of U.S. Representative Olin E. Teague, who currently chairs the House Science and Astronautics Committee and is known for

his long concern with veterans' matters. The unique file of news stories, clippings, press releases, pamphlets, and other materials assembled by Bascom N. Timmons through more than five decades of reporting Washington news for newspapers primarily in Texas has been received by the University Archives. Timmons's retirement during the summer of 1973 concluded a newspaper career begun in 1906. Since 1917, except for military service, he had served as a Washington correspondent. Also received were the personal papers of Paul C. Aebersold, nuclear physicist, who was the U.S. Atomic Energy Commission official referred to as "Mr. Isotope." The papers, many of which deal with the peaceful uses of atomic energy, are being inventoried.

The Division of Archives and Manuscripts, University of Texas at Arlington Library, accessioned records of the Texas AFL-CIO and its predecessors, the Texas State Federation of Labor (AFL) and the Texas State Industrial Union Council (CIO); records of the American Civil Liberties Union, Tarrant County, Texas Chapter; and papers of former state Senator Don Kennard.

The University of Texas at El Paso completed the microfilming of the records (1710-1940) of the Ayuntamiento of Chihuahua (municipal records) and the *Periodical Oficial* (1834-1971) of Chihuahua. For information about these collections and how positive copies of the microfilm may be obtained either through purchase or interlibrary loan, write to W. H. Timmons, Project Director, Department of History, or Charles R. McClure, History-Government Librarian, University of Texas at El Paso, Texas 79968.

Recently deposited in the Special Collections, Trenton State College, are the archives and memorabilia of the 265-year-old Ewing Presbyterian Church located near the college. Subject to restrictions, their contents are open to scholars and others interested in local history. A brief guide to these materials is available from the college, P.O. Box 940, Trenton, N.J. 08625.

The Marriott Library, University of Utah, accessioned the records (1966-70) of *Dialogue: A Journal of Mormon Thought*, including original manuscripts and business records; diaries (1850-76) of Joseph E. Johnson, pioneer, journalist, printer, and postmaster at Council Bluffs, Iowa; and journals (1812-64) of Joseph C. Kingsbury, friend of Joseph Smith and other church leaders. Also received were additional notebooks and writings of A. C. Lambert, former professor and dean of the graduate school at Brigham Young University, relating to the cult of Saint Germain and the Book of Mormon characters; a report of Junius S. Romney on the evacuation of Mormons from their Mexican colonies in 1912; additions to the papers of the John Taylor family including correspondence (1953-72) of Raymond W. and Samuel W. Taylor and

work on their forthcoming biography of John Taylor, third president of the Church of Jesus Christ of Latter-day Saints; and records of the Women's State Legislative Council, including minutes (1926-65), scrap-books (1948-69), and news bulletins concerning its information services and such issues as drug abuse and the status of women.

The Manuscripts Department of the **University of Virginia Library** will serve as the depository for the archives of the American Civil Liberties Union of Virginia. Founded in December 1967, the Virginia ACLU operates from central offices in Richmond, initiates or joins judicial cases involving civil liberties, and works to influence state legislation. The files show actions on individual cases and a variety of issues from academic freedom to women's rights. From them it is possible to gauge the full extent of ACLU activities in Virginia from the national level down to that of local affiliate chapters.

The late Arthur Kyle Davis, professor of English in the university, collected copies of Matthew Arnold's letters for more than twenty years and ultimately used this collection to produce *Matthew Arnold's Letters: A Descriptive Checklist*. The volume includes listings for more than 1,600 copies of Davis's collection and the working files, which were bequeathed to the library. Additions to the Clifton Walker Barrett Library of the University of Virginia include manuscripts or letters of the following American literary figures: Henry Wadsworth Longfellow (1881), Stephen Crane (1896), Ernest Hemingway (1939), James Fenimore Cooper (1850), Edith Wharton (1924-34), Hamilton Basso (1940-46), William Rose Benét (1941-60), Henry James (1890-1914), Louise Imogene Guiney (1914-18), and Edna St. Vincent Millay (1933).

The Archives of Labor History and Urban Affairs, **Wayne State University**, has received the files (1966-71) of William L. Kircher, director of the Department of Organization, AFL-CIO, relating to the United Farm Workers Organizing Committee and the United Farm Workers. Included are records on negotiations and strikes, Bishops' Committee, pesticides, legislation concerning the bracero program, and boycott activities. A small collection of material from Alfred and Rose Anderson concerning the Industrial Workers of the World has been received. The late Alfred Anderson was an IWW organizer and secretary of Industrial Union 440, and the material contains minutes of meetings, pamphlets, some correspondence, and manifestos on issues confronting the IWW in the mid-1920's. The minutes reflect factional infighting. The Spring 1973 issue of the Archives *Newsletter* includes an article on the Walter P. Reuther Library to house the Archives of Labor History and Urban Affairs. Groundbreaking ceremonies for the new research center were held on March 15, 1973, at the Wayne State University campus. The *Newsletter* describes also the Reuther manuscript collections of Rolland J. Thomas, Warren Homer Martin, Francis J. Dillon, Phillips L. Garman, Matthew and Elizabeth Serviss Fox, and Sol Dann.

The West Virginia University Library accessioned minutes and financial records (1955-69) of the Morgantown chapter of the American Association of University Women; minutes (1927-66) of the West Virginia University chapter of the Association of Women Students; tape recorded interviews (1973) with coal miners and UMWA organizers who tell of their experiences in mines, the fight to organize the miners, and memories of "Mother" Jones; correspondence and financial records (1943-65) of the Huntington District Labor Council; a collection of rare folk music recorded in the early 1950's by C. D. Reece, professor of music of Bluefield State College; revivalistic church music recorded in the late 1950's at tri-county sings in Monongalia, Preston, and Taylor Counties; and 137 tapes of West Virginia folk music recorded by Thomas Brown at various State folk festivals and in the homes of folk musicians.

The index to the federal censuses of Wisconsin for the years 1820 through 1870 is available on 16mm microfilm from the State Historical Society of Wisconsin. The complete index may be purchased, or individual rolls are available on interlibrary loan through local or research libraries. Orders should be addressed to Margaret Gleason, Reference Librarian, State Historical Society of Wisconsin, 816 State Street, Madison, Wis. 53706.

Accessions by the State Historical Society of Wisconsin include such county and local records as the City of Kenosha records (1853-1950), documents (1853-1963) of the county clerk of Portage County, and Eau Claire County circuit court records (1914-45).

The Women's History Research Center at Berkeley, California, has microfilmed *Herstory*, a collection of women's periodicals. The center is a nonprofit organization which incorporates the Women's History Library and the International Women's History Archives. For information, contact Jean Barnett or Ann Pettingill, Reference Department, John F. Kennedy Memorial Library, California State College, Los Angeles, 5151 State College Drive, Los Angeles, Calif. 90032.

CHURCH ARCHIVES

Baptist. The Mississippi Baptist Historical Commission, Clinton, Mississippi, reports the acquisition of complete files of all associational minutes in Mississippi for 1972. R. A. McLemore, executive secretary, has prepared *A History of Providence Baptist Church, 1818-1973* and is currently engaged in the preparation of the history of the First Baptist Church of Jackson, Mississippi. A Baptist Oral History Workshop was held at the Henry Horton State Park, Chapel Hill, Tennessee, for Conferees from twenty-six Southern Baptist State Conventions and fourteen other Southern Baptist organizations. This three-day workshop represents the first convention-wide effort to investigate the merits of gathering oral history.

The Historical Commission of the Southern Baptist Convention has sponsored, in cooperation with several state Baptist historical agencies and convention boards, the inauguration of a computer-based Baptist information retrieval system which will begin an eighteen-month trial run in January 1974. It is believed that this program, once placed into operation, can be adapted for use by other denominational historical agencies. Since his retirement as the librarian of Bethel Seminary Library, G. David Guston has been serving as archivist of the Baptist General Conference, St. Paul, Minnesota.

Roman Catholic. The archives of the Diocese of Fairbanks, Alaska, has recently duplicated local church registers. Archivist David J. Blow and William W. Goss have recently been doing research in the Vatican Archives and have secured copies of documents relating to the early history of the Diocese of Burlington (Vermont). Goss is translating the letters of Bishop Amadeus Rapp, first bishop of the Diocese of Cleveland, Ohio, and other records. The Diocese of Burlington has received the records of St. Joseph Church (Burlington). These contain much information significant to the study of French-Canadian immigration in the nineteenth century.

Congregationalist. The Yale Divinity School Library, New Haven, Connecticut, has received the personal papers of Liston Pope, professor of Christian social ethics and former dean of the Divinity School. The archives of the Council for Christian Social Action, United Church of Christ, have also been received. Richard C. Whittington has succeeded Paul G. Sherer as archivist for the China Records Project.

Protestant Episcopal. The archives of the Diocese of Milwaukee maintains, in the vaults of the Milwaukee County Historical Society, files of each parish, mission, and diocesan institution.

Society of Friends. Thyra Jane Foster, Warwick, Rhode Island, curator of the archives of the Northeastern Yearly Meeting of Friends, reports the acquisition of the following records of Westport Monthly Meeting of Friends: births and deaths (1766-1967 [incomplete after 1882]), minutes (1883-1905, 1936-1959), and a treasurer's book (1807-1903). Earlham College, Richmond, Indiana, has acquired fifty-three rolls of some of the Monthly Meeting records of the New England Yearly Meeting; minute books (1838-61, 1863-68, and 1868-73) of the West Branch Monthly Meeting of Women Friends; and a minute book for 1824-52 of the Millcreek Monthly Meeting of Women Friends.

Huguenot. The Huguenot Historical Society, New Paltz, New York, has added to its collections a 1574 woodcut and two early eighteenth-century tables, a country Queen Anne and an oval gate-leg. They have

published a calendar of events and in July and October held seminars on the history of the mid-Hudson region and on family history.

Jewish. The American Jewish Historical Society, Waltham, Massachusetts, has received large additions to the archives of the Synagogue Council of America: the Stephen S. Wise papers, the Lee K. Frankel papers, and the papers of the Boston New Century Club and of the Hebrew Immigrant Aid Society of Boston. They have recently published *By Myself I'm a Book: An Oral History of the Immigrant Jewish Experience in Pittsburgh* and a *Catalog of the Abram and Frances Pascher Kanof Collection of Yiddish Theatre and Motion Picture Posters*.

Lutheran. The archives of the Eastern Pennsylvania Synod, Philadelphia, has received the records of St. Michael's and Zion Church in Philadelphia, the largest and most influential Lutheran church in colonial America. The records include the minutes of congregational meetings, the records of pastoral acts, and the minutes of the church council and a variety of societies. Plans for the 200th anniversary of the beginnings of the Lutheran ministry in North Carolina were presented to the annual meeting of the North Carolina Synod. A booklet outlining the historical background with biographical sketches of Adolph Nussman, first resident Lutheran pastor in North Carolina, and Johann Gottfried Arends, teacher and pastor, will be presented. The 200th anniversary celebration will be held at Organ Lutheran Church near Salisbury.

