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"The common law of literary property rights is more flagrantly violated by scholars and by governments than any other law I know of. And it is violated knowingly with a 'don't give a damn' attitude in the sacred name of scholarship."

--Winston Broadfoot

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Copyright. Society of Georgia Archivists, 1974.
Like an untrained bird dog, I shall run a few legal rabbits through the archival briar patch. Thus my remarks shall be at random, pointed and barbed perhaps as we go. If we scare up a few rabbits, that's almost as good as catching one.

I shall mention copyright, but not really talk about it. Copyright is that protection which the Congress of the United States extends to those people who publish their creative efforts. The law is designed to prevent literary piracy, a kind of theft that once flourished when one publisher would print for his own profit the works of another publisher. Under copyright law, within certain limitations, this can be done only by the payment of royalties. The invention of the photo-duplicating machine has made every kid on the block a potential publisher and pirate, but we won't go into that mess except to say for the past ten years Congress has been trying unsuccessfully to revise the 1909 Copyright Law. One of the main problems is that of fitting the business of photocopying into the doctrine of fair use of copyrighted materials. Under court interpretation, fair use is the little bit you get free, without violating the copyright law. Anyhow, instead of copyright law, I will be talking about manuscripts and some problems relating to these unpublished materials.

A manuscript is a chattel or an item of personal property, if you will, and the first question I raise of chattels is who owns them. Except for some specialized chattels, like negotiable instruments in limited situations, you cannot own an item that has been stolen from someone else. You might possess it, but you do not own it, no matter how innocently you came by it nor how much

*Mr. Broadfoot, an attorney and the Director of the Flowers Collection at Duke University, delivered this talk at the Society's Workshop on Archives and Records in Atlanta on November 17, 1973.
you paid, nor how long ago the theft occurred. The right­ful owner has only to prove his claim in order to recover the chattel without any reimbursement whatever to you. The law here is the same whether we speak of manuscripts, wash­ing machines, rare books, jewelry, or junk.

Real property, as opposed to personal property, con­sists of various estates in land. Historically real prop­erty is transferred from one owner to another by an instru­ment describing the property. The instrument, known as a deed, is then recorded as a public record. The execution of the instrument in the form required by law is entirely sufficient to effect the transfer of the property. The purpose of the recording is to give public notice of owner­ship, thereby making ineffective any subsequent recording by another party purporting to claim the same property. From these requirements, both as to the deed and the re­cording, you can readily see that one does not steal land as readily as one steals a refrigerator. However, to com­plicate this issue just a little bit for your benefit, there is such a thing as adverse possession whereby a stranger to your title may own your property after a number of years of active possession that is openly hostile to your interests. So we see that there can be a kind of theft of real estate which, though it takes several years to bring off, is ultimately sanctioned under the concept of adverse possession.

To this law of theft as it applies to personal property and real property, I now add the caveat that I am talking only about ordinary mortals. Kings were once above the law, even as now and then a president tries to be. The rule was that adverse possession never ran against the Crown. This doctrine still applies to real property owned by any government or sub-division thereof. For example, you can fence off a piece of federal or state park and build a house on it and live there forever, claiming the land however you will, and you will never own that land.

Of course practical problems arise as to a theft of chattels that has been committed in the distant past. When people who originally owned the property have died, a difficulty exists in establishing that the theft occurred and in locating the lawful heir to the property. Partic­ularly you can see this is true when we are talking about ordinary personal property with no special identifying
marks. Even when we are talking about letters where the author and the original recipient are certain, the fact that such manuscripts are later in someone else's possession is not any evidence of theft. Witness today's thriving manuscript market which is in no way a thieves' market.

An individual owner can sell, give away, or discard whatever manuscripts he possesses. Such transfers are common and they make a particular transfer by theft hard to spot. For all that, let me say again that the manuscript thief gains no title nor does any person in the chain of possession from the thief have title.

Do the same rules apply to manuscripts belonging to the State as to the manuscripts of an individual? This is what is called an interesting question, but first a footnote: Manuscripts of presidents of the United States are today considered their personal property. Presidents have raised money and established libraries in places of their choosing, thereafter obtaining public funds to support these personal monuments. Yet the typewriters, the secretarial time, the materials, the office overhead, and all costs whatever in the production of these documents come from the public purse. I see no way these materials can be considered private property, unless we revert to the concept of the royal privilege, which is a cut above executive privilege.

Mr. Nixon donated his vice-presidential papers to the National Archives and received approximately one-half million dollars of tax benefit. That tax loophole has now been closed but a question remains: If a vice-president's papers are his to donate, albeit now without a tax benefit, might he not sell the papers? Better yet, does a president have the right to destroy his papers? End of footnote.

Most problems of ownership are less complicated when one considers state documents. The dispersal of state documents happens less often than that of private papers. Recent state archives laws make ordinary disposal illegal. This leaves us with problems arising from earlier days. What about abandonment—for example, a court house was renovated and in the process public records were dumped in the trash. Have not these papers been abandoned and therefore do they not legally belong to whomever rescues
them from the trash? Certainly this would be the case with private papers. Many states, take the position that there can be no abandonment of public property. As the State Archivist of Virginia wrote to me in 1960:

Insofar as public records of Virginia are concerned, it has been the policy of the Virginia State Library to deny that title to such public records can ever be alienated, and hence they cannot be sold by an individual or dealer with any guarantee of title.

This view raises legal questions which, as far as I know, have not been answered. For example, how do you make a legal distinction between the state not being able to abandon manuscripts yet being able to abandon, or sell, or otherwise dispose of most any other form of chattel that it owns? Does not the attitude that there never can be an alienation of state manuscripts partake of royal prerogative? How do you make a modern viewpoint retroactive?

Considerable cloudiness exists as to what constitutes public archival property in the first place. Part of the problem has to do with manuscripts that were never in the possession of a government but which might, nevertheless, be claimed by it. The attempt of the federal government to assert ownership of certain memorabilia from the Lewis and Clark expedition, which was financed by the government, comes to mind. In that case, the claim of the government for documents which had never been in the possession of the government, was defeated. I am also thinking of an example out of my own recent experience. We bought some manuscripts from a person in North Carolina whose ancestor had been an adjutant general in the Confederate Army. A nationally known manuscript expert had appraised the collection and rendered his opinion as to the Confederate manuscripts as follows: "Since these are official records, this volume is legally the property of the Federal Government, to whom it should be returned, and no evaluation is assigned." That opinion is all the more remarkable because these papers had been in the house from which we got them since 1865. The state of Georgia has had its own experience with this phenomenon. Some few years ago your legislature authorized the Secretary of State to spend as much as $20,000 to obtain from the federal government the records of Confederate soldiers from Georgia. These materials were probably a part of the so-
called "Rebel Archives," spoils of war brought to Washing­ton at the close of the Civil War and thereafter, miraculously, federal property.

Somewhat similarly, the federal government in the First and Second World Wars took control of a variety of alien property in this country. At one time the Alien Property Custodian had well over 50,000 cubic feet of manuscripts. The disposition, still incomplete, went in every possible direction from destruction, to retention, to return to the former owners. There is still no understood policy in determining the custody and disposition of enemy records. Most of that answer probably needs to come from international treaties.

Having said this much on the question of ownership of public and private records, let us turn now to the problem of use. Hopefully the law relating to the use of manuscripts can be explained without all the exceptions which I was required to make in talking about ownership.

Public records, with small exceptions most involving confidentiality, may be quoted and published. Private records, where they are donated to or bought by an institution, similarly may be used but only to the extent that the donor or seller could himself have used them. By this I mean that the scholar may publish in full those writings of the donor or seller because, obviously, any author may publish that which he wrote. But the typical manuscript collection will consist heavily of letters written to the donor or seller. It is with these materials that we hit a snag, called the common law of literary property rights which is still preventative, or pre-publication if you like, in its operation.

In 1890 in the Harvard Law Review, a remarkably foresighted article entitled "The Right to Privacy," by Samuel Warren and Louis Brandeis examined the nature of this incorporeal right and concluded that it rested more on the right to privacy than on property rights:

The same protection is accorded to a casual letter or an entry in a diary as to the most valuable poem or essay, to a botch or daub or to a masterpiece. In every case the individual is entitled to decide whether that which is his shall be given to the public. No other
has the right to publish his productions in any form, without his consent.

This personal property right, unless alienated, abandoned, or breached, exists in the heirs of the author unto perpetuity.

This common law of literary property rights is more flagrantly violated by scholars and by governments than any other law that I can think of. And it is violated knowingly with a "don't give a damn" attitude in the sacred name of scholarship. Under federal auspices the National Historical Publications Commission proposes to film "virtually all documentary sources of national significance for all but the most recent period (material dated after 1920), regardless of where this material is located in the United States." That statement was made by Dr. Wayne Grover, former Archivist of the United States, in an article in the March 1966 issue of the Journal of American History. From what I have seen, the program makes no distinction between what can legally be filmed and what cannot legally be filmed. Nor have I seen any recognition by the National Historical Publications Commission that a problem exists, let alone any expression of concern. It would be nice if the Commission would request a ruling from the Attorney General, but my impression is that the gentlemen involved with the program really don't want to know if they are in error.

The individual scholar also violates literary property rights when he quotes and publishes manuscripts which, at best, should only be summarized. Bear in mind the scholar has the right to read the protected letter and to tell all about it. He can publish the fact that this author wrote the specific person on the particular date a two page typewritten letter in which the writer admitted taking the money, how much, from whom, in what denominations, and what he did with it. All the scholar can't do is directly quote the letter in broadcasting these details.

That's enough. I think scholars cry too much when they say the law of literary property rights cripples research. I also see the scholar's transgressions as less significant than those of the federal government, not because the scholar is necessarily more ignorant, but because his total activity lacks the scope and purpose to
violate the rights of others that so obviously exists in the federal program. Filming can't summarize or pick significant facts; it can only totally and mindlessly ignore the law.

Parenthetically let me say that today the federal government is the defendant in a suit brought by the scientific publisher, Williams and Wilkins Company, for copyright violations. The Court of Claims has ruled for the plaintiff and the case is on appeal. At issue is the publication of some 80,000 copyrighted items per year by the National Library of Medicine and its affiliated agencies without a nickel of royalty being paid. The publisher doesn't want to prevent the copying but he does want royalty payments for it.

Thus we see an important difference between copyright and literary property rights. Copyright provides a means of payment in an understood and accepted commercial situation. Redress against the violator of the copyright law lies simply in forcing him to make adequate payment. On the other hand the author of the unpublished manuscript has had his privacy breached by unauthorized publication and money does not make amends in the same way. The privacy is gone forever, with whatever unwanted results that might have accompanied it. I have no doubt that the law of literary property rights should be limited in duration by statute. No personal right should exist in perpetuity. But it should remain clearly a right of privacy, not to be confused with copyright in any way. Meantime we should cease our arrogant and willful violation of both laws. As a librarian I must throw our name into this pot. Not a day goes by that we don't aid and abet these violations by furnishing our personal services and our institutional equipment for copying that invades privacy as to manuscripts and goes beyond any possible concept of fair use for copyrighted material.

To all the lousy reasons that we hear these days for breaking the law, let us not add the excuse that we too, in the name of enlightenment, are above it all.
CHALLENGES TO ARCHIVAL SURVIVAL
PUBLIC POLICY AND GOVERNMENT ARCHIVES ADMINISTRATION

Samuel S. Silsby, Jr.*

As many of you are undoubtedly aware, the Executive Branch agencies of Maine State Government were recently the subjects of an efficiency and economy study conducted by a team of businessmen under the direction of a professional firm of management consultants. Some of you may be familiar with such studies, as this particular firm has had consultant contracts in eighteen other states, and is now engaged in a similar survey of state government operations in Florida. These studies, which are designed to utilize the expertise of local businessmen to recommend cost saving efficiencies and economics by applying business methodology to state government, have enjoyed widespread attention in recent years, in a time when inflationary spirals have dramatically increased the cost of state government, when taxpayers are alleged to be in near revolt, and when the prospects of a serious economic recession seem imminent. Governors and state legislatures have therefore been eager to underwrite these efficiency studies, and the concept of a hard-headed, objective study of the government bureaucracy by sound and practical businessmen has considerable popular appeal.

The format for these studies is much the same in each state: The business community donates the funds to support the study and the fees of the professional consultant firm. Under the direction of the consultants teams of businessmen who have been appointed to conduct the study then survey the individual state agencies by on-the-spot investigation and by personal interviews with agency heads and administrators. A report containing recommendations for improvements in economy and efficiency is then submitted to the governor and legislature for implementation.

*Mr. Silsby is the State Archivist of Maine. He read this paper at the South Atlantic Archives and Records Conference in Atlanta, May 2, 1974.
The Maine Management and Cost Survey Report was released in September, 1973, following a two-month study completed the previous April. Its recommendations for the Maine State Archives can be summarized as follows: The Maine State Archives was to be abolished as an organizational entity, as was the office of State Archivist itself. The centralized state records management program was to be discontinued, responsibility for the disposition of current records was to be returned to the individual departments, and the State Records Center was to be abandoned. Temporary labor was to be utilized to eliminate the 150 year backlog of executive records that had been transferred to the Maine State Archives and which, due to pressures induced by the need to bring the material into safe custody, had not yet been fully arranged and described. Laboratory services were to be eliminated, and the identified archival holdings were to be transferred to the Maine State Library Bureau, including presumably nearly 300 years of judicial records transferred to the Maine State Archives by the Supreme Judicial Court.

It is not my intention here to describe in detail the events of the intervening months between the release of the report in September and the legislative committee hearing held on February 5, 1974, at which all of these recommendations were unanimously rejected. Suffice it to say that a combination of factors having to do with the vagaries of the current political situation, with the interplay of personalities, with shortcomings of the whole report as it affected the entire executive branch, and a number of unique phenomena not likely to occur in any other state, all contributed in part to that unanimous rejection of the recommendations for the Maine State Archives. But we can draw no comfort from the random set of circumstantial peculiarities that were at work in Maine during that particular period. The fate of the Maine State Archives could easily have been different; the recommendations of the businessmen could well have been implemented if the agency had not had an affirmative policy position and a record of achievement that transcended the then current circumstances. And there is no guarantee that the rejection of the survey recommendations by the most recent legislature is final, or that a worsening economic climate will not revive and revitalize any study that purports to have discovered cost saving expediencies. It should also be noted that none of the state surveys directed by this or any other management consultant firm have produced reports that are very favor-
able to state archival programs; nor can it be expected that similar efficiency studies to come will take a different view. Whether or not states indulge in formal efficiency studies, how can we insure archival survival, or the continued existence of publicly supported programs for the preservation and maintenance of government records during cycles of economic recession or against the pressure of political realities as they are enacted in governmental reorganization? Why are archival and records management programs invariably the losers when streamlining or efficiency drives are unleashed in state government? And how can we reverse the trend, so that archival survival need no longer be a topic for professional gatherings such as this?

In the specific case of the Maine State Archives and the recommendations of the Maine Management and Cost Survey, the fundamental answer was provided by Mr. Herbert E. Angel, in his presentation in defense of the agency's programs to the Legislative Committee on February 5, 1974, an answer reinforced by Dr. Frank B. Evans, who also testified in behalf of the agency and its program. Mr. Angel observed that "The Maine Management and Cost Survey in its study of the Maine State Archives: 1. did not understand what it saw; (and) 2. did not know what proven and effective recommendations to make about what it did see. . ."1

Although the Maine report did not, as is the case with survey reports of other states that we have been able to review, cite any supporting rationale for any of its recommendations, it may be supposed that the recommendations were drawn from whatever general assumptions and premises about the nature of state archival programs the consultant firm may have drawn from its experience in other parts of the country, and by the overall impression that non-professionals might glean from the available descriptive information about state archival programs elsewhere. The Survey's avowed purpose was to eliminate unnecessary programs, marginal operations and frills from Maine State Government, and the comment of one of the management consultants—"Archives! Who needs them!"—is a good indication of the attitude that can prevail if government archival agencies continue to be administered as marginal luxuries, rather than as inherently fundamental government services. We were able to defeat their recommendations because the Maine State Archives has projected itself as a basic government service since its inception, and because the Maine Legislature has consistently supported a policy that recognizes that the responsibility for pre-
serving, maintaining and servicing its own records is an essential responsibility of government, undertaken for its own continuance as well as for the benefit of all its citizens. This represents, therefore, not a "Maine State Archives policy" although we have articulated it more explicitly than any other archival institution, but a public policy which has long been implicit in the very nature of government itself. It has roots squarely in the Anglo-American tradition of self-government, which, upon analysis, has much to do with the nature and purpose of government record-keeping, and therefore with what ought to be fundamental to government archives administration.

Any discussion of what is or ought to be the nature and purpose of American state government archives must begin with an analysis of the origins of American governmental systems. There are significant differences between the administrative policies of the three great colonial powers who dominated the North American continent. Two of them, the French and the Spanish, because of a variety of economic and social factors as well as a deliberate matter of policy, failed to develop or promote mechanisms for local self-government on this side of the Atlantic. The French transported a limiting system of vestigial manorial feudalism which inhibited rather than encouraged the emigration of large numbers of permanent settlers into the French territories and prevented the development of strong institutions of local self-government. The royal governors and civil administrators, the church and the army were under the direct supervision of hierarchical superiors abroad and reported to them.2

The Spanish government neither encouraged the emigration of settlers nor had any significant economic need of them in the new world. Again, an administrative system divided between royal governors and civil servants, the church and the army functioned with an appropriate record-keeping system that had its origins in, and flowed back to, Madrid. The great private landowners operated in a semi-feudal status, with manpower provided by a largely illiterate native population. Those aspects of their daily lives that required record-keeping—births, marriages and deaths—were attended to by the church. Except for census purposes, these vital registry functions were not conducted by civil authorities until after 1789 in France and much later in Spain. Since land titles and inheritance were based upon royal grants subject to laws

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of primogeniture and other quasi-feudal procedures, other crucial aspects of what we have come to know as typical of local government record-keeping responsibilities were minimal or totally absent.