Mennonite. The Menno Simons Historical Library and Archives, Harrisonburg, Virginia, has received the papers of Bishop Clayton F. Derstine, Ontario, Canada; the papers of Bishop J. Irvin Lehman, Chambersburg, Pennsylvania; and the papers of Deacon Jacob D. Brubaker, Harrisonburg, Virginia. The archives of the Mennonite Church, Goshen, Indiana, reports the acquisition of the Yoder-Nold Collection (1810-1880), relating to Mennonites in Ohio and Pennsylvania, and the Orié O. Miller Collection containing his records of activities in the areas of peace and missions from 1915 to the present. Leonard Gross is the archivist replacing Melvin Gingerich. The Lancaster Mennonite Conference Historical Society has received an 1809 dialect fractur by Anna Jansi, the Orié O. Miller papers relating to the Eastern Mennonite Board of Missions and Charities, the minutes of the Lancaster Mennonite School Board, 1941-53, and records and congregational materials from many Mennonite churches. The annual report for 1973 lists additional significant collections.

Moravian. The archives of the Moravian Church, Bethlehem, Pennsylvania, has contributed many items used in a bicentennial movie illustrating the history of Bethlehem, Pennsylvania. The archivist, Vernon Nelson, has been conducting a survey of church records in Pennsylvania, Ohio, Indiana, Wisconsin, and Minnesota. Some of these church records

have been microfilmed. Richard Claypoole and Robert Steelman, employees of the Moravian Music Foundation, Winston-Salem, North Carolina, are now cataloging the music collections in Bethlehem. This project will take an estimated three years to complete.

United Methodist. The Commission on Archives and History, Lake Junaluska, North Carolina, has received significant additions to the records of the Board of Global Missions (ca. seventy-five file drawers and twenty-five record boxes) and five crates of publications from the United Missions Library. In May they released William Gravely's new book, *Gilbert Haven, Methodist Abolitionist*, the winner of the Jesse Lee Prize for 1970. The Minnesota Conference, Rev. O. C. Dittes, executive secretary, reports the acquisition of three hundred file boxes of materials and several hundred official Methodist yearbooks. The conference publishes a newsletter six times a year. The Detroit Conference Commission on Archives and History, Adrian, Michigan, has received rare books and church disciplines from the late Rev. Conrad Riggid. They publish a quarterly newsletter.

The South Dakota Conference has recently formed a joint archives with Dakota Wesleyan University, Mitchell, South Dakota. Matthew D. Smith is the archivist. The Virginia Conference Commission has released the first issue of *Virginia United Methodist Heritage*, of which there will be two issues each year. The North Carolina Conference has recently celebrated the 200th anniversary of the first Methodist sermon preached in North Carolina (at Pilmoor Church, Currituck County). The Mississippi Conference depository, at Millsaps College Library, Jackson, Mississippi, has on file a biographical sketch of every Mississippi minister from 1813. The first volume of the forthcoming *Union Catalogue of Methodist Books* has been announced. Additional details may be obtained from the editor, Kenneth Rowe, Drew University Library, Madison, N.J. 07940.

Presbyterian. The North Carolina Presbyterian Historical Society had its annual meeting October 3-4, 1973. The group heard an address, "Historical Highlights of Caswell and Rockingham Counties," and then toured many of the sites mentioned. The Historical Foundation of the Presbyterian and Reformed Churches, Montreat, North Carolina, has made its annual report to the 113th General Assembly. The foundation added 2,498 individual local church histories, 1,634 photographs, 976 slides and rolls of film, 294 tapes and record discs, and 4,523 books and serials to its collection. They also typed 8,804 catalog cards and distributed 44,200 information items.

Seventh-Day Adventist. An archives was recently established at the world headquarters of the Seventh-Day Adventist Church, Washington, D.C. Archivist F. Donald Yost reports that accessioning will begin with

church records of the past seventy-five to one hundred years, which are now stored but not arranged or described.

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 Acting Secretary, Judith A. Koucky, Society of American Archivists, Bentley Historical Library, University of Michigan, Ann Arbor, Mich. 48105.

The thirtieth institute, Introduction to Modern Archives Administration, will be held at the National Archives Building, April 22–May 3, 1974. While emphasizing public records and archives, the institute features a faculty experienced in all phases of work with archives and manuscripts. Offered for three semester credits by the Department of History of The American University, the institute is cosponsored by National Archives and Records Service, the Library of Congress, and the Maryland Hall of Records. Write to the Department of History, Thirtieth Archives Institute, The American University, Washington, D.C. 20016, or telephone (202) 686–2401.

Case Western Reserve University, the School of Library Science, offers A Workshop on College and University Archives, June 9–June 14, 1974. Topics covered will include the history of archives and archival theory, the objectives and organization of archives programs, techniques for appraisal, processing and preservation of archival material, the reference use of archives, subject archives, and historical manuscript collections. Several field trips will be included. Write to Mrs. Ruth Helmuth, Case Western Reserve University, Cleveland, Ohio 44106.

The Society of American Archivists

JUDITH A. KOUCKY, *Editor*

Standards for Access and Appraisal of Gifts

In April 1972 the Committee on Reference, Access, and Photoduplication Policies and the Committee on Collecting Personal Papers and Manuscripts submitted drafts of two statements of standards to the Council. One set of proposed standards concerned access to research materials in archival and manuscript repositories, while the other dealt with the appraisal of gifts. Before taking action on the draft statements, the Council had them published in the *American Archivist* and asked for critical comments from the membership. [See vol. 35, nos. 3 & 4 (July/October 1972), 454-56.—Ed.] The draft statements then went to the Committee on Professional Standards, which suggested a number of textual changes. The two committees which had drawn up the statements rewrote them to incorporate most of the recommendations of the Committee on Professional Standards and sent the revised texts to the Executive Committee. Following the advice of the Executive Committee, the Council endorsed the statements on December 29, 1973. They are as follows:

STANDARDS FOR ACCESS TO RESEARCH MATERIALS IN ARCHIVAL AND MANUSCRIPT REPOSITORIES

1. It is the responsibility of an archival and manuscript repository to make available research materials in its possession to researchers on equal terms of access. Since the accessibility of material depends on knowing of its existence, it is the responsibility of a repository to inform researchers of the collections and archival groups in its custody. This may be accomplished through a card catalog, inventories, and other internal finding aids, a published guide and reports to NUCMC where appropriate, and the freely offered assistance of staff members.
2. To protect and insure the continued availability of the material in his custody, the archivist may impose several conditions. (a) The archivist may limit the use of fragile or unusually valuable materials so long as suitable reproductions are made available for the use of all researchers. (b) All materials

Material for this department should be sent to the Acting Executive Director, Society of American Archivists, Bentley Historical Library, University of Michigan, Ann Arbor, Mich. 48105.

must be used in accordance with the rules of and under the supervision of the repository. Each repository should publish and furnish to potential researchers its rules governing access and use. Such rules must be equally applied and enforced. (c) The archivist may refuse access to unprocessed materials, so long as such refusal is applied to all researchers. (d) Normally, a repository will not send research materials for use outside its building or jurisdiction. Under special circumstances a collection or a portion of it may be loaned or placed on deposit with another institution. (e) The archivist may refuse access to an individual researcher who has demonstrated such carelessness or deliberate destructiveness as to endanger the safety of the material.

3. Each repository should publish a suggested form of citation crediting the repository and identifying items within the collection for later reference. Citations to copies of which the originals are in other repositories should include the location of the originals.

4. A repository should advise the researcher that he and his publisher have the sole responsibility for securing permission to publish beyond fair use from unpublished manuscripts in which literary property rights are retained or from materials protected by statutory copyrights, or to publish extensive quotation (beyond fair use) from copyrighted works. A repository should, to the best of its ability, inform the researcher about known retention of literary rights.

5. A repository should not grant privileged or exclusive use of materials to any person or persons, or conceal the existence of any body of material from any researcher unless required to do so by law, donor, or purchase stipulations.

6. A repository should, whenever possible, inform a researcher of parallel research by other individuals using the same papers. It may supply names upon request.

7. Repositories are committed to preserving manuscript and archival materials and to making them available for research as soon as possible. At the same time, it is recognized that every public agency has certain obligations to guard against invasion of privacy and to protect confidentiality in its records in accordance with law and that every private donor has the right to impose reasonable restrictions upon his papers to protect confidentiality for a reasonable period of time. (a) It is the responsibility of the archivist to inform researchers of the restrictions which apply to individual collections or record groups. (b) The archivist should discourage donors from imposing unreasonable restrictions. (c) The archivist should, whenever possible, require a specific time limit on all restrictions. (d) The repository should periodically reevaluate restricted records and work toward providing access to material no longer harmful to individuals or to national interest.

STANDARDS ON APPRAISAL OF GIFTS

1. The appraisal for tax purposes of a gift of manuscripts to a research institution, as well as the payment of related appraisal costs, is the responsibility of the donor since it is the donor who receives the tax benefit.

2. As a matter of policy, a repository may: (a) inform its donors of provisions in the Internal Revenue Code pertaining to the appraisal of manuscript gifts; (b) provide, at the donor's request, auction records and dealers' catalogs available to the institution; (c) suggest appropriate professional appraisers; (d) provide administrative and processing services which will expedite the appraisal and assist the appraiser to make an accurate evaluation.

3. As a matter of policy, a repository should not: (a) alter its acceptance or archival processing standards because a prospective donor is interested in hav-

ing his collection appraised; (b) agree, as the recipient institution, to appraise or estimate the market value of a manuscripts collection or to endorse the monetary value assigned by a donor or professional appraiser either before or after the formal gift of the manuscripts to the institution; (c) discuss with prospective donors or publicize the appraisal value of individual manuscripts gifts which it has received; (d) permit the institution's name to be associated with appraisals made by its archival staff of materials donated to other repositories, although the individual appraiser's credentials may reflect his institutional affiliation.

Resolution on Security Classification

At its meeting in San Francisco on December 30, 1973, the SAA Council approved a resolution submitted by the Committee on Reference and Access, chaired by Sylvie Turner. *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 (except the most highly sensitive) security classified documents ten years after their creation.

South American Archives Study Tour

The Committee on International Archival Affairs has announced that its second archives study tour will be to South America August 4-24, 1974. The tour will feature visits to public and private archival agencies, manuscript repositories, and libraries in Lima, Santiago, Buenos Aires, Sao Paolo, Rio de Janeiro, and Caracas. Also included are tours of museums and historic sites, and visits to such attractions as Iguassu Falls. An optional extension to Cuzco and Machu Picchu has been scheduled. Sanders World Travel of Washington, D.C., has organized the tour. It is available to members of the Society, their families, and other persons interested in archives, manuscripts, libraries, and records management activities. For further information write to Frank B. Evans, Chairman, SAA Committee on International Archival Affairs, Room 5E, National Archives, Washington, D.C. 20408.

New Directory. A new *Education Directory* is now available from the SAA acting secretary's office. The directory includes an essay on careers in archives and descriptions of courses in archival administration offered at American and Canadian institutions. Frank B. Evans, assistant to the archivist of the United States, and Maynard J. Brichford, archivist of the University of Illinois at Urbana-Champaign, compiled

the directory. For a free copy of the directory, write to SAA Acting Secretary, Bentley Historical Library, University of Michigan, Ann Arbor, Mich. 48105.