The nature of the English administrative attitude toward its colonial possessions in North America, however, provides a dramatic contrast to the French and Spanish systems. Both the theory and practice of English colonial government and the subsequent political system that later emerged produced a very different concept of what the responsibilities and purposes of government should be. Obviously, we are here on well-trodden ground, for most of us are familiar with the philosophical principles and the sequence of circumstances that promoted the American democratic system of government. There has, however, been a conspicuous lack of consideration directed to the implications of this kind of government in relation to its record-keeping practices, and to the responsibilities of government for the documents that are its tangible foundation.

The seventeenth century English charters granted for purposes of colonization in the new world expressed both the conceptual relationship between citizens and government that had been evolved in the mother country, and a unique extension of it for colonial administration. For example, the charters of the London and Plymouth companies granted by James I in 1606 guaranteed to settlers "the same liberties, franchises and immunities as if they had been abiding and born within this our realm of England." The colonists in their own right presupposed that they would live under a system of local self-government and invariably, as a first undertaking, they created the legal means for doing so. Thus the Mayflower Compact of 1620 expressly authorizes the colonists "...by virtue hereof to enacte, constitute and frame such just and equal lawes, ordinances, acts, constitutions and offices from time to time, as shall be thought most meete and convenient for ye generall good of ye colony." The subsequent laws, ordinances, acts, constitutions and offices, and corresponding administrative procedures created by these and other colonists were borrowed, with minor modifications, from English practices and precedents. The English system for local administration was highly sophisticated, having evolved over centuries of the continuous exercise of local responsibility on the shire or county and municipal
levels as well as through a decentralized judicial system. The orderly continuity of such a system depended upon administrative and legal precedent which could only be invoked through equally sophisticated record-keeping practices on every level of civil authority. This tradition was, without exception, transmitted into the governmental policy of the thirteen English colonies.

The political history of England in the seventeenth century, which resulted in profound limitations of royal power, further served to intensify the authority and responsibility of political institutions dominated by the citizenry. At the same time, more emphasis was placed upon "character" rights and other legal instruments which delineated the apportionment of sovereignty. Not for nothing did the English parliamentarians resurrect Magna Carta and other documentary precedents to prove the principles by which they opposed the monarchy, so that it might be said that certain records came to take the place of the royal person of the king, and of God as the concrete, tangible foundation of the State. These developments were not lost on the colonists who continued to create such documentation in the form of charters and constitutions to embody civil polity on these shores.

The intellectual ferment of the late seventeenth and early eighteenth century Enlightenment clarified these tendencies to an even greater degree, and Enlightenment thinking constitutes the second great influential force which shaped the early nature and purpose of government record-keeping. The post-revolutionary founding fathers were steeped in the essence of Enlightenment thought, in the principles of natural law and in its implications for political and social institutions. They were acutely conscious of the opportunity afforded to them to implement these intellectual concepts into practical applications. Unlike their European counterparts, they were in a unique position to implement and eventually enforce a form of government which would as practicably as possible embody the rational ideal of the philosopher. And this could only be done by putting the ideal in documentary form to be ever after invoked and used as a final civil authority. Accordingly, "the form of (enlightenment theory) . . . became more concrete, less speculative and metaphysical, more positive and merely legal. Natural rights were numbered, listed, written down and embodied in or annexed to constitutions, in the foundations of the State itself."

"Congress, before declaring a final
separation from Great Britain in 1776, formally recommended to the Assemblies and Conventions of the Colonies the establishment of independent governments for 'the maintenance of internal peace, and the defense of their lives, liberties and properties.' The constitutions adopted in response to this request... (became) the basis of the State governments... The federal constitution in turn became the model for the state constitutions which were to follow, in which these abstract principles were also enumerated.

These government records, these constitutions, together with statutes enacted by the federal and state governments which reinforce, extend, amplify, support and clarify the abstract principles of government are likewise to be considered as the foundations of the state itself—an obvious, but often overlooked fact, with considerable significance for government archival institutions. The fundamental character of this type of documentation can readily be comprehended, because these records constitute what is more precisely termed the organic law of the nation and its political subdivisions, or are supportive of it. Officials of the three branches of government who generate and administer these records have tended to preserve them carefully and have rarely permitted them to become alienated, for these constitute "...the law of a commonweal, the very soul of a politic body, the parts whereof are by law animated, held together, and set on work in such actions as the common good requireth."7

Similarly, records emanating from most registry functions of government, such as records of deeds and land titles, have likewise been viewed as having such an intrinsically official character that their retention and preservation by the government itself has been maintained without challenge. Not so obvious is the equally fundamental character of administrative records, particularly of the executive branch. Yet these records are by their very nature most apt to provide the continuous documentary proof of the government's accountability to its citizens in carrying out the mandates of statutory authority under the constitution and in the expenditure of public funds. A governmental system which exercises its authority by consent of the governed must have the means to account for the stewardship of its officials in the carrying out of a public trust, now and in the past. This is one of the primary purposes of government record-keeping in a democratic system, and therefore, one of the primary purposes of government record preservation. This ought to be the most,
instead of the least, discernible truth about government records in view of the recent pressures for more stringent "right to know" legislation. A corollary to this concept is that records created or received by elected or appointed officials and representatives who exercise authority in behalf of and for the benefit of the entire citizenry belong to the entire citizenry, and should be preserved for the entire citizenry. This has been the implied policy of American government on all levels, and accounts for the survival of a largely intact body of documentation in Maine dating from statehood in the case of the executive and legislative branches and, in the case of the judicial branch, from the seventeenth century.

But unlike judicial records, which never become fully inactive because of precedent and evidentiary value, and unlike legislative acts which have the character of positive law, administrative records of the executive branch in many states have been subject to value judgments which disregard their fundamental character. Because statutes of limitations expire in time, and because the parties involved in past transactions and decisions eventually die, and because their successors in office may seldom need to invoke past documentation for current business, the original character and purposes of these records has often been overlooked and ignored, especially if they are thought to have historical or general research value. Historians and genealogists who have had an intense interest in seeing that these records are made available have been instrumental in establishing archival programs and facilities. Certainly a professional program and appropriate facilities are a desirable goal, for the space provided for these records by the originating agencies is usually inadequate and unsafe; nor can individual agencies provide personnel to meet the exclusive needs of researchers. Unfortunately the solution in many states has been, with the concurrence of special user groups, that any seemingly relevant profession and any seemingly appropriate facility will do. Thus official government records have been alienated into the custody of private organizations and institutions, or transferred to state agencies that are not intrinsically involved with basic functions of government, such as state libraries and museums. It is quite true that these agencies may produce program services that are highly effective in terms of preservation techniques, archival methodology and efficient reference service. But they are solutions that transform archival functions into marginal, "frill" services which, if publicly funded, will surely be questioned.
and most probably be eliminated if economic realities re­quire it. Thus, the Maine legislature in 1933 declared that "Whereas, at this particular period the estimated and probable revenues of the state for the ensuing two years will be insufficient to meet the estimated expendi­tures of the state, based on the requirements of the law as now existing, and Whereas, it is imperative that all disbursements not productive of a corresponding resulting benefit to the state be discontinued at once," and pro­ceeded to suspend state aid to librarians and the expenses of the State Historian.

If there is also a primary emphasis on the scholar­ly research value of records to the degree that this becomes the most important purpose for maintaining a pub­licly funded archives program, if the only rationale pro­vided for funding such a program is to serve the needs of historians, genealogists and other private researchers, then the likelihood of archival survival becomes lessened. Not only is this approach unrealistic for long-term survival, it is a downright distortion and abrogation of the real responsibility inherent in the administration of government records. They are fundamental to the govern­ment itself; they belong to the government in trusteeship for all citizens; and the responsibilities delegated to the archivist ought to require him to select and preserve them for those reasons, not for the exclusive benefit of a minority of special users.

One of the factors that has served to distort our understanding of the fundamental nature of government records has been the sheer physical volume of material that concerned individuals have had to confront in every state. By the turn of the century, accumulations of government records on every level constituted a physical problem of sufficient magnitude to induce the American Historical Association, through its Public Archives Commission, to undertake a large scale effort to get these records trans­ferred to adequate facilities, as had Sparks, Bancroft and others in the previous century. All deplored the in­adequate storage provided for records by the originating government agencies, and those who were familiar with centralized European archives and with manuscript reposi­tories here and abroad were eager for similar reference services and good working conditions in which they could conduct research. In criticizing government agencies for inadequate storage conditions and physical neglect and for bureaucratic indifference to their research needs, they also
presumed that governments were indifferent to official records in all respects, and that they, as consumers, were by default the proper agents to supervise the disposition of permanently valuable government records, and to establish policy for their utilization. This, as we have seen, should not have been the case.

The Maine State Archives is in the process of compiling an index-digest of constitutional and statutory records provisions, a compendium of all laws which have prescribed requirements for the creation, retention, disposition, use, recording media, dissemination, copying and accessibility of government records of all branches and all levels within the state. Completed, it will extend to three or four hundred pages. These records provisions, some of them dating from Maine's statehood in 1820, demonstrate that the state has always maintained as its own responsibility all of the elements of proper records administration. It has done so for its own protection and that of its citizens, for its own continuous administrative purposes, and to maintain its accountability. Through these provisions, the responsibility is equally incumbent on all three branches of government and on all levels of government. Presumably, similar provisions can be found in the constitutions and statutes of all states in substantially the same scope and number.

What we are really talking about, then, is the fact that state and local governments have always recognized a responsibility for their own records. They fall short of fulfilling this responsibility when the accumulated volume becomes greater than individual agencies can manage, and when public demands for reference become greater than they can provide. Then this responsibility can be most effectively carried out by providing a central, secure location for the housing of permanently valuable records. Still more effective responsibility can be exercised if professional records management and records center services and facilities are also centrally provided. And if professional methodology is applied to the selection, preservation, arrangement, description and referencing of these records, and if a full range of supportive technical services are provided, then this basic responsibility of government is discharged to the fullest extent. And such a solution is vital, for the volume and complexity of records now being generated is simply beyond the management capacity of the component agencies of government alone. But the centralized professional approach is inadequate if it does not
extend to all three branches and to all levels of government.

A government archival and records management program should be established so that it assumes the full original responsibility of the government on the basis of legislative delegation. The agency's policies, services and placement within the government should reflect this delegation. It cannot do so if its services are indiscriminately combined with seemingly related disciplines, without any clear distinction of what its mission is, or if it collects manuscript material as an equal enterprise undistinguished from its delegated responsibilities for official records, or if it views its government archival holdings only as a resource identical in nature, value and use with artifacts and private papers.

This then, is the affirmative position of the Maine State Archives to which I alluded at the outset of these remarks. You will have noted that the Maine Management and Cost Survey recommendations previously summarized bear little relation to the kind of policy and program that has been described. For some inexplicable reason they ignored the program relationships that have been established with the courts, the counties, and the municipalities. They ignored the fact that the Maine State Archives holds and services the judicial records of the state dating from pre-statehood to 1930, subject to the direction of the Supreme Judicial Court. They made no provision for the administration or disposition of this material in the proposed transfer of archival responsibility and holdings to the State Library. They also made no provision for restoration laboratory services once the agency had been abolished, and there were other inaccuracies that suggest that the study itself was both inadequate and superficial. But the ominous fact is that most of the survey assumptions reflect an approach to government records administration that does prevail in many states. It is most apparent in their cavalier attitude toward the archives and records management professions, and above all, toward government records themselves. Thus they asserted that librarians can administer official records just as well as anybody else; that a distinct state archives program therefore doesn't need to exist; that there need not be a State Archivist; that records administration entails no administrative responsibilities and therefore there is no need for an administrative staff; that there is no need for a photocopying
service exclusively for record material; that although there may be some need for technical assistance in the creation and maintenance of current records, this function has nothing to do with archives; that the impressive mass of government records carefully preserved by the State of Maine over the years simply adds up to too many pieces of paper; that if the departments were left alone they would eagerly throw all this paper away; that there would therefore be no need for a records center; that the whole organization ought to be abolished; and then, in the words of the Survey Report, such actions "will have lasting consequences of substantial value to all Maine people for many years to come."9

Such was and is the nature of the latest challenge to centralized state archival and records management programs. To successfully meet this challenge, I urge you to rethink the role of government records in a democratic society, and to develop and support a public records policy based upon their fundamental relationship to the operations of government itself. Government records are not, and never were intended to be, simply a type of cultural resource. To regard and to promote them as such is to invite disaster.
NOTES


Like other public service institutions, the National Archives and Records Service of the General Services Administration, "NARS," has necessarily modified, expanded, and redefined its mission over the years to implement the will of Congress. The National Archives was created by Congress in 1934 as an independent agency. Viewed in retrospect, the agency is today in the midst of a transition in its history as an institution. Its original mission, its original staff, and even its original building, have, in a very real sense, served their initial purposes. The centralization and preservation of the archives of the federal government has been assured, and the generation of men and women who devoted their professional careers to the accomplishment of these objectives have almost all passed from the active scene. Their achievements are truly remarkable. In less than four decades they created what has become, by general admission, the preeminent national archival institution in the world, in terms of the volume and variety of its holdings, the technology and professionalism involved in their preservation and administration, and the variety of programs intended to facilitate their use.

This central achievement is all the more remarkable since it was accompanied by the successful initiation of a range of related new programs as Congress expanded the basic mission of the National Archives. For example, the Office of the Federal Register, which Congress first

*Dr. Evans is Assistant to the Archivist of the United States. He read this paper at the annual meeting of the Society of Georgia Archivists in Atlanta on February 1, 1974.
authorized in 1935 to publish the laws, executive orders, and agency rules and regulations affecting business and individuals, today compiles, indexes, and publishes a wide variety of basic administrative and legal publications that range from the official Organization Manual to the daily Federal Register, the Code of Federal Regulations, the Weekly Compilation of Presidential Documents, the Public Papers of the Presidents, and the U.S. Statutes at Large. The Office of Records Management, which formally dates from 1950 when the National Archives was terminated as an independent agency and a reconstituted National Archives and Records Service became one of the constituent services of the General Services Administration, provides a variety of program services to all federal agencies relating to the creation, maintenance and use, and disposition of their records. The closely related Office of Federal Records Centers, an outgrowth of World War II experience, today administers a nationwide network of 15 strategically located records centers that provide low cost storage and necessary services on more than 15 million cubic feet of semicurrent federal records, those no longer needed in offices for the conduct of current business, but that still possess administrative, legal, fiscal or other values for operational purposes.

Beginning with a unique institution, the Franklin D. Roosevelt Library which was accepted by Congress in 1939 to be administered by the National Archives, a Presidential Library system has been developed under Congressional guidelines to preserve and make available to scholars the papers of every president since President Hoover; and in recent years, the National Historical Publications Commission, which is administered by NARS and of which the Archivist of the United States serves as chairman has developed a national program for the publication, through letterpress or on microfilm, of public and private records and personal papers basic to the study, teaching, and understanding of our national experience.

This, in very brief compass, is the heritage of NARS as an institution. It is one of which it can justly be proud. Nevertheless, the fact remains that the nature and extent of the research resources in the custody of NARS are still relatively little known to the great majority of scholars and other researchers.
These resources may be regarded as falling into five broad categories, each presenting its own particular problems of access and use, and each constituting its own challenge to the imaginative researcher. The least utilized, in terms of the traditional interests of most American historians, are the nondocumentary resources, the many thousands of museum objects in the presidential libraries as well as the artifacts, including court exhibits, that are part of the official records of the government. They range from the stamp collections of Franklin Delano Roosevelt, through the many valuable gifts given by foreign heads of state to recent presidents, to the weapons and other physical evidence involved in presidential assassinations. To date virtually all of this material has been used, if at all, almost exclusively for exhibit purposes. These nondocumentary resources deserve to be known more widely and to be used more extensively.

A second category of research resources consists of published material. Included are the specialized libraries in each of the presidential libraries; the extensive holdings on archives administration, past and present, of the National Archives Library; and a relatively recent and important addition to the printed documents collection of NARS. This acquisition constitutes the more than 2 million items published since 1861 by the Government Printing Office that comprised the former library of the Superintendent of Documents. These "printed archives" of the federal government now in the custody of NARS fill a major gap in its archival resources and finally place it in the same class as leading European national archival agencies.

In addition to nondocumentary and published resources, NARS has in its custody, as previously indicated, more than 15 million cubic feet of "federal record center records," to use their legal designation, including those located in the Washington National Records Center and the St. Louis National Personnel Records Center. While NARS has physical custody of this material, the transferring federal agencies retain legal title and thus control all access to and use of the records, most of which are ultimately intended for disposal. A fourth category of material consists of the personal papers of the various presidents, their associates in office, and their contemporaries, research resources which the law...
designates as "donated historical materials." Access to and use of these papers and other gifts is controlled by their donors.

The final category, which actually constitutes the core of the research resources of NARS, comprises the 1.1 million cubic feet of generally unpublished textual and nontextual documentary material, almost all noncurrent government records, that has been accessioned and that comprises "The National Archives of the United States," as this body of material has been designed by law. A relatively small percentage of this material, very closely related to the White House years of the various presidents, is located in the presidential libraries. Included, for example, are the records of certain accessioned presidential boards, committees, and commissions, certain Secret Service protection files, and condolence letters and messages. The constantly increasing accessioned holdings of the regional Archives Branches also constitute part of the National Archives of the United States, but the great majority of this category of material is located in the National Archives Building in Washington and in the General Archives Division of the Washington National Records Center in Suitland, Maryland. The General Archives Division at Suitland is essentially an annex to the National Archives Building, administering archival holdings that had to be relocated because of lack of space in the original building.