Contributing and Sustaining Members. Annual contributing and sustaining memberships provide an opportunity for individuals and archival agencies to give an extra measure of financial support to the Society. In 1973, the Society used the additional funds to sponsor two professional conferences, to conduct a general election by mail ballot, and to defray the increased cost of printing the journal and the newsletter. The following persons recently became contributing members of the Society: Lee G. Alexander, Edmund Berkeley, Jr., Louis J. Capozzi, Anthony R. Crawford, Frank K. Eford, Patricia A. Fowler, Colonel M. A. Hagerstrand, Ruth M. Hauser, James R. K. Kantor, Rev. H. E. Nadeau, Samuel A. Streit, and Anne Trickett. Twenty-six institutions have each given \$100 to the Society as sustaining members:

The Balch Institute
 Barnard College Archives
 Buffalo and Erie County Historical Society
 Public Archives of Canada
 Coca-Cola Company Archives
 Colorado State Archives
 Department of Manuscripts and University Archives, Cornell University
 Illinois State Archives
 Kentucky State Archives and Records Center
 University of Kentucky Library
 Commonwealth of Massachusetts
 Michigan Historical Collections, University of Michigan
 Western Historical Manuscripts Collection, University of Missouri
 Archives of the Moravian Church, Bethlehem, Pennsylvania
 National Archives and Records Service
 New Jersey State Library
 New Mexico State Records Center and Archives
 North Carolina Department of Archives and History
 Ohio Historical Society
 Ohio State University Archives
 Library School, University of Ottawa
 Pennsylvania Historical and Museum Commission
 Texas State Library
 Archives of Labor History and Urban Affairs, Wayne State University
 Washington State, Division of Archives and Records Management
 State Historical Society of Wisconsin.

SAA Annual Meeting

The Society held its 37th annual meeting at the Chase-Park Plaza Hotel in St. Louis, September 25-28, 1973. Over 500 archivists, manu-

script librarians, and records managers participated in the sessions and attended archival workshops at the City Hall, the Concordia Historical Institute, the city campus of the University of Missouri, St. Louis University, the Missouri Historical Society, and the office of the Missouri Pacific Railroad.

Retiring President Wilfred I. Smith (Public Archives of Canada) directed the proceedings. Vice President F. Gerald Ham (State Historical Society of Wisconsin) assumed the presidency on the final day of the convention. He announced that as the result of a general election conducted by mail in August, James B. Rhoads (National Archives and Records Service) would serve as vice president for the coming year; Howard L. Applegate (The Balch Institute) would continue as treasurer; and Ruth W. Helmuth (Case Western Reserve University) and Hugh A. Taylor (Public Archives of Canada) would sit on the Council.

Members present at the business meeting of September 27 chose A. Carroll Hart (Georgia Department of Archives and History) to replace Edward N. Johnson, who had recently resigned from the Council. Ann M. Campbell (National Archives Branch, San Bruno, California) was elected to fill the Council seat vacated through the election of Mr. Rhoads to the vice presidency. The members also passed a resolution committing the Society and its affiliated institutions to eliminate discrimination in employment throughout the archival profession. To enable the Society to meet the rising costs of administration as well as to employ its first full-time, salaried executive director, the members approved a new schedule of dues under which individuals will be assessed according to annual salary.

The Society named four of its members Fellows for their outstanding contributions to the archival profession. They are Howard L. Applegate, director of The Balch Institute; V. Nelle Bellamy, archivist of the Church Historical Society; Richard W. Hale, Jr., archivist of the Commonwealth of Massachusetts; and Clark W. Nelson, archivist of the Mayo Foundation.

The Waldo Gifford Leland Prize for the best book of the year on an archival subject was shared by Ernst Posner, author of *Archives in the Ancient World*, and Patricia Kennedy Grimsted, author of *Archives and Manuscript Repositories in the USSR: Moscow and Leningrad*. Patricia P. Clark received the Philip M. Hamer Award for her editorial work on *The Papers of Andrew Johnson*, a documentary project of the National Historical Publications Commission. The Gondos Memorial Award went to Trudy Huskamp Peterson, a doctoral candidate in history at the University of Iowa, for her essay, "The Iowa Historical Records Survey, 1936-1942."

Minutes

Council Meeting, September 25, 1973. The proceedings opened at 1:00 P.M. in the Chase-Park Plaza Hotel with a meeting of the Council with retiring and incoming committee chairmen. President Wilfred I.

Smith welcomed the participants and turned the meeting over to Vice President F. Gerald Ham.

After the Council members had summarized the activities of those committees to which they had been assigned for the year, Mr. Ham commended the committees for their productivity. He then turned to committee work for 1974. The vice president said that a session of the Council meeting in December 1973 would be devoted to a thorough discussion of committee projects, and he asked each chairman to submit by November 1 a statement of the committee's purpose and an outline of its future plans. Mr. Ham suggested some urgent professional issues for the committees to deal with in the coming year. He concluded with a reminder to the chairmen of their responsibility to define committee projects and to see them through to completion. The session ended at 2:00 P.M.

Present when the meeting resumed at 2:30 P.M. were President Smith, Vice President Ham, Treasurer Howard L. Applegate, and Council representatives Richard C. Berner, C. Herbert Finch, Elsie F. Freivogel, Elizabeth H. Kegan, Mary Lynn McCree, James B. Rhoads, and Walter Rundell, Jr. Administrative Assistant Judith A. Koucky, Executive Director Robert M. Warner, and Editor Edward Weldon attended without vote.

The Council approved as corrected the Council minutes of April 13, 1973, and accepted the Executive Committee minutes of July 24 and 25, 1973. In order to make Council minutes available to the membership earlier than their publication in the *American Archivist*, the Council adopted Ms. Freivogel's recommendation that copies of the minutes be sent from the executive director's office to members upon request as soon as the Council has approved the minutes. A fee of \$1.00 is to be charged to cover the cost of duplication and postage.

The treasurer stated that receipts for the period January 1–September 18, 1973, totaled \$40,368.49, while expenditures came to \$43,999.86. Mr. Applegate's report was accepted.

Through Mr. Finch, the 1973 Nominating Committee offered several suggestions for improving the conduct of the general election. The Council referred some of the recommendations to the 1974 Nominating Committee, and it asked the Executive Committee for an opinion on those which would require changes in section 7 of the bylaws. Discussion of the election prompted Mr. Weldon to suggest that new Council members be invited to observe the last meeting of the Council before they take office in order to become familiar with its procedures.

Executive Director Warner presented a petition, signed by seventeen members at large, requesting that voters attending the business meeting on September 27 elect persons to replace Edward N. Johnson and James B. Rhoads on the Council. (Mr. Johnson resigned from the Council in July and Mr. Rhoads was elected vice president in August.) Mr. Applegate moved that the two Council vacancies be filled by the members present at the business meeting on September 27 rather than by

the Council alone and that the 1973 Nominating Committee suggest candidates for the seats. Mr. Ham seconded the motion. The Council passed it, with Mr. Finch dissenting. Mr. Rhoads said that he would resign from the Council immediately before the business meeting, so that his replacement could be chosen.

On April 13, 1973, the Council had voted to recommend the adoption at the next general business meeting of a graduated dues schedule for individual members based on gross annual salary. The dues were to range between \$15 and \$35. The Executive Committee had decided on July 25, 1973, to ask the Council to rescind that decision and to consider instead a dues increase of \$5 in each of the present categories of membership. After discussing the advantages and disadvantages of both plans, the Council deferred action until it had heard the opinions of other members at the Council and membership forum that evening.

Editor Weldon informed the Council that the cost of publishing the *American Archivist* would surpass the appropriation for 1973 because of an increase in the price of both printing and mailing. The Council took note of the fact that the 1974 appropriation for the journal would have to be raised.

The editor next presented a proposal from the Clio Press of the American Bibliographical Center in Santa Barbara, California, to gather and to issue regularly news of archival accessions, guides, finding aids, and documentary works. Because the Clio publication would be an expanded version of the "News Notes" section of the journal, it would eventually replace that section. The Council asked Mr. Weldon to arrange for representatives of the Clio Press to meet with the Council in San Francisco in December.

With regard to the draft standards for access to research materials and the draft standards on gifts, President Smith stated that the Committee on Professional Standards had made some changes in the two statements. The Committee on Reference and Access and the Committee on Collecting Personal Papers and Manuscripts were now considering the proposed revisions. As soon as the committees had agreed upon the final wording of the statements, the Council would take final action.

The executive director asked for and received Council approval to distribute to committee chairmen a procedural manual which he has written.

After having reviewed the work of the Joint AHA-OAH-SAA Committee on Historians and Archives during the year, Mr. Warner announced that the Society would host the next meeting of the committee in Ann Arbor, Michigan, in March 1974. Referring to the minutes of the AHA Council meeting of May 25-26, 1973, as reported in the September 1973 issue of the *AHA Newsletter*, Mr. Rundell noted that the AHA Council had asked the joint committee "to investigate ways of effectively and regularly making known the profession's views on federal appointments of vital concern to the historical profession." Mr. Rundell

requested more information on the matter and Mr. Warner agreed to bring it up at the next meeting of the joint committee.

On a recommendation of the Executive Committee, the Council rescinded its decision of April 5, 1972, on the disposition of the Philip M. Hamer Award and adopted the terms proposed by the subcommittee on the award. The new terms call for one prize of \$200 to be given annually for the next five years to a nonsenior editor of a project endorsed by the National Historical Publications Commission.

Mr. Rhoads announced that the National Archives would conduct a seminar on records management for archivists of developing countries in March 1974. An estimated \$6,000 would be needed to pay for the living expenses of the visiting archivists. Mr. Rhoads asked the Society to consider joining the Washington, D.C., chapter of the American Records Management Association in making a contribution for that purpose. The Council agreed to take action on the matter at its December meeting.

The Council recessed at 6:00 P.M.

Council Meeting, September 26, 1973. President Smith called the meeting to order at 8:00 A.M. in the Chase-Park Hotel. Also present were Vice President Ham, Treasurer Applegate, and Council representatives Berner, Finch, Freivogel, Kegan, McCree, and Rhoads. Executive Director Warner, Administrative Assistant Koucky, and Editor Weldon attended without vote. Council member Rundell was absent. The subject of discussion was the system of dues which the Council would recommend for approval by the membership at the annual business meeting. So that all of the dues schedules suggested during the past five months could be considered, Mr. Ham moved that the Council rescind its decision of April 13, 1973, to propose a graduated schedule ranging between \$15 and \$35 for individuals. Mr. Rhoads seconded the motion, and it carried.

At the Council and membership forum on the previous evening, 122 persons had participated anonymously in a salary survey conducted by the treasurer. Mr. Applegate reported that 18 percent of those who had taken part in the survey earned annual salaries of up to \$9,999; 46 percent made between \$10,000 and \$14,999; 20 percent earned between \$15,000 and \$19,999; 10 percent made between \$20,000 and \$29,999; and 5 percent earned \$30,000 and above. The treasurer presented a projection of the Society's finances in 1974 and subsequent years based on those percentages. [The figures are available from the treasurer.—ED.]

The Council then examined various types of dues schedules in order to determine which one would best meet the Society's needs as outlined in the treasurer's financial projection. During the discussion, the Council noted that most of the members present at the Council and membership forum had appeared to favor a graduated scale of dues on the ground that it allowed for a more equitable sharing of the Society's expenses than did a flat assessment. The majority of the Council ex-

pressed a preference for a graduated scale ranging between \$20 and \$60 of dues for individuals, because only that schedule would allow the Society to carry out the mandate of the membership to hire an executive director in 1974. Moreover, it seemed to be the only schedule capable of allowing the Society to function in the foreseeable future without having to levy additional dues increases.