Such, in summary fashion, is the nature and volume of the resources available to researchers in the nationwide network of NARS depositories. In this age, however, it is essential that we not only preserve what is of value and relevant from our inheritance, but that we attempt to make public programs and activities as responsive as possible to changing needs and aspirations. As a new generation of archivists takes up this challenge, and as NARS enters into a new period in its institutional history, it has already taken a series of initiatives to expand the variety and to improve the quality and the usefulness of its services, particularly to scholarly users.

To strengthen bonds with the professional and scholarly community, senior staff members have been assigned continuing responsibility for professional and
academic liaison. Through personal and continuing contacts with professional organizations, faculty, and graduate students, and particularly through professional meetings, they keep the archivists directly informed of interests, needs, and problems. They study special problems relating to NARS programs and services, such as those involved in training and professional development, and they recommend new arrangements to strengthen relations with the academic community. With the full support of its national advisory council, NARS has been studying the creation of fellowships for scholars and graduate students, who would join its staff for a predetermined period to do research in its records, prepare specialized finding aids, teach a seminar or two, plan and conduct a major conference, or otherwise to promote the more effective utilization of its research resources. One such position has already been created and Professor David Pletcher of Indiana University during the 1972 academic year served as the first NARS senior fellow. Professor Pletcher, a recipient of the American Historical Association's Albert J. Beveridge Award and a McKnight Foundation Award, surveyed NARS holdings dealing with economic relations between the United States and Latin America during the nineteenth and early twentieth centuries.

To add to the competence and improve the effectiveness of its own staff, NARS successfully applied to the Council on Library Resources for three fellowships for staff members. Under these fellowships Dr. Harold T. Pinkett, Chief of the Natural Resources Branch in the Civil Archives Division, studied appraisal, disposition, and accessioning activities in representative public archival agencies in the United States and abroad; Mr. Ralph E. Ehrenberg, Director of the Cartographic Archives Division, surveyed and analyzed archival cartographic depositories in the United States, Canada, and England; and Miss Patricia Andrews, the NARS Librarian, studied the control of U. S. Government publications by depository libraries. NARS plans to continue this incoming and outgoing flow of academic scholars and its own staff specialists.

Also, to maintain and improve the quality of its direct services to scholarly researchers, NARS for a number of years has recruited annually a select group of graduate history students, generally at the Master's level or beyond, as archivist trainees. These trainees
are required to undergo a comprehensive and intensive two-year training program, consisting of classroom instruction, rotational assignments, and on-the-job training, that is intended to enable them to perform as fully-trained professional archivists. Having been oriented to and experienced in original research before joining the federal service, trainees who have not done so are encouraged to complete their graduate studies, and, to the extent that workload permits, to devote a percentage of their official work time in independent study, research, and writing, along with the rest of the professional staff. This training program proved so successful that it was extended to the Office of Presidential Libraries. Basic to this program is the conviction that scholarly-oriented as well as thoroughly-trained archivists are necessary to meet scholarly needs.

To help bridge the geographical gap between its staff and the scholarly community, NARS initiated a series of conferences which have brought together in Washington noted scholars, scientists, graduate students, administrators, and other persons with a significant interest in or connection with a particular conference theme. Planned and directed by NARS specialists, these two-day conferences held semiannually, have featured scholarly papers and panel and floor discussions. They have provided for NARS a unique opportunity to gauge research interests, trends, and needs, and have enabled it, in turn, to directly inform scholars of the variety and richness of the research resources in its custody. All of the presentations and discussions have been recorded, and an edited version of the proceedings will be published.

To date, highly successful conferences have been held on polar exploration, in conjunction with the creation of our Center for Polar Archives; on Statistical Data in the records in NARS custody; on its Captured German and Related Records; on Foreign Relations Research; Territorial History; Urban Research; Research in the Administration of Public Policy; Research in World War II Records; Research in Historical Geography; and on Research in Federal Records Relating to American Indians. In November 1972, a conference on the use of Audiovisual Archives as Original Source Material was the first one to be held outside of Washington; it made use of the excellent audiovisual facilities provided by the new Conference Center at the University of Delaware in Newark, Delaware. The Archives Advisory Council has urged that NARS explore ways and means to
repeat this conference in various parts of the country. This past spring a conference was held on Federal Archives as Sources for Research in Black Studies, and in November was held the first of several conferences relating to the American Revolution and the period of the formation of the Union, this one on the Meaning of the American Revolution. Scheduled for this spring is a conference on research on naval history. The response by the scholarly community to the conference series has been most gratifying, and NARS intends to continue and to expand this program. The first three volumes of conference papers have been published, and the papers from the next six conferences are at various stages of the editorial and publication process.

In the spring of 1969 NARS published the first issue of Prologue: The Journal of the National Archives. An expanded and more scholarly successor to the earlier and irregularly published National Archives Accessions, this journal now has some 5,000 paid subscribers and is sent to more than 40 countries. Initially issued three times a year—it is now a full-fledged quarterly—Prologue carries to scholars and to the general public articles based wholly or in part on the research resources of NARS, descriptions of its more significant accessions, and information about its programs and activities. The journal has won awards for its design and content, and has been acclaimed as readable as well as scholarly.

Another new departure, this one directly related to the planning of the nation's bicentennial anniversary, was the establishment within the Office of the National Archives of a Center for the Documentary Study of the American Revolution. Building upon the original papers of the Continental Congresses, the records of the government under the Articles of Confederation, and the records of the Constitutional Convention, NARS brought together in the Center a number of specialists on its own staff. As resources permit it plans to seek qualified and interested scholars to serve as successive directors, probably on an advanced fellowship basis. The Center staff has begun the preparation of a guide to pre-Federal records in NARS custody, and has received a grant from the Ford Foundation to help support a project for computer-assisted in-depth indexing of the voluminous and very difficult to use records of the Continental and Confederation Congresses.
Like other institutions NARS has learned that the fruits of automation are, at the outset, relatively expensive and frequently slow to materialize. Several years ago it undertook a series of preliminary surveys and has now reached the stage of detailed feasibility and cost studies of several major projects, particularly one intended to achieve better administrative control of its holdings. At the same time it developed a program for the use of automated techniques in indexing both original records and published finding aids. This program has been used, in modified fashion, to help prepare the index to the Guide to Cartographic Records in the National Archives, and for the forthcoming catalog of microfilm publications. NARS intends to utilize the storage, update, and selective printing capabilities of the computer and other automated equipment in the publication of its revised general guide to the holdings that constitute the National Archives of the United States, as well as in the publication and updating of other finding aids, including subject guides, inventories, and special lists.

This summary of new programs and activities to improve services to scholarship also requires mention of establishment of the position of Black History Specialist. NARS recruited a qualified scholar in this area who is now compiling for publication a guide to records in the National Archives relating to Black History. Complimenting this project is one for compiling and publishing a guide to records in NARS custody relating to Africa, a project undertaken in cooperation with the International Council on Archives. NARS has added to its staff other specialists, in areas such as the history of science and technology, and is planning subject guides to records relating to a number of such specialized areas. A recently begun project involves compilation of a guide to holdings relating to Indians, while at the indexing stage is an expanded and revised guide to holdings relating to Latin America.

Some three years ago—and several months before the public controversy over disclosure of the Pentagon Papers—NARS undertook studies of the problems and costs involved in an extensive program of declassifying security-classified records dated through 1945. These studies provided part of the background for a request to Congress for a special appropriation to begin this important work. The appropriation was made, and NARS has been recruiting and training personnel for its newly-organized Records De-
classification Division. The immediate beneficiaries of this accelerated declassification program, which will systematically review all national-security classified records over thirty years old, will be research scholars, but the ultimate benefit will be to the American people in general.

This listing of new initiatives, programs, and activities could readily be extended. NARS inaugurated what has proved to be a highly popular series of film festivals to acquaint both scholars and the general public with its tremendous audiovisual resources. It created a National Audiovisual Center that will not only assist it in promoting more effective use of archival holdings, but that will provide service to civilian agencies and to the general public regarding storage, information, sales, and loan of current agency film productions. Despite budgetary restrictions, it was able to secure a special appropriation to undertake long deferred and increasingly critical measures for the restoration and preservation of many of its nontextual records—maps and charts, still and motion pictures, and sound recordings. Following a study of computer-produced and related records in federal agencies, it established a Machine-Readable Records Branch, assembled a staff of archivists trained in the new technology and computer specialists trained in archival principles and techniques, and began the difficult task of appraising, accessioning, preserving, arranging, describing, and providing reference service on machine-readable records and related software documentation that has archival value. Scholars and other researchers understandably do not see many of these activities, but they are essential to the basic mission of acquiring and preserving materials so that scholars may use them.