Miss McCree moved that the Council seek approval of the following dues schedule, to take effect on January 1, 1974:

Individual Members

Regular

<i>Annual Salary</i>	<i>Annual Dues</i>
\$ 0—\$ 9,999	\$20
\$10,000—\$14,999	\$30
\$15,000—\$19,999	\$40
\$20,000—\$29,999	\$50
\$30,000—\$49,999	\$60
Contributing	\$10 more than any category above
Student	\$10

Institutional Members

Regular	\$35
Sustaining	\$100

Subscribers to the *American Archivist* \$20

Miss McCree further moved that after January 1, 1974, no new life memberships be accepted and subscriptions to the *American Archivist* be available only to institutions. She further moved that after January 1, 1974, institutional members receive no other Society publications for their dues but the *American Archivist*, the *SAA Newsletter*, and the annual convention program. Ms. Freivogel seconded the motion. The Council approved it, with Mr. Ham dissenting. Mr. Applegate was instructed to present the schedule on behalf of the Council at the business meeting on September 27, 1973.

The Council adjourned at 9:15 A.M.

Council Meeting, September 28, 1973. President F. Gerald Ham called the meeting to order at 1:30 P.M. in the Chase-Park Plaza Hotel. Also present were Vice President James B. Rhoads, Treasurer Howard L. Applegate, and Council members Richard C. Berner, Ann M. Campbell, Elsie F. Freivogel, Ruth W. Helmuth, and A. Carroll Hart. Acting Secretary Judith A. Koucky and Editor Edward Weldon attended without vote. Council representatives Mary Lynn McCree, Walter Rundell, Jr., and Hugh A. Taylor were absent.

The first item of business was the election of a Council representative to serve on the Executive Committee until October 1974. Mrs. Helmuth nominated Mary Lynn McCree, Ms. Freivogel seconded the nomination, and the Council members present elected Miss McCree unanimously.

President Ham said that after he had obtained more information on the proposed disestablishment of the Maine State Archives, he would notify the governor of the state, the chancellor of the University of Maine, and the chairman of the Maine Archives Advisory Board of the Society's position on the issue as embodied in the resolution passed at the business meeting on September 27, 1973. At the treasurer's suggestion, Ms. Freivogel moved that the president appoint two state archivists, and a federal archivist specializing in records management, to study the recommendations of Warren King and Associates, Incorporated, on the archival and records management programs of states which have consulted the firm. Mrs. Helmuth seconded the motion and it carried. President Ham asked Miss Hart to organize and to lead the study group.

In response to Mr. Weldon's inquiry about the composition of the Editorial Board for the coming year, the Council decided that the present members of the board should continue in office until the president and the editor had assigned a specific term to each member in accordance with article 6 of the bylaws.

Discussion of committee and board assignments led Mr. Rhoads to question the value of having Council members serve as liaison officers with the committees. Mrs. Helmuth and Mr. Applegate agreed with the vice president, suggesting that the responsibility of maintaining contact between the Council and the committees should belong after next year to the new executive director. On a motion by Mrs. Helmuth, seconded by Mr. Rhoads, the Council abolished the liaison system.

President Ham requested and received Council approval of two changes which he proposed to make in the committee structure. The Committee on Symposia and Regional Activities will be renamed the Committee on Regional Activity and will have the tasks of organizing symposia, providing liaison between the Society and regional archival groups, and developing membership. The Committee on Terminology and Statistics, formerly the Committee on Terminology, will devise uniform statistical methods of describing archival holdings.

Ms. Freivogel asked for additional information about the purpose of the newly formed ad hoc Committee on Research and Development. President Ham replied that the committee was to define the profession's long-term needs and to recommend ways of fulfilling them. Ms. Freivogel and Mr. Berner felt that such a committee could determine the Society's future priorities. They suggested that section 8 of the bylaws be amended so that ad hoc committees appointed by the president receive Council approval in the same way as standing committees. No action was taken on the suggestion. The president said that he would keep the Council informed of the activities of the ad hoc Committee on Research and Development and that he would pass any Council recommendations on to David R. Larson, chairman of the committee.

The Council asked Mr. Applegate, a member of the search committee for the executive director, to summarize the work of the committee so far. Mr. Applegate said that the committee had begun to recruit candi-

dates and to seek institutional support and that it would report next to the Executive Committee in November. At Ms. Freivogel's request, Mr. Applegate said that he would ask the committee to submit to the Council, for its information, a description of the executive director's duties and of the required qualifications for the position.

President Ham announced that the Society of American Archivists and the Society of California Archivists would hold a luncheon meeting in San Francisco on December 30, 1973, during the convention of the American Historical Association. Richard Jensen of the Newberry Library would speak on sources for the history of the American family.

The Council adjourned at 3:45 P.M.

JUDITH A. KOUCKY, *Acting Secretary*

Executive Committee Meetings, November 27 and 28, 1973. President F. Gerald Ham called the meeting to order at 1:15 P.M. on November 27, 1973, at the National Archives in Washington, D.C. Vice President James B. Rhoads, Treasurer Howard L. Applegate, Council representative Mary Lynn McCree, and Acting Secretary Judith A. Koucky were present.

Officers' Reports. Mr. Ham said that officials of the government of Maine had expressed some dissatisfaction with the recommendations of Warren King and Associates, Incorporated, regarding the reorganization of the state's historical and cultural agencies. For that reason, the possibility that the Maine State Archives would be disestablished seemed more remote at present than it did when the issue was first called to the Society's attention in September.

According to Mr. Ham, the executive directors of the American Records Management Association and the Association of Records Executives and Administrators had responded favorably to his proposal for a joint committee of the Society and their organizations. Appointed representatives of the three associations would determine the conditions under which a joint committee would be formed.

Mr. Ham said that he had asked Wilfred I. Smith, chairman of the Committee on Professional Standards, to name a subcommittee to review the Society's constitution and bylaws. The subcommittee is to suggest any changes that will bring the parts into logical consistency with each other.

The president announced that the SAA and the Society of Southwest Archivists would sponsor a luncheon on April 18, 1974, at the annual convention of the Organization of American Historians in Denver. E. Berkeley Tompkins, chief of the National Historical Publications Commission, would be the featured speaker.

Vice President Rhoads informed the Executive Committee that he had appointed Edward C. Papenfuse as chairman of the Program Committee for the Society's convention in 1975 in Philadelphia. Donald F. Harrison has agreed to serve as chairman of the Local Arrangements Com-

mittee for the 1976 annual meeting in Washington, D.C. Mr. Harrison will attend sessions of the planning commission for the Eighth International Congress on Archives in order to coordinate the Society's convention plans with those for the international meeting.

Miss Koucky reported that the administrative staff has prepared dues notices and membership application forms for use after January 1, 1974, when the new dues schedule is to take effect. An archival education directory compiled by Maynard J. Brichford and Frank B. Evans should be ready for distribution by the administrative staff in January 1974. After the staff has reorganized the alphabetical file of the membership, it intends to publish a directory of individual and institutional members in the spring of 1974. In response to Miss Koucky's inquiry about the size of the press run, the Executive Committee authorized 2,000 copies of the membership directory.

Old Business. The Executive Committee decided to submit to the Council a revised version of section 7 of the bylaws which would incorporate recommendations of the 1973 Nominating Committee on the conduct of the general election. Miss McCree offered to rewrite the bylaw.

The Executive Committee turned next to the draft standards for access to research materials and the draft standards on appraisal of gifts. In September 1973 the Committee on Professional Standards suggested certain changes in the statements, and the Committee on Reference and Access and the Committee on Collecting Personal Papers and Manuscripts subsequently accepted the revisions. The Executive Committee recommended that the Council endorse both statements at the next Council meeting in December 1973.

Expressing interest in the proposal of the American Bibliographical Center's Clio Press to gather and publish news of archival accessions, guides, finding aids, and documentary publications, the Executive Committee asked Editor Edward Weldon to arrange for representatives of the Clio Press to present their plan at the next Council meeting.

Mr. Rhoads reminded the Executive Committee of the seminar for archivists of developing countries to be held at the National Archives in March 1974. At its meeting of September 25, 1973, the Council considered lending some support to the visiting archivists. The Executive Committee directed Messrs. Rhoads and Applegate to ask officials of the Asia Foundation whether the funds which it had given the Society to administer could be used to help defray the living expenses of the archivists attending the seminar.

The Executive Committee authorized the president to explore the possibility of forming a joint committee of the Society and the national genealogical organizations. Mr. Ham said that he would get in touch with Winston DeVille, an SAA member, who is acquainted with many genealogists, for his suggestions.

In 1972, the Committee on State and Local Records asked the Council to approve certain changes in the function of the committee. The com-

mittee felt, however, that the Council's response had been unclear, and it was requesting a more specific answer to its inquiry. The Executive Committee instructed President Ham to inform Alan D. Ridge, chairman of the committee, that the committee should deal with municipal records, but that it should not expand its jurisdiction to records created at the national level. The Executive Committee also took note of the committee's suggestion that once the National Historic Records Program has become law, the Society should seek a grant to study state and provincial requirements affecting county and municipal records. The study could be undertaken as a bicentennial project.

The Executive Committee recessed at 4:45 P.M. and reconvened at the National Archives on November 28, 1973, at 9:10 A.M.

New Business. The Executive Committee considered first a proposal by Council member Elsie F. Freivogel for the creation of a select committee to study the workplace situation, training, and employment prospects of archivists. The committee agreed with the president that a subcommittee of the Committee on Education and Professional Development should take on the task. Persons not regularly members of the committee could be invited to serve on the subcommittee, so that it would be representative of all types of archivists.

Kenneth W. Duckett had asked the Society's permission to include the glossary of archival terms, recently completed by the Committee on Terminology and Statistics, as an appendix to his book on the care and administration of manuscripts. The book was scheduled for publication in 1974 by the American Association for State and Local History. Mr. Applegate informed the Executive Committee that the glossary would appear in a forthcoming issue of the *American Archivist*, and that the Society intended to sell the offprints. In view of those facts, he thought that Mr. Duckett might no longer be interested in putting the glossary into his book. The Executive Committee instructed Miss Koucky to pass the information on to Mr. Duckett. If he still wants to publish the glossary, he is to request a decision from the Council at its next meeting.

Frank G. Burke, chairman of the Committee for the Control and Description of Archives and Manuscripts, submitted a resolution in support of the National Union Catalog of Manuscript Collections project. The Executive Committee recommended passage of the resolution by the Council.

For the rest of the meeting, the Executive Committee discussed various budget requests for 1974. The treasurer said that he would have the total budget ready for the Council meeting in December.

President Ham adjourned the session at 12:10 P.M.

JUDITH A. KOUCKY, *Acting Secretary*

Business Meeting, September 27, 1973. President Smith called the meeting to order at 1:00 P.M. in the Chase-Park Plaza Hotel.

Philip P. Mason, chairman of the 1973 Nominating Committee, announced that 618 members had cast ballots in the Society's first general election by mail. They had elected James B. Rhoads as vice president; Howard L. Applegate as treasurer; Ruth W. Helmuth and Hugh A. Taylor as Council representatives; and Carolyn H. Sung, Edmund Berkeley, Jr., and Stanton F. Biddle to the 1974 Nominating Committee.

On behalf of the 1973 Nominating Committee, Mr. Mason offered the names of possible candidates for the Council seats formerly held by Edward N. Johnson and James B. Rhoads. The committee suggested A. Carroll Hart and William L. Rofes for Mr. Johnson's seat, and Ann M. Campbell and David J. Olson for Mr. Rhoads's seat. It was moved and seconded that those four persons be accepted as nominees for the two Council vacancies and that the nominations be closed. The motion carried. By written ballot, the voters elected A. Carroll Hart and Ann M. Campbell. Miss Hart will serve on the Council for two years, and Ms. Campbell for one year.

Mr. Applegate delivered the treasurer's report for the calendar year 1972 as submitted by former treasurer A. K. Johnson, Jr. [See below.—Ed.] Robert Williams, chairman of the Auditing Committee, stated that the committee had found all Society funds in order and moved that the treasurer's report be adopted. The motion was seconded and approved. Mr. Applegate informed the membership that receipts for the period January 1–September 18, 1973, came to \$40,368.49 and expenditures totaled \$43,999.86.

Executive Director Robert M. Warner summarized the activities of the Society during the past year. [See below.—Ed.]

The treasurer then presented the dues schedule approved by the Council on September 26, 1973, and moved its adoption by the members present at the business meeting. After the motion had been seconded, President Smith called for discussion from the floor. Frank G. Burke asked whether the Council had considered submitting the dues schedule to a vote of the entire membership by mail. Executive Director Warner responded that, according to the constitution, any proposal affecting dues must be voted upon at the annual business meeting. Nicholas C. Burckel suggested that the dues for individual members be increased \$10 for every \$5,000 earned above \$20,000. When A. K. Johnson, Jr., inquired whether a flat increase in each of the present dues categories had been considered, Mr. Applegate replied that in the Council's opinion, at least \$30 would have to be assessed each member if the Society were to meet its financial obligations in 1974. Frank B. Evans recommended that a dues category for allied professionals be established, and Charles E. Lee suggested that the vote on the dues schedule be postponed until the next annual meeting. Since there were no other statements from the floor, the question was called. A show of voting cards indicated a clear majority in favor of the motion, and President Smith declared the measure passed.

On behalf of the Council, Ms. Freivogel offered a resolution against

discrimination in employment in the archival profession. A motion to adopt the resolution was made, seconded, and passed. The resolution is as follows:

The Society of American Archivists, through its organized resources and the support of its membership, commits itself to eliminate throughout the archival profession employment discrimination because of race, color, religion, national origin, sex, marital status, age, life style, or political affiliation. To do less is incompatible with the standards of the profession and membership in the Society of American Archivists.

To achieve this goal, the Society calls upon individual and institutional members to secure equal opportunity for all applicants for positions and all employees seeking promotion by establishing and monitoring programs which will correct past discriminatory practices, increase at appropriate staff levels the number of qualified minority group members and women, and provide aid to individual and institutional members seeking full compliance with the law.

The Society recognizes that eliminating discrimination within the profession requires specific affirmative measures aimed at reducing the institutional barriers which minority group members and women have traditionally faced in seeking equal opportunity. To effect its commitment, therefore, the Society will, in good faith:

1. Increase the numbers of minority group members and women nominated for elective and appointive positions in the Society in relation to their availability to serve;
2. Seek minority group members and women as participants in the programs of the annual meeting;
3. Recommend, as the opportunity arises, minority group members and women for teaching assignments in archival training programs, for membership in interdisciplinary and interagency committees, and for other positions promoting the standards and promoting the welfare of the profession;
4. Reexamine the criteria for awards and honors and the methods used for selecting candidates, recognizing the wide range of activities that constitute outstanding professional service, and ensuring that minority group members and women compete on a fair and equal basis for recognition;
5. Recruit minority group members and women as candidates for all paid Society positions, and fill these positions without discrimination;
6. Encourage state and regional archival organizations, by whatever formal or informal means are appropriate, to provide full participation for minority group members and women in all their activities;
7. Aid archival agencies to implement their obligation to secure equal opportunity for minority group members and women by providing information on their numbers and progress in the profession, on institutional programs which may serve as models of good practice, on current guidelines to federal law, and similar informational devices;
8. Gather and make available information concerning recourses available to minority group members and women who may face problems of employment discrimination in the profession, and provide advice and consultation when requested.

C. F. W. Coker, chairman of the Committee on Resolutions, offered the following resolutions for adoption:

WHEREAS, the City of St. Louis, the University of Missouri in St. Louis, St. Louis University, Washington University, the Missouri Historical Society, the Concordia Historical Institute, the National Research Council, the Anheuser-Busch Company, and the National Personnel Records Center have graciously served as exemplary hosts for this, the 37th annual meeting of the Society of American Archivists, and

WHEREAS, it is to the officers, Council, and committee chairpersons that the Society owes its thanks and appreciation for much of the success of this conference, be it

Resolved, That the Society of American Archivists, through its executive director, formally extend sincere appreciation to

His Honor the Mayor of St. Louis;

The chancellors of the University of Missouri in St. Louis, St. Louis University, and Washington University;

The president of Anheuser-Busch, Incorporated;

The directors and the staffs of the Missouri Historical Society, the Concordia Historical Institute, the National Research Council, and the National Personnel Records Center;

Warren B. Griffin and the Local Arrangements Committee;

Frank B. Evans and the Program Committee, and all the participants who contributed so instructively and informatively to the sessions of this conference;

The Eastman Kodak Company for its generosity in hosting a breakfast for the Society;

The manager and staff of the Chase-Park Plaza Hotel;

The 3M Corporation, the Hollinger Corporation, and the Publications Office of the University of Missouri in St. Louis for their support to the logistics of the meeting. And be it further

Resolved, That the Society express its gratitude to its retiring officers and Council members for their many years of service:

Wilfred I. Smith, vice president and president; and C. Herbert Finch, Edward N. Johnson, Elizabeth Hamer Kegan, and James B. Rhoads, Council members. And be it further

Resolved, That the Society express particular thanks for exceptional services rendered by Robert M. Warner, first as secretary and then as executive director of the Society.

WHEREAS, the Society has sustained losses during the past year in the deaths of Everett O. Alldredge, Dorothy Arbaugh, Frances Helen Beach, Mary Reed Bobbitt, Robert Leslie Brandstatter, Joseph A. Greene, John W. Gross, Mary M. Johnson, and Thad Page. Therefore be it further

Resolved, That the sympathy of the Society be extended to their families.

A motion to approve the resolutions was made, seconded, and passed.

David E. Horn moved that the following resolution in support of the Maine State Archives be approved, and that a copy of the resolution be sent to the governor of Maine. The motion was seconded and passed. The resolution is as follows:

WHEREAS, the Society of American Archivists deems it important that records be handled by competent archivists and in suitable institutions, and

WHEREAS, there is a possibility that the Maine State Archives will be disestablished so that records will no longer be properly processed and handled, and

WHEREAS, the Society might help prevent the loss of this archival institution by providing timely advice or assistance. Therefore be it *Resolved*, That the Council of the Society of American Archivists investigate the possible abolition of the Maine State Archives and take such action as the Council deems appropriate.

Shonnie H. Finnegan, chairwoman of the 1974 Program Committee, reported on plans for the next convention in Toronto and urged members to submit their suggestions promptly to the Program Committee.

After a motion to adjourn had been made, seconded, and passed, President Smith declared the business meeting closed at 3:00 P.M.

ROBERT M. WARNER, *Executive Director*

Executive Director's Report, 1972-73

Administration of the Office. Our most important task this year was to prepare the office for the Society's first full-time executive director. In order to provide the director with an efficient system of administration, we tried to improve our methods of handling routine business. We initiated some new services to members in the expectation that the director would expand them in the future. For example, we converted the job placement bulletin into a newsletter containing information on a variety of activities within the profession, and we are presently compiling a directory of members for publication in 1974. We also wrote and distributed a manual of procedures for the guidance of committee chairmen.

Because the Society lacked the financial means to increase the executive director's staff this year, we did not complete all that we had planned to do. My two full-time assistants and a part-time employe processed an average of 230 checks and wrote an average of 223 letters every month, but they fell behind in the daily correspondence each time that a special project had to be undertaken. Fortunately, our members realize the need to give the executive director an adequate supportive staff, and I hope that our future revenue will allow the Society to hire additional employes.

Job Placement. Our office received more information on job openings this year than it did in 1972. Some of the openings occurred because of the retirement or death of archivists, but several were new positions resulting from the creation or enlargement of archival programs. Those facts indicate that while the job situation is not so good as we would like it to be, opportunities for work in archives are growing steadily.

At least nine persons found jobs in 1973 through the Society's placement service. Nevertheless, most archival positions continue to be filled by personal contact between employers and well-known members of the profession, especially the directors of major archives and the teachers of archival courses. Some of the most prominent archival institutions in North America still do not list their openings in the *SAA Newsletter* or in other appropriate placement bulletins. The Society has committed

itself to the elimination of discrimination in employment, so that each of us has an obligation to encourage the public announcement of jobs.

General Election. For the first time, we conducted the election of officers, Council representatives, and members of the 1974 Nominating Committee by mail this year. The 1973 Nominating Committee under Philip P. Mason performed its duties conscientiously and promptly, and our staff duplicated and sent out the election materials. Mr. Mason and I, together with two assistants, spent six hours of a hot summer day tallying the vote. The new procedure proved quite successful. Whereas 250 members present at the annual business meeting in 1972 cast votes, 618 returned ballots in 1973. The number of voters will probably rise in subsequent elections as members become accustomed to exercising their right to vote by mail.

International Affairs. Directed by Frank B. Evans, the Committee on International Archival Affairs arranged an archival tour of western Europe for our members in August. Twenty-two archivists visited archival institutions in England, Germany, Switzerland, Italy, Spain, and Portugal. All returned with enthusiastic reports about the collections which they had seen and the colleagues whom they had met. Next summer the Committee on International Archival Affairs plans to conduct a tour of archival agencies in South America. I urge our members to take advantage of this opportunity to promote the international exchange of professional knowledge and skills.

Committee Activity. A full account of the year's committee activity appears elsewhere in this issue, but I want to recognize in this report the substantive accomplishments of some committees. The Committee on Oral History, chaired by John F. Stewart, made a study of oral history programs in the United States and published the results in the *American Archivist*. Responses to a questionnaire sent out by Meyer H. Fishbein showed a disturbing lack of concern among archival agencies for the accession of automated records and the production of automated finding aids. The survey should prompt us to do something about the situation. Under the guidance of William E. Bigglestone, the Committee on College and University Archives completed two projects. One subcommittee chaired by J. Frank Cook compiled a manual of forms used in the archives of institutions of higher education, while another subcommittee led by Paul H. McCarthy, Jr., prepared a bibliography of articles relevant to the work of the college or university archivist. Charles E. Lee and the Committee on Federal and State Governmental Relations made further progress in securing the enactment of a national historic records program. The Committee on Terminology, chaired by William L. Rofes, completed a glossary of archival terms and submitted the text to the Editorial Board. Publication of the glossary will mark a significant advancement toward the standardization of our professional vocabulary.

As one of the Society's representatives on the Joint AHA-OAH-SAA Committee on Historians and Archives, I am pleased to report that our colleagues in the historical profession have fully acknowledged the con-

tributions that we archivists have made to the work of the committee. This year the committee adopted a statement of purpose and took a position on the question of whether archival agencies should charge users' fees. Both statements will appear in the newsletters of the three organizations. Still under discussion by the committee are such issues as access to research materials in general, access to classified documents, access to the records of congressional committees, and the tax-deductible status of private papers donated to archives.

The fact that several committees published in 1973 indicates that we are taking seriously our responsibility to produce more professional literature. A few months ago, President Smith created an ad hoc committee under the chairmanship of Herbert Angel to develop a long-term program of publications for the Society. The special committee will decide what types of scholarly writing are most needed in our profession, and the Editorial Board will implement the program. I am confident that the Society will soon begin to publish a body of professional literature dealing with all aspects of our work.