More recently, through the National Archives Trust Fund, NARS launched two new programs designed to extend services and gain additional support from the many publics it serves. The first one, the American Project, is aimed at attracting gifts of fine examples of furniture and the decorative arts from America's past, chiefly from the Federal period, for display in several public areas in the National Archives Building. Included in the displays are items on loan that are available for purchase and donation. This program to enhance the appearance of the National Archives Building as the repository of our national documentary treasures has been accompanied by a
general rehabilitation of both the exterior and the interior of the building, an extensive reconditioning and updating of its climate control systems, and, of particular importance, the installation of new security and fire prevention systems.

The second program is specifically intended to attract gifts and to gain the financial resources necessary to support special projects to improve services to scholarship, education, and the community at large. Called Associates of the National Archives, this program makes available annual memberships in a variety of categories, from students to founding members. Associates are entitled to guided special tours, invitations to exhibit openings and certain receptions, a limited participation in other invitational affairs including the conference series and special lectures, group instruction, copies of specified publications, and discounts on other publications. The former Educational Program Staff has also been reorganized, given responsibility for previously scattered editorial and publications activities, and redesignated as the Office of Educational Programs.

All of the recent programs and activities have not been essentially Washington-based, however, or even limited to the United States. In 1948 the then Archivist of the United States, Solon J. Buck, launched the movement that led to the creation two years later of the International Council on Archives (ICA), an affiliate of the UNESCO Department of Documentation, Libraries, and Archives. Buck's successors, Wayne C. Grover and Robert H. Bahmer, gave support to the ICA, and played important roles in its quadrennial congresses. In 1966 they organized in Washington a special, or Extraordinary Congress, as it was called, which had as its theme "Archives for Scholarship." The purpose of the Congress was to promote liberalization of access to and use of archives in all countries, and the so-called "Thirty-Year Rule" for access, and the rapid growth abroad in the use of microfilm as a publication medium for archives were a direct outgrowth of that Congress.

After becoming Archivist in 1968, Dr. James B. Rhoads both accelerated and expanded the international activities of NARS. To provide additional support in this area he appointed a senior staff member as his assistant for international affairs. As Vice President of ICA and a member of its governing body, Dr. Rhoads has participated personally in virtually all of its meetings and programs.
With his support members of the NARS staff serve as chairmen of such important international committees as those on microfilm and machine-readable records, and as consultants to several foreign governments in developing countries on archival and records management problems and programs.

In 1976 NARS will host the next quadrennial Congress of the ICA, and for more than a year now various committees appointed by the Archivist have been busy planning and preparing for this important event. This past summer UNESCO approved the Archivist's proposal for an International Seminar on Public Records Administration. A grant from UNESCO will help provide the necessary funds to enable some 20 English-speaking archivists and other officials from developing countries to attend a two-week seminar in Washington in March 1974, where they will be introduced to modern records management principles and techniques. The pay-off to scholarship of such a seminar is not immediate, but it is the same eventual pay-off of all effective records management programs—fewer records and better records at less cost, and more adequate documentation that is more readily accessible.

Underlying all of NARS activities in the international area is the Archivist's strong commitment to the concept of Archives for Scholarship. The NARS staff is expected to do everything possible to facilitate the use of archival holdings by foreign scholars, and to assist such scholars in locating and gaining access to relevant sources in other depositories. The Archivist has been especially active in assisting American scholars in gaining access to archives abroad, on an individual and personal basis; in pressing for further liberalization of restrictions on access, use, and photocopying in particular countries; and in supporting projects for the compilation and publication of international and regional guides to foreign archival and manuscript resources.

Reserved for the conclusion of this summary has been the program that perhaps provides the most visible evidence of what NARS conceives as the major thrust of the next chapter in its history. In its efforts to achieve expanded and improved services to all of its publics, particularly the scholarly community, the Regional Archives program occupies a unique position. In a sense, the first step toward literally making the research resources of NARS more readily accessible was taken more than two decades ago, when, breaking with traditional European proprietary attitudes toward archives, the National Archives
launched a microfilm publication program. Under this program it has made available, at reasonable cost to institutions and scholars in their own libraries and studies, the film equivalent of more than 150,000,000 pages of unpublished documentary material. This total, however, represents only about 6 or 7 percent of its total documentary holdings, and includes primarily material of the most widespread national interest, such as that relating to the Revolutionary War and the formation of the Union, the Civil War, foreign affairs, and the decennial census. Its holdings also include many records that are primarily of regional and local importance and interest. In 1968, therefore, NARS established in each of 11 regional Federal Records Centers a Regional Archives Branch.

To these branches were transferred from Washington already accessioned records, or were accessioned directly from federal field offices such records as those of the United States district and circuit courts, and field records of the Bureau of Customs, the Bureau of Indian Affairs, and the Corps of Engineers. The holdings of these regional branches currently exceed 160,000 cubic feet. This is more than 10 percent of the entire archival holdings of the National Archives and Records Service, and the holdings of each regional branch exceed those of the great majority of state archives in the United States. NARS intends to augment these holdings through careful review and study of its remaining holdings in Washington, as well as from current and future record accumulations by the agencies involved.

To further enhance the research potential, and thus the value to the scholar, of the Regional Archives Branches, it was decided to deposit copies of NARS microfilm publications in each regional branch, and to make these copies available on interinstitutional loan, chiefly within the region. To date some 7,000 rolls of microfilm have been deposited, and current planning, based upon available resources, calls for depositing some 4,000 rolls each fiscal year. The loan policy is a new and experimental one, and NARS hopes it will be able to continue this expanded service. Each issue of Prologue carries a summary description of the original records accessioned during the previous quarter by the Regional Archival Branches, as well as announcements of newly-available microfilm publications.

For each of the regions an Archives Advisory
Council has been appointed by the Administrator of General Services to advise him, the Archivist of the United States, and the regional administrators and commissioners on ways and means to expand the regional archives program; on research interests, needs, and trends in regional, state and local history; on methods of coping with increasingly specialized and technical archival resources that assume a variety of physical forms and types; all in all, on how to plan and develop the best possible archival program for that region on necessarily limited financial resources.

Each of the Regional Archives Branches is headed by a trained and experienced archivist. These branches, like their counterparts in the National Archives Building, perform a variety of archival functions. They accession, arrange, and describe records in a variety of finding aids. They perform reference service in regional research rooms and in response to telephone and written requests. They provide photocopies and prepare records for microfilm publication. They plan, prepare, and install exhibits based upon their record holdings. And, going beyond what can be done systematically and effectively in Washington, they work directly with colleges and universities in developing programs whereby faculty and students can make more effective use of archival resources in research projects. NARS is particularly concerned that students be provided with opportunities to learn firsthand about primary sources and to develop skills in their use. These are some of the programs and activities in which NARS is currently engaged in its efforts to expand and improve its services. It welcomes your suggestions and comments on all of them; it solicits your support for all of them, and particularly for the regional archives program.
Research materials on Georgia history are of course available in many different institutions, not all of them physically near Georgia's borders. One distant institution with a surprisingly sizeable amount of Georgiana is the State Historical Society of Wisconsin, located on the University of Wisconsin campus in Madison. The Society, founded in 1846, two years before the state itself was organized, contains among other things the University's American history library, a museum, the state archives, and extensive collections of manuscripts, maps, photographs, films and sound recordings.

The Society has more than 15 million manuscript items. Collecting originally focused on early Wisconsin, the Old Northwest, and the Great Lakes states. Especially notable are the Draper Collection of manuscripts relating to the trans-Allegheny frontier from 1750 to 1815 and the Cyrus H. McCormick Collection of interrelated family and business papers. Recent collecting policy has emphasized more contemporary phases of American life and history, for instance, mass communications, theater and motion pictures, the labor movement, socialism, civil rights, contemporary social action, and related modern political and economic issues.

Materials on Georgia primarily fall into the areas of the labor movement and civil rights. But there is also a large amount on the Civil War and almost a dozen collections on various other topics.

*Ms. Baumann is an Archivist at the State Historical Society of Wisconsin. She is grateful to Dr. Josephine Harper, Reference Archivist, and to John Gerber for their assistance in the preparation of this article.
LABOR MOVEMENT COLLECTIONS

The relevant labor movement collections are mainly records of national bodies which include materials on the activities of affiliated local groups. Dating 1933 to 1968, the records primarily concern unions in textile and hosiery mills, trucking companies, and meat, chemical and fertilizer plants.


**American Federation of Labor, Papers, 1881-1953** [549 boxes and 20 volumes]: files of the national office including (1) correspondence, telegrams and a press release on anti-labor legislation in Georgia, 1942-1949; (2) strike correspondence and telegrams, 1935-1942, from Augusta Federal Labor Union, and a copy of a strike agreement with Hercules Powder Company, 1941, by Chemical Workers Local 22660, Brunswick; (3) correspondence and memos with Rubber Workers Local 21255, Atlanta, pertaining to research on wage scales; and (4) correspondence with the Georgia Federation of Labor, 1937-1938, and with the Atlanta Central Labor Union, Atlanta Federation of Trades, Atlanta Building Trades Council, Macon Federation of Trades, and Trades and Labor Assembly of Savannah, 1937-1938, 1944.

Highlander Research and Education Center (New Market, Tennessee), Papers, 1917-1973 [91 boxes, tape recordings, and photographs]: papers of the Highlander Center, formerly the Highlander Folk School, an adult education center active in the labor movement, civil rights movement, and Appalachian poverty programs; including materials on labor organizing in Georgia, on 1933 and 1935 strikes at Rossville hosiery mills, and on Don West.

International Brotherhood of Teamsters, Papers, 1904-1952 [87 reels microfilm (originals also available). Restricted]: records of the international headquarters including their files for locals in Atlanta, Brunswick, Columbus, Rome, and Savannah, and for Joint Council #68, Atlanta.

Textile Workers Union of America, Papers, 1918-1964 [431 boxes, 7 reels microfilm, 9 disc recordings]: files of the international office, departments and divisions, and area directors and joint boards, including (1) correspondence, memos, reports, and meeting minutes, 1949-1951, comprising the files of Georgia state directors Lisk, Lawrence, Young and Douty, and of J. D. Pedigo of the Northwest Georgia Joint Board; (2) the Education Department's files on the State Industrial Union Council, 1952-1955, and on Georgia workers education, 1946-1950; (3) the Publications Division's files on a strike against the Celanese Corporation, Rome, 1948, and a strike at Mary-Leila Cotton Mills, Greensboro, 1941; and (4) the Research Division's file on the Celanese Corporation, Rome, including correspondence, arbitration hearing transcripts, newspaper clippings, pay scale proposals, reports, financial statements, wage schedules, and payroll analyses, 1937-1957.

United Packinghouse, Food and Allied Workers, Papers, 1937-1968 [546 boxes, 70 record center cartons, 41 tape recordings, 20 disc recordings and 1 film]: correspondence, proceedings, publications, reports, speeches, and other documentation from the union's national office, including information on activities of union locals in meat, chemical, cotton seed oil, and fertilizer plants in various cities in Georgia.

Weissman, George, Papers, 1955-1958 [1 box]: material relating to Weissman's articles about the activities of the Reverend Don West in Dalton, Georgia, during
the mid-1950s. West was editor of The Southerner and The New Southerner, and a minister of the Church of God of the Union Assembly. The material centers around the church's role in organizing the textile workers of Dalton and the attacks on West as a Communist. The collection consists of correspondence, research materials, pamphlets, press releases, newspaper clippings, labor hearing statements, and copies of several published and unpublished articles by Weissman on West.

CIVIL RIGHTS COLLECTIONS

The civil rights collections include records of national organizations like the Congress of Racial Equality and Students for a Democratic Society, but also papers of private individuals who were contacted by the State Historical Society of Wisconsin field staff traveling in the South in the mid-1960s. Both native Southerners, black and white, and Northerners who worked in the South for a summer or a year are represented by manuscripts.

Bond, Julian, Interview, July 6, 1967 [1 tape recording]: discusses the Student Non-Violent Coordinating Committee, Bond's other civil rights activities, and his election to the Georgia Legislature.

Braden, Carl and Anne, Papers, 1928-1972 [97 boxes, 88 tape recordings, 2 disc recordings, 5 reels microfilm and 1 film. Restricted]: papers of the Bradens--journalists, activists for civil rights and civil liberties, and one-time directors of the Southern Conference Educational Fund (SCEF)—plus other records of SCEF and related organizations; including (1) Southern Patriot and field organizers' files containing a variety of materials on civil rights activities in Atlanta, 1957-1965, and Albany, 1962-1966, and on the Atlanta Civil Liberties Workshop, 1962; and (2) SCEF central office correspondence with various Georgia groups, 1967-1969.

Hamwee, Lillian, Papers, 1965, 1967 [1 folder]: correspondence, reports, newsletters, and notes of a summer volunteer with the Student Non-Violent Coordinating Committee in Albany, concerning her work in the Dougherty County tutorial program and as a freedom school teacher.

Highlander Research and Education Center, Papers, 1917-1973 [see entry under Labor Movement]: papers include information on Koinonia Farm and on civil rights activities such as citizenship program workshops.

King, Slater, Papers, 1961-1964 [1 box]: materials dealing with the civil rights movement in Albany.

Samples, Cadmus A., Papers, 1965-1967 [1 box. Restricted]: illuminate a black pastor's work with a variety of Atlanta organizations concerned with civil rights, poverty, and politics.

Sherrod, Charles, Papers, 1964-1967 [1 reel microfilm]: civil rights materials of a Negro minister active in southwestern Georgia consist of newsletters, reports, statements, correspondence, court subpoenas, and minutes of mass meetings, plus several statements issued by Julian Bond and minutes of the Baker County Movement.


Student Non-Violent Coordinating Committee, Atlanta, Georgia--Vine City Project, Records, 1966-1967 [2 boxes and 1 package. Restricted]: general notes and correspondence, clippings, reports, posters, and pamphlets concerning activities of a SNCC experiment in urban black consciousness. These activities involved a black culture program, anti-draft actions, freedom schools, housing and police problems, and political and voter registration work.

Students For A Democratic Society, Records, 1958-1970 [57 boxes and 24 tape recordlings]: records of the radical, mainly student organization, including a small amount of material on Georgia SDS chapters, and a tape
recorded interview with people from Americus on instances of police brutality and harrassment at a civil rights demonstration, September 9, 1963, plus a statement on the demonstration by Julian Bond.

Wells, S. B., Scrapbook, c. 1962-1967 [1 reel microfilm]: newspaper clippings, fliers, occasional correspondence, and miscellaneous materials relating to the civil rights movement in southwest Georgia, including material on Albany and Dawson, and on Slater King.

CIVIL WAR COLLECTIONS

The Civil War collections fit the more traditional pattern of having been preserved by family members and presented to the Society many years later by heirs. They consist primarily of letters, diaries, and reminiscences of soldiers who served in the Union army or were prisoners of war in Georgia.

The soldiers whose papers are at the Society are:

Dwight S. Allen, Corporal, Co. C, 22nd Wisconsin Infantry
Van S. Bennett, Captain, Co. I, 12th Wisconsin Infantry
Adelbert M. Bly, Sergeant, Co. B, 32nd Wisconsin Infantry
John F. Brobst, Private, Co. G, 25th Wisconsin Infantry
Wilson S. Covill, Sergeant, Co. I, 14th Wisconsin Infantry
William Leander Harrison, Private, Co. D, 14th Wisconsin Infantry
Benjamin Franklin Heuston, Corporal, Co. C, 22nd Wisconsin Infantry
David G. James, Corporal, Co. C, 16th Wisconsin Infantry
George B. McMillan, Private, Co. A, 16th Wisconsin Infantry
Alonzo Miller, Private, Co. A, 12th Wisconsin Infantry
Merritt Miller, Corporal, Co. K, 75th Illinois Infantry
Thomas Morrison, Private, Co. D, 22nd Wisconsin Infantry
Levi H. Nickel, Corporal, Co. I, 17th Wisconsin Infantry
James T. Reeve, Surgeon, 21st Wisconsin Infantry
John H. Roberts, Corporal, Co. A, 22nd Wisconsin Infantry
James F. Sawyer, Private, Co. K, 21st Wisconsin Infantry
William F. Saylor, band leader, First Brigade, Third Division, 20th Army Corps
Frederick E. Schmitt, Private, Co. D, 3rd New Jersey Cavalry
Charles M. Smith, Corporal, Co. F, 16th Wisconsin Infantry
Charles H. Spencer, Private, Co. D, 40th Wisconsin Infantry
Frederick C. Winkler, Lieutenant Colonel, 26th Wisconsin Infantry.

One additional item is a letter from G. W. Crawford, President of the Secession Convention, to the Governor of Wisconsin, January 22, 1861, transmitting a copy of Georgia’s Ordinance of Secession from the Union.

OTHER COLLECTIONS

The remaining collections that contain material relating to Georgia range in date from the eighteenth to the twentieth centuries. Included are records of national organizations, several single documents which originated in Georgia, and papers from the Revolutionary War era collected by Lyman Copeland Draper, founder of the State Historical Society of Wisconsin.

Allen, Gideon Winan (1825-1912), Papers, 1862-1867, 1872 [1 reel microfilm]: correspondence, including two letters describing conditions in Georgia in 1872 from the point of view of a Northern business man.


Americans for Democratic Action, Papers, 1932-1965 [409 boxes]: include (1) in the Administrative file, materials on the Atlanta chapter consisting largely of correspondence between the chapter and the ADA southern representative, Barney Taylor, 1950, plus lists of members and prospective members; (2) in the Chapter file, correspondence with Georgia members and non-members, 1944-1950, including several letters to and from Governor Ellis Arnall; and (3) in the Campus Division file, correspondence, 1951-1956, with the Atlanta chapter.