Archival Education. Because more archival agencies than ever before are requiring formal training in archives as a qualification of employment, a growing number of students want to take courses in archival administration. What they find, however, is a field nearly devoid of curricular or instructional standards. As the result of our neglect, courses of every imaginable quality are being taught, and some of them have become mere components of programs in library science or history.

Aware of the unregulated state of archival education, the Committee on Education and Professional Development sponsored in March a two-day conference of teachers of archival courses. The participants drew up minimal curricular standards for archival courses and published them in the newsletter for the consideration of the membership. Under the editorship of Maynard J. Brichford and Frank B. Evans, they compiled a new educational directory which gives general information on careers in archives and lists courses in archival administration offered at American and Canadian institutions. The directory will be available early in 1974. The Committee on Education and Professional Development intends to hold another meeting of teachers in 1974 for the purpose of establishing minimal instructional standards. It deserves our support, for if we do not act now to shape archival education in North America, we will ultimately lose control of our own profession.

Membership. Total membership increased this year by 10.2 percent over the total for 1972. As of October, the Society consisted of 1,498 individual members, 342 institutional members, and 948 subscribers to the journal. Part of the increase may be accounted for by the natural growth of the profession; but regional, state and provincial, and local archival organizations can take credit for having actively urged their members to join the Society. The Society itself conducted a membership drive under the direction of Vice President Ham that brought in nearly fifty new people.

After the dues increase becomes effective in 1974, we will have to persuade both present and prospective members that belonging to the Society is worth the extra expense. We are realistic enough to know that some will cancel their memberships and that others will decide not to join the Society because of the expense involved. Our losses can be minimized, I think, if the Society makes a special effort to expand services to members and if it takes a more active role in the life of the profession.

Onward and Upward. I feel sure that the engagement of a full-time, salaried executive director in 1974 will be an important step toward making the Society into an organization truly representative of the archival profession. The search committee has already begun to interview candidates for the position and to find another location for the office. Judith A. Koucky, my able assistant, will serve as interim secretary until the Council has hired a director. After the director has taken over the administrative functions of the Society, let us not make the task more difficult by expecting instant miracles. We must give the new director time to develop a long-range program for the Society before its various parts can be implemented.

I would not be honest if I did not admit to having endured many irritations, frustrations, and disappointments during my tenure as the Society's executive officer. Frankly, I am glad to leave the position in order to devote all of my energy to the Bentley Historical Library. I must also say, however, that working with the Society has made me more aware of the interests and concerns that unite us into a profession. My experiences during the past two years have convinced me that the archival profession in North America is very much alive and well.

ROBERT M. WARNER, *Executive Director*

Treasurer's Report. General Fund. The general fund or operating account is tax exempt under Section 501(c)6 of the Internal Revenue Code and carries the employee Identification No. 84-602-3531.

Cash on hand as of January 1, 1972, amounted to \$29,465.74 and receipts during the year totaled \$53,388.45. Cash receipts are as follows: membership dues, \$33,044.00; subscriptions to the *American Archivist*, \$8,823.70; advertising in the *American Archivist*, \$2,237.33; sales of back issues of the *American Archivist* and other Society publications, \$1,186.28; royalties, \$612.97; sale of microfilm and reprints, \$654.39; symposia and meetings, \$2,160.35; interest income from the General Fund Savings Account, \$1,513.16; transfers to the General Operating Account from the Life Membership Fund, \$298.68, from the Asia Fund, \$450.00, from the Leland Award Fund, \$637.16, and from the Committee for the 1970's, \$1,654.74; and miscellaneous, \$115.69.

Disbursements from the General Operating Account for the year totaled \$47,719.91 distributed among the following activities: president's office, \$347.50; vice president's office, \$250.20; secretary's office, \$17,884.85;

treasurer's office, \$575.27; committee expenses, \$2,478.01; meetings and symposia, \$995.74; printing and mailing the *American Archivist*, \$20,125.81; back issues and other publications, \$581.18; bank charges, \$36.76; contingencies, \$736.90; Leland Award, \$500.00; Asia Award, \$300.00. Transfers to other funds were made as follows: Life, \$600.00; Meeting, \$210.64; Publications, \$597.05; and Paper Research Manual, \$1,500.00.

The General Fund and Operating Account balance at the end of the year amounted to \$34,684.29 held in the Citizens and Southern National Bank, Atlanta, Georgia; the Huron Valley National Bank, Ann Arbor, Michigan; and the Fulton Federal Savings and Loan Association, Atlanta, Georgia.

For the year, income exceeded expenses by \$5,668.54, principally resulting from increase in membership, payback of advance to the Committee for the 1970's, and expenses of the president, vice president, and treasurer being considerably under budget.

Special Projects Fund. In addition to the General Fund, the Society in 1972 maintained separate fund accounts that are exempt under Internal Revenue Code 501(c)3 having the collective Identification No. 84-602-3532. These funds are maintained apart from the Operating Account and are so reported to the Internal Revenue Service each year. These funds may be used by direction of the Council and then only within the purposes for which each was established. As of January 1, 1972, these Special Project Funds totaled \$69,138.58, and as of the end of the year, December 31, 1972, the funds totaled \$71,638.44. The status of the Society's special funds as of December 31, 1972, was as follows: *Asia Foundation Fund*, \$1,681.67 (disbursed \$450.00 for grant and subscriptions); *Waldo G. Leland Prize Fund*, \$10,587.05 (transfer to General Fund, \$637.16; fund received a gift of \$8,000 from Mrs. Leland); *Life Membership Fund*, \$4,636.41 (transfer of interest to General Fund, \$298.68; received \$600.00 in Life Memberships); *Meeting Fund*, \$11,411.25 (transferred to Committee for the 1970's, \$2,000.00; received \$210.64); *Publications Revolving Fund*, \$7,610.58 (transferred \$250.00 to Committee for the 1970's; received \$414.97); *SAA Endowment Fund*, \$14,337.38 (contributions to this fund and interest for the year, \$1,988.09); *Permanence of Paper Fund*, \$16,725.02 (during the year grants and contributions to this fund were received in the amount of \$11,500.00; interest earned, \$708.85; disbursements, \$20,973.68 including SAA's contribution of \$20,000.00 to the National Archives Trust Fund; *Research Manual Fund*, \$4,933.79 (transferred \$1,500.00 from General Fund which meets SAA's commitment for funding this project).

Summary. The balance as of the close of business December 31, 1972, for the General Fund amounted to \$34,684.29 and the Special Project Funds totaled \$71,638.44, thus making the total of all funds belonging to the

Society \$106,322.73. Funds on deposit with the Fulton Federal Savings and Loan Association in Atlanta earned \$3,637.17 in interest during the year.

A. K. JOHNSON, JR., *Treasurer*

Committee Reports for 1972-73

Archives of Science. The committee pursued two activities during the 1972-73 year: planning the convention session and preparing a leaflet for publication by the Society. Washington area committee members organized a session on the archives of science and other members revised the text for a leaflet on the subject, to be used at professional meetings of scientists and engineers to encourage preservation of personal papers.—Richard H. Lytle, Chairman.

Buildings and Technical Services. The committee completed the survey tally for the questionnaires distributed last year. Plans are to use the tally for an article on the current status of buildings and equipment in archives and collections. Taken from the questionnaire is a list of architects who have designed buildings and/or additions specifically as archives. The list is available from the committee.

The committee proposed a workshop on buildings and additions for the SAA St. Louis meeting, to include architects and archivists and to be partly in workshop format and partly in panel discussions. The committee discussed the possibility of comparisons of equipment lists and guides.—Mary Boccaccio, Chairwoman.

Business Archives. This year has been an organizational one for this new committee, which will have its first meeting in St. Louis, at which time it will decide on future projects. We hope soon to be able to start attaining our goal, which is to see that the business history of the nation is preserved.—David R. Smith, Chairman.

Church Archives. The committee continued to prepare for publication a manual for church archivists and a revised and enlarged version of its 1969 guide to church records repositories. Subcommittees attempted to deal with such perpetual problems as the poor financing and the understaffing of religious archives, the decentralization of many denominational records, and the diverse responsibilities given to the church archivist. During the twenty years of its existence, the committee has increased public awareness of the importance of church records not only as sources for religious history, but for social history as well. Moreover, through its professional counseling services and its sponsorship of sessions at the Society's annual conventions, the committee has brought together many church archivists who formerly worked in isolation from each other.—August R. Suelflow, Chairman.

Education and Training. Six of the nine committee members met in

Ann Arbor, Michigan, on March 5-6, 1973, and approved "Minimum Curricular Guidelines for Archival Training Programs." The guidelines cover the content of courses, instructors' qualifications, and institutional resources. Also, the committee recommended the coordinated development of specialized courses or workshops on methodology, special types of records, and archival problems. The committee would arrange for financial support and cosponsorship by the Society, regional archival organizations, and universities. The committee approved and encouraged the development of noncredit institutes to meet specific needs of types of archival institutions, and prepared a 37-page revision of the Society's 1971 *Archival Education Directory* which includes a revision of the Society's careers brochure and listings of multi-course programs, single courses, institutes, and other educational opportunities. The committee began collecting archival position descriptions.—Maynard Brichford, Chairman.

International Archival Affairs. Major activities of the committee included planning and conducting the first SAA Archival Study Tour, which visited some twenty-four archival repositories in England, the Federal Republic of Germany, Switzerland, Italy, Spain, and Portugal, between August 12-31. Twenty-three members of the Society, including members of their families, participated, the committee chairman serving as tour director. A second study tour, this one of South American archives, is being planned for August 1974. The committee submitted to the Editorial Board its proposal for an anthology of articles by leading archivists throughout the world, and continues to work toward gaining financial support from the Asia Foundation for foreign trainees in the United States and Canada.

Individual committee members were active in planning and participating in UNESCO and ICA activities, particularly in an Inter-American Seminar on methods for developing integrated information services for Latin America and the Caribbean, and in the ICA-sponsored Round Table in Luxembourg. Consultant missions were completed by the chairman in Liberia in February, and by Oliver Holmes in the Caribbean area during the winter months. Work progresses on an International Seminar on Public Records Administration to be held by NARS with the support of UNESCO and ICA, and on the forthcoming 1976 Washington Congress of ICA.—Frank B. Evans, Chairman.

Labor Archives. During the past year the committee considered the following matters: (1) a convention session, "Labor Archives Today," suggested to and rejected by the 1973 Program Committee, and the suggestion thereof to the 1974 Program Committee; (2) a project to update the survey on labor records; (3) a project to evaluate the research value of grievance records and make recommendations concerning their preservation; and (4) the project of determining the historical and research value of the election and other National Labor Relations Board

cases that NARS does not retain, to determine what action might be taken to induce NLRB regional offices to place inactive files in appropriate archival depositories.

It is hoped that one of the above projects will be selected by the committee's members for 1974.—Dennis East, Chairman.

Paper Research. The committee met in Chicago to consider draft SAA specifications for bond and ledger papers for file folders. The specifications are now being drafted for early publication in the *American Archivist*.

The committee is still working on the drafting of a position paper on the use of recycled paper. The problem is not recycled paper *per se*, but the need for permanent/durable paper for archival purposes. The likelihood of recycled paper meeting archival standards seems quite remote. The National Bureau of Standards is continuing its research giving primary emphasis to the search for a new method of accelerated aging, for help in predicting the permanence and durability of newly made paper.—Gordon R. Williams, Chairman

Records Management. During the past year, the records management bibliography was submitted to the *American Archivist* for publication and appeared in the July 1973 issue. The committee feels that the selected bibliography gives a good range of functions of concern to records managers.

Work continues on the project of analysis of existing state statutes pertaining to records management. The committee hopes to develop effective proposals for use by those involved in new records management statutes and programs for the states.

The committee will have a booth at the 1973 SAA meeting, presenting a continuous slide presentation of records management program activities and functions and displaying materials and publications. The program committee has included in the 1973 annual program an increased number of sessions relating to records management.—Ivan D. Eyler, Chairman.

State and Local Records. The committee, regretting delay in Council's pronouncing incisively on our plans for revitalized goals, feels that it urgently needs a strong voice on Council.

Good progress has been made in preparing the *Directory of State and Provincial Archives* and a *Survey of Retention and Disposal Schedules*.

The committee critically reviewed Initiative #276 of the state of Washington and recommended to the Council a line of reaction.—Alan D. Ridge, Chairman.

Symposia and Regional Activity. On behalf of the Society and in collaboration with the National Archives, the committee sponsored seven symposia during the year. Some covered the general aspects of archival administration; others dealt with the documentary sources for genealogy,

business history, and ethnic studies. Statistics compiled by the committee showed that between 1964 and 1972 over 6,000 people attended 79 SAA-sponsored symposia. The committee also devised an evaluation form to be filled out by participants of future symposia.—Paul A. Kohl, Chairman.

Collecting Personal Papers and Manuscripts. This committee has completed work on the standards statements on legal title and access, and has formally accepted the revised statement and forwarded it to Council.

Two projects have occupied the committee this year, the sponsoring of a panel discussion at the St. Louis meeting, and the preparation of a set of standard forms for manuscripts work, which might be useful to members of the Society. A subcommittee has collected samples from many institutions and has prepared a set of draft forms.—Edmund Berkeley, Jr., Chairman.

College and University Archives. The committee prepared a descriptive bibliography styled as a brochure and intended to aid persons new to the field. Also it compiled a set of sample forms selected to show the types presently being used in college and university archives. Copies of this "forms manual" may be purchased.—William E. Bigglestone, Chairman.

Data Archives and Machine-Readable Records. The primary project was the distribution of a questionnaire about the impact of ADP on U.S. and Canadian archives and analysis of the returns, which showed that more than half of the included archives had no plans to accession machine-readable records and very few were considering the use of ADP for preparing finding aids and publications. Furthermore, most archivists seem to lack effective liaison with the agencies for which they perform archival functions.

Another project was the drafting of a format for a bibliography on ADP for archivists. Another project, the development of a seminar for archivists, is already planned for a test next August at the University of Sussex, England.—Meyer H. Fishbein, Chairman.

Reference, Access, and Photoduplication. Over the past year the committee has been trying to get approval for our draft of Standards on Access to Manuscripts and Archival Collections. Council sent it to the SAA Committee on Professional Standards for its appraisal and approval, and we hope that committee will consider it so that the Council can take some final action.

During the past year we presented this same draft also to Clyde Walton, Chairman of the Manuscript Collecting Committee of the Rare Book and Manuscript Section of ACRL-ALA, who felt that these standards needed only minor changes in wording to make allowances for their use in libraries rather than archival institutions.

The resolution on Security Classified Documents, which this committee authored at the last SAA annual meeting and which Council approved was presented to the joint AHA-OAH-SAA committee. That committee suggested some changes which the SAA Council did not feel were acceptable. At the request of the Council, James B. Rhoads and the chairwoman reworked the resolution and returned it for presentation to the joint AHA-OAH-SAA committee.

The draft statements regarding standards of photoduplication policies, written by various members of our committee, should be considered at the fall committee meeting.

Our committee organized for the SAA 1973 annual meeting an introductory workshop entitled Manuscript Collections and Literary Rights: Problems and Solutions in Common Law and Copyright.—Mary Lynn McCree, Chairwoman.

Terminology. The Ad Hoc Committee on Terminology has completed work on its "Glossary of Basic Terms" and submitted it to the Editorial Board with our recommendation that it be published as an official SAA document.

The committee submits these recommendations: (1) the Committee on Terminology be made a permanent committee of the Society; (2) the committee hold an open meeting at every annual meeting of the Society, at which time it will receive recommendations for additions, deletions, and revisions to its glossary; and (3) the committee be charged with the responsibility for issuing addenda or complete revisions to the "Glossary of Basic Terms."—William L. Rofes, Chairman.

Urban Archives. 1972-73 was a year of reorganization and redefinition for this committee, one of three established after the dissolution of the Urban and Industrial Archives Committee at the 1972 convention. Discussions centered on the definition of an "urban archives," on the relationship of the committee to others that dealt with urban sources, and on the choice of appropriate and feasible projects. The committee was divided into two subcommittees: one to construct a working definition of "urban archives" and the appropriate role of the committee, and the other to examine existing urban archives surveys and investigate the feasibility of conducting a "survey of surveys" for publication in the *American Archivist*. Ad hoc assistance was given in the preparation of a grant proposal to establish an urban archives in Houston. The subcommittees are due to report on their findings at the St. Louis meeting.—Andrea D. Lentz, Chairwoman.

Women's Committee. The purpose of this ad hoc committee was to determine facts on the situation of women in the archival profession. The committee devised two questionnaires, one directed to individuals and the other to the heads of about 250 archival institutions. The questionnaire for individuals was sent to all members of the Society. To

reach as many nonmembers as possible, recipients of the questionnaire were asked to make copies and distribute them to fellow employees, and the committee contacted the various regional archives groups and asked them also to distribute copies. More than 700 replies were received from individuals and about 150 from institutions. The tabulation and analysis of the returns will be a major function of the committee during 1973-74.—Mabel E. Deutrich, Chairwoman.

Committees for 1973-74

Because the press deadline for this issue occurred before all committee assignments had been made, additional appointments will appear in the April 1974 issue of the *American Archivist*.

Archives-Library Relationships (ad hoc). Chairwoman Nancy E. Peace (Library, Rhode Island Historical Society, 121 Hope St., Providence, R.I. 02906). Patricia A. Andrews, Lee Ash, Stanton F. Biddle, Scott Bruntjen, Burton Cesare, Charles C. Colley, Miriam I. Crawford, Judith R. Goodstein, Bruce C. Harding, Steven Hensen, J. R. K. Kantor, Howard P. Lowell, Helen Q. Schroyer, Robert E. Stocking, Carolyn A. Wallace, Jo Ann Williamson, Daniel A. Yanchisin.

Archives of Science. Chairman Richard H. Lytle (Smithsonian Institution Archives, Washington, D.C. 20560). Warren Albert, Maynard J. Brichford, Clyde M. Collier, Clark A. Elliott, Eugenia Kucherenko, Abby Levine, Dorothy J. Mahon, L. S. McClung, Darryl B. Podoll, John A. Popplestone, Nathan Reingold, Murphy D. Smith, Joan N. Warnow, Manfred J. Wasserman.

Auditing. Chairman William B. Miller (Presbyterian Historical Society, 425 Lombard St., Philadelphia, Pa. 19147). George Ann Daly, Allen Weinberg.

Aural and Graphic Records. Chairwoman Peggy Ann Kusnerz (1942 Cambridge Rd., Ann Arbor, Mich. 48104). David H. Culbert, M. Patricia Freedman, Barbara J. Humphrys, Lila M. Johnson, Stephen Masar, Charles W. Ohrvall, George Talbot, Leslie C. Waffin, S. A. M. Wagner, Henry G. Wilhelm.

Buildings and Technical Equipment. Chairwoman Mary Boccaccio (Archivist, McKeldin Library, University of Maryland, College Park, Md. 20740). H. Thomas Hickerson, Warner W. Pflug, Kenneth W. Richards, Richard Strassberg, George A. Walsh.

Business Archives. Chairman David R. Smith (Walt Disney Archives, 500 S. Buena Vista, Burbank, Cal. 91505). Douglas A. Bakken, Donald J. Channing, Helen L. Davidson, Roland DeLorme, John Donofrio, Edie Hedlin, J. D. Henn, Wilbur G. Kurtz, Jr., Robert W. Lovett, William L. Rofes, Gary Saretzky, Robert L. Volz.

Church Archives. Chairman August R. Suelflow (Concordia Historical Institute, 801 DeMun Ave., St. Louis, Mo. 63105). Lorraine P. Arnell, V. Nelle Bellamy, Robert G. Carroon, Joseph A. Cichon, Jr., Thomas F. Elliott, Oscar Fleishaker, Melvin Gingerich, Brooks B. Little,

Lynn E. May, Jr., William B. Miller, Vernon H. Nelson, John H. Ness, Jr., Earl E. Olson, Charles F. Rehkopf, Edwin Schell, John F. Schmidt, John W. V. Smith, Donald E. Trued, Robert C. Wiederaenders, John R. Woodard.

Collecting Personal Papers and Manuscripts. Chairman Edmund Berkeley, Jr. (Mss. Dept., Alderman Library, University of Virginia, Charlottesville, Va. 22901). Judith Austin, K. Jack Bauer, Lester J. Cappon, Earle Connette, Herman R. Friis, Larry J. Hackman, Paul J. Scheips, Charles R. Schultz, Ann Allen Shockley, Virginia R. Stewart, Michael D. Swift, Thomas Wilsted, Benedict K. Zobrist.

College and University Archives. Chairman William E. Bigglestone (Oberlin College Archives, Oberlin, Ohio 44074). Julius P. Barclay, Edith J. Blendon, Nicholas C. Burckel, John M. Clayton, Jr., J. Fraser Cocks III, Roy Sylvan Dunn, Katherine Emerson, Shonnie H. Finnegan, Paul Gratke, Jacqueline K. Haring, Ethelyn Harlow, Ralph Havener, Ruth W. Helmuth, Harley P. Holden, William W. Jeffries, Julie V. Marsteller, Paul H. McCarthy, Jr., Robert W. McDonnell, Stephen C. Morton, Jon K. Reynolds, William H. Richter, David W. Rudkin, Joseph G. Svoboda, William J. Vollmar.

Data Archives and Machine-readable Records. Chairman Meyer H. Fishbein (Records Appraisal Division, National Archives and Records Service, Washington, D.C. 20408). Bruce F. Ashkenas, Michael E. Carroll, Jerome M. Clubb, Ronald L. Heise, Jack K. Jallings, Richard T. Martin, Belden Menkus, Richard C. Place, Gerald J. Rosenkrantz.

Education and Professional Development. Chairman Maynard J. Brichford (University Archives, Room 19 Library, University of Illinois at Urbana-Champaign, Urbana, Ill. 61801). Russell E. Bidlack, Richard C. Berner, John C. Colson, F. Gerald Ham, A. Carroll Hart, Ruth W. Helmuth, Edward C. Papenfuse, Wilfred I. Smith.

Federal and State Governmental Relations. Chairman Charles E. Lee (South Carolina Department of Archives and History, 1430 Senate St., Columbia, S.C. 29201). Winfred E. A. Bernhard, Martha M. Bigelow, Lawrence E. Gelfand, Elizabeth H. Kegan, Louis H. Manarin, James E. O'Neill, Samuel S. Silsby, Jr., Robert Williams.

International Archival Affairs. Chairman Frank B. Evans (Assistant to the Archivist of the United States, National Archives and Records Service, Washington, D.C. 20408). Virginia Ballengee, John P. Heard, Oliver W. Holmes, Kathleen Jacklin, Morris Radoff, James B. Rhoads, Fred E. Steele III, George S. Ulibarri, Alfred Wagner, Peter Walne, Edwin Welch, Robert V. Williams, Dorman H. Winfrey.

Labor Archives. Chairman Dennis East (Archives of Labor History and Urban Affairs, 144 Purdy Library, Wayne State University, Detroit, Mich. 48202). Ronald L. Filippelli, David B. Gracy II, Jack K. Jallings, A. D. Mastrogiuseppe, Jr., Philip F. Mooney, Patrick M. Quinn, Peter Silverman, Richard Strassberg, Nancy Stunden, Michael D. Swift.

Nominating. Chairwoman Carolyn H. Sung (Manuscripts Division,

Library of Congress, Washington, D.C. 20540). Stanton F. Biddle, Edmund Berkeley, Jr., Ann M. Campbell, Mary Lynn McCree.

Oral History. Chairman Gould P. Colman (Department of Manuscripts and University Archives, Library, Cornell University, Ithaca, N.Y. 14850). Willa K. Baum, Joseph H. Berman, Thomas E. Blantz, Irene Cortinovis, Charles W. Crawford, Carole S. Warmbrodt DeLaite, Robert A. Gamble, Jay M. Haymond, Richard W. Iobst, Allen W. Jones, Jean C. Jones, Albert S. Lyons, Elizabeth B. Mason, Garnett McCoy, James V. Mink, John R. Nesbitt, Michael Plunkett, David J. Rosenblatt, John F. Stewart, Chester R. Young.

Paper Research (ad hoc). Chairman Gordon R. Williams (Center for Research Libraries, 5721 Cottage Grove Ave., Chicago, Ill. 60637). Howard L. Applegate, James L. Gear, Edward N. Johnson, Clark W. Nelson, Philip P. Mason, Frazer G. Poole, James B. Rhoads.

Preservation Methods. Chairman Clark W. Nelson (Archivist, The Mayo Foundation, Rochester, Minn. 55901). Cathryn Abernathy, Russell P. Baker, Eleanor C. Bishop, James L. Gear, Joanne E. S. Hohler, Virginia M. Ingram, Anna P. Lundberg, William L. McDowell, Jr., Paul Mucci, John J. Newman, Mary L. Ritzenthaler, Richard D. Smith, John Cotton Wright.

Professional Standards. Chairman Wilfred I. Smith (Public Archives of Canada, 395 Wellington St., Ottawa, Ont. K1A 0N3, Canada.) Herbert E. Angel, H. G. Jones, Herman Kahn, Charles E. Lee, Philip P. Mason, Clifford K. Shipton.

Program. Chairwoman Shonnie H. Finnegan (University Archives, State University of New York at Buffalo, 123 Jewett Parkway, Buffalo, N.Y. 14214). Stanton F. Biddle, Ann M. Campbell, Gould P. Colman, Sara J. Fuller, Andrea Hinding, Peggy Ann Kusnerz, Bonnie F. Svoboda, Michael D. Swift, Edward Weldon (ex officio).

Records Management. Chairman Thornton W. Mitchell (Records Management Consultant, North Carolina Department of Administration, Raleigh, N.C. 27603). Dennis R. Bodem, Douglas L. Detloff, Ivan D. Eyler, Harry N. Fujita, Gerald L. Hegel, Odell B. Lamb, Howard Presel, Bonnie F. Svoboda, Ethel Von Gerichten, Ida F. Wilson.

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State and Local Records. Chairman Alan D. Ridge (Provincial Mu-

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Techniques for the Control and Description of Archives and Manuscripts. Chairman Frank G. Burke (Educational Programs, National Archives and Records Service, Washington, D.C. 20408). Terry P. Abraham, James J. Atherton, Arline Custer, Max J. Evans, Sara J. Fuller, Connell Gallagher, David B. Gracy II, Eleanor McKay, Warner W. Pflug, Thomas E. Powers, G. Martin Ruoss, Robert L. Brubaker, Lydia A. Lucas.

Terminology and Statistics. Chairman William L. Rofes (Records Analysis and Control, IBM Corporation, Old Orchard Rd., Armonk, N.Y. 10504). C. F. W. Coker, Frank B. Evans, Dorothy Hill Gersack, Donald F. Harrison, David E. Horn, John D. Knowlton, Alan D. Ridge, Edwin A. Thompson.

Urban Archives. Chairwoman Andrea Hinding (Social Welfare History Archives Center, Library, University of Minnesota, Minneapolis, Minn. 55455). Carmen R. Delle Donne, C. Herbert Finch, Melvin G. Holli, David E. Kyvig, Fred Miller, Archie J. Motley, Harold T. Pinkett, Merl E. Reed, Susan Sudduth, Frank A. Zabrosky.

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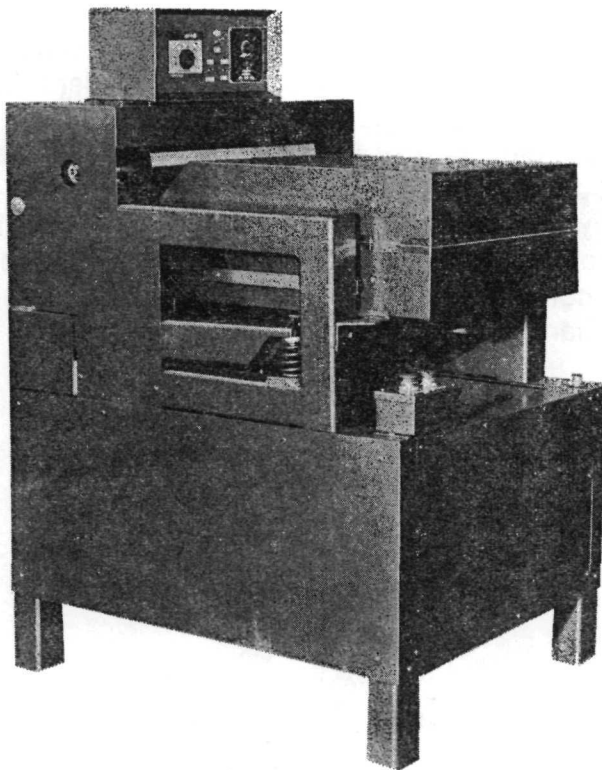


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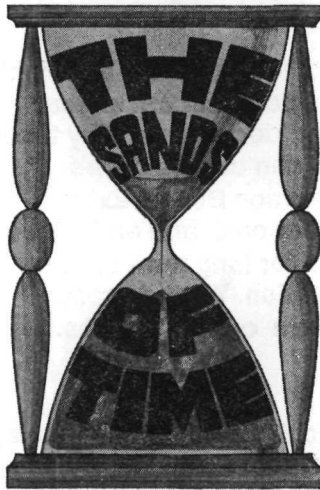


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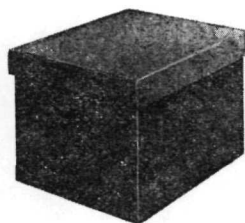
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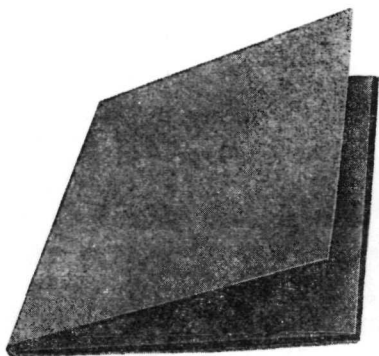
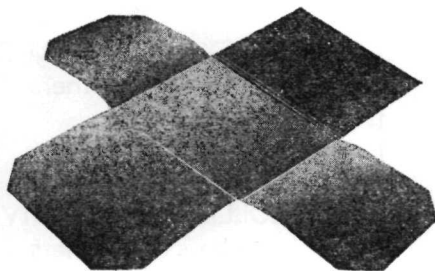
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Send notices to Kathryn M. Murphy, National Archives, Washington, D.C. 20408.

MARCH 1974

- 7-9/*Missouri Valley History Conference*, Omaha, Neb. Write Jo Ann Carrigan, Dept. of History, Univ. of Nebraska, Omaha, Neb. 68101.
- 21-23/*Midwest Archives Conference*, Spring Meeting, Bismarck Hotel, Chicago, Ill. Write Archie Motley, Chicago Historical Society, Clark St. at North Ave., Chicago, Ill. 60614.

APRIL 1974

- 3-8/*Society of Architectural Historians*, Annual Meeting, New Orleans, La. Write Rosann S. Berry, Exec. Secretary, Soc. of Architectural Historians, 1700 Walnut St., Room 716, Philadelphia, Pa. 19103.
- 15-18/*Catholic Library Association*, Annual Convention, Hilton Hotel, Pittsburgh, Pa. Write John Corrigan, CFX, Asst. to Exec. Director, Catholic Library Assoc., 461 W. Lancaster Ave., Haverford, Pa. 19041.
- 17-20/*Organization of American Historians*, Annual Meeting, Denver Hilton Hotel, Denver, Colo. Write OAH Exec. Secretary, 112 N. Bryan St., Bloomington, Ind. 47401.
- 26-27/*Mid-Atlantic Regional Archives Conference (MARAC)*, Spring Meeting, Charlottesville, Va. Write Michael Plunkett, Manuscripts Dept., Univ. of Virginia Library, Charlottesville, Va. 22901.
- 29-May 1/*Association of Records Executives and Administrators*, Annual Conference and Exposition, Sheraton Inn Convention Center, Washington, D.C. Write AREA, Greater Washington Chapter, Box 89, Washington, D.C. 20044.

MAY 1974

- 2-3/*National Information Retrieval Colloquium*, Holiday Inn, 18th and Market Sts., Philadelphia, Pa. Write the Colloquium on Information Retrieval, Inc., Box 15847, Philadelphia, Pa. 19103.
- 4/*New England Historical Association*, Meeting, Rhode Island College, Providence, R.I. Write John Gagliardo, Dept. of History, Boston University, Boston, Mass. 02215.
- 30-31/*National Archives Conference on Naval History*. Write Richard von Doenhoff, National Archives, Washington, D.C. 20408.

JUNE 1974

- 19-21/*Agricultural History Society*, Annual Meeting, jointly with the Symposium on Agriculture in the Development of the Far West, Davis, Calif. Write Agricultural History Center, Univ. of California, Davis, Calif. 95616.

AUGUST 1974

- 17-27/*International Congress on the History of Science*, Tokyo, Japan (Aug. 17-24), Symposium, Kyoto (Aug. 26-27). Write Henry David, Division of Behavioral Sciences, National Research Council, 2101 Constitution Ave., Washington, D.C. 20418.

SEPTEMBER 1974

- 23-27/*Intergovernmental Conference on Planning of National Documentation*, Library and Archives Infrastructures, Paris, France. Write UNESCO, Dept. of Documentation, Libraries and Archives, 7 Place de Fontenoy, Paris, France 75700.
- 25-28/*American Association for State and Local History*, Annual Meeting, Austin, Tex. Write William T. Alderson, AASLH, 1315 Eighth Ave. South, Nashville, Tenn. 37203.

OCTOBER 1974

- 1-4/*Society of American Archivists*, 38th Annual Meeting, Royal York Hotel, Toronto, Ontario, Canada. Write Acting Secretary, SAA, Bentley Historical Library, Univ. of Michigan, Ann Arbor, Mich. 48105.