Clay, Joseph [1 item]: lease of land in Georgia by Joseph Clay to Joseph Butler, January 16, 1775.
Draper Collection: Though Draper's historical interests never centered on any single Georgia event or person, the Draper Collection contains some scattered manuscripts pertaining to the Revolution in Georgia and to Revolutionary service elsewhere by Georgia residents, and to other topics. In Series V, Georgia, Alabama, and South Carolina Papers (1 volume), there are a few pieces of original correspondence of Elijah Clarke, 1782-1794, relating to Georgia militia action in the Revolution and to postwar land and legislative business. In this same volume are Draper's correspondence and notes about Elijah and John Clarke, Macajah Williamson, Richard McGriff, William Candler, and Benjamin Few. In Series VV, Thomas Sumter Papers, original autobiographical letters written in 1811 by Andrew Pickens describe his operations against the Loyalists in Georgia (volume 1 VV), and the narratives of Joseph McJunkin (volume 23 VV) discuss his military services in Georgia, as well as in South Carolina. Numerous other references to Georgia residents, land, boundaries, government, Indians, and military affairs in the eighteenth century are widely dispersed in this and other Draper series. Such references in Series XX and DD are itemized in the published calendar Tennessee and King's Mountain Papers (Madison: State Historical Society of Wisconsin, 1929).

Foreign Policy Association, Papers, 1918-1966 [91 boxes, 7 reels microfilm. Partially restricted]: a national non-partisan educational organization formed to stimulate interest and understanding of world affairs, papers include correspondence, field reports, and printed matter about local affiliated groups throughout Georgia, 1953-1960, particularly in Atlanta and Macon, 1958-1960.

Harris, Elizabeth [1 item]: marriage settlement between Elizabeth Harris and Donald MacLeod, both of Savannah, June 19, 1782.

Mann, Harold W. [1 item]: a 17-page paper, "Wisconsin Men in Georgia, 1865-1876," written in 1951 by Mann, a University of Wisconsin history student.

Mitchell, David Bradie, Papers, 1809-1820 [1 folder]: eight letters to and one from David B. Mitchell, Governor of Georgia and army general, all printed in the Georgia Historical Quarterly, December, 1937, pp. 383-392;
plus one letter, May 31, 1820, from John Clark concerning a probe of Mitchell's conduct as a U.S. Agent for Indian Affairs.

These materials are available for use in the Society's Manuscript Reading Room whose hours are 8 AM to 5 PM, Monday through Friday and usually Saturday. Tape recording and typewriting are permitted, and researchers may use the xerox copier conveniently located in the reading room. Photostat and microfilm copying can also be arranged. Access to the manuscript holdings is through a card catalog, registers or detailed inventories, and published descriptive guides which can be found in many research libraries throughout the country.

Because collections are occasionally on loan through a system of Area Research Centers within the state, researchers are advised to write well ahead to insure that the materials wanted are available for use. Advance inquiry also should be made about restrictions on use or reproduction of materials. Limited reference service is available by mail. All inquiries should be addressed to Dr. Josephine L. Harper, Reference Archivist, Division of Archives-Manuscripts, State Historical Society of Wisconsin, 816 State Street, Madison, Wisconsin 53706.
The care and preservation of photographs involves essentially the same principles as govern the care of printed materials:

1) optimum conditions of physical storage, especially in regard to temperature-humidity control and to methods of filing;

2) handling and use under conditions that produce minimum wear and tear; and

3) use of reproductions, where feasible, as a substitute for the original photographs, particularly in those instances in which the original is not readily replaceable.

It is the considered opinion of most photo-archivists that conditions for the preservation of photographs are getting worse, not better. Commercially processed photographs now appear to be self-destructive within fifty to one hundred years because of sulfur compounds in the photograph, poor mounting, and the use of bad adhesives.

**Printing**

Introduction of the stabilization processed print has magnified the preservation problem. Stabilization processors, which produce finished prints in about ten seconds and are coming into ever more common use, saturate their prints with a developing fixer called "hypo" which, if not washed off, will ruin a print in six to twenty-four months. For this reason, these prints should never be

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*Mr. Eltzroth is Staff Archivist of the Atlanta Historical Society. This article is adapted from his presentation at the Society's Workshop on Archives and Records, November 16, 1973.
stored near conventional photographs, as they will very shortly ruin the regular prints. Stabilization prints are almost impossible to identify visually, although one brand, Foto-Rite, has the name on the back of the paper. Stabilization processed prints can be treated in the darkroom to produce prints which can be integrated into regular photograph collections.

Dry Mounting of Prints

Dry mounting (backing photographs with stiff paper or board) is without doubt the flattest, most secure, and aesthetically most pleasing method of mounting prints. Some authorities advocate, however, that prints not be dry-mounted, because the long-term effects of the chemicals in the plastics used to make dry-mounting tissue are not known at this time, and because no mounting boards or papers currently available meet the standards for chemical purity and stability that have been established for photographic paper. One of the foremost problems in mounting photographs is that mounting board, sulfur and acid-free when it leaves the mill, may, after a period of time, become acid. This acid will react with the sulfur dioxide in polluted air to form sulfuric acid, which will then attack the photo image. If prints are to be mounted, most authorities now suggest that standard dry mounting tissue is the best available material. Although not perfect, the tissue will do more good than harm by "protecting" the print from chemicals present in the mounting board.

Pastes, adhesives, and pressure sensitive tapes are to be avoided. Probably nothing can damage a photograph more than mounting it with rubber cement or contact cement. These products contain high concentrations of sulfur and will quickly destroy the photo image.

The "school solution" is dry mounting a print back-to-back with processed photographic paper. The only satisfactory way to mark this type of mounting is to photoprint the caption information onto the backing sheet before processing it.

Marking Prints

Try not to mark or write on any print. Pen points
or hard pencils always will make a raised impression on the opposite side of the print, damaging the fibers of the paper and detracting from the quality of the print. Magic markers and similar volatile dye markers are very harmful to photo images and should never be used. If you must mark the print, use extremely soft-lead pencil and lay the print on a very hard surface.

Storage of Prints

Proper storage means keeping the photograph away from all substances and gases that might harm the delicate silver image, which includes nearly all common materials currently used to store photographs. Photographs should never be packaged in common paper envelopes, wood boxes or cabinets, and never ever in cardboard boxes, including the boxes in which photographic paper is packaged. Common cardboards release a wide variety of chemical substances, including sulfur gases and peroxides, very damaging to silver photo images. Also, never use rubber bands or metal paper clips with photographs.

Instead of listing the materials to be avoided, it is easier to mention the materials which are safe to use around photographs. These are:

Polyethylene
Cellulose acetate
100% rag content acid free paper
Stainless steel
Metals coated with baked enamel
Aluminum
Glass or porcelain.

Note that the common glassine envelope which is extensively used to store prints and negatives is not included in the list of safe materials. Glassine paper is more "hydrated" during manufacture than other papers, resulting in a somewhat degraded fiber. Various additives are used to impart transparency and mechanical characteristics which, with time, volatize, or "leach out," and can have a detrimental effect on image stability of adjacent photographs.

Excellent substitutes for glassine envelopes are the polyethylene containers and sleeves. Cellulose acetate
containers are also usually satisfactory, although they may, under high humidity, cause print and negative emulsions to stick or develop a condition which looks somewhat like partial ferrotyping (portions of the image being transferred onto the material in contact with the photograph, which dulls and hastens deterioration of the original). Use of acid-free paper envelopes, such as Permalife, is acceptable.

Temperature and Humidity

Both high temperature and high humidity accelerates deterioration of photographs. Ideal storage is at near-freezing with a very low relative humidity of 25-30%. Of course this is not practical, but every effort should be made to keep the temperature below 75°F. and the relative humidity below 40%. High humidity, however, is more damaging than high temperatures. Fungus grows most actively in humidity above 60% and degrades the gelatin in the emulsion layer to such an extent that localized stripping will occur, removing the image and exposing the paper base of a print. Insects are attracted to fungus and may damage the emulsion layer. Furthermore, certain chemicals present in insect excretions may fade or bleach the image in localized areas. Although black and white prints can be processed in the darkroom for protection from fungus, at the present time there is no satisfactory fungicidal treatment for color prints. Note too that all plastics and wood will pass moisture over a period of time. A small electric de-humidifier placed in a print storage area during the summer months will be of great benefit if the room is not air-conditioned.

Storage of Negatives

Everything said about the storage of prints also pertains to the storage of negatives, but a few additional precautions should be observed. Negatives should never be picked up between the thumb and forefinger, since fingerprints will be embedded in the emulsion and often cannot be removed. Moreover, certain chemicals exude from the body through the skin and adhere to the emulsion, causing chemical deterioration. If possible, handle negatives with clean white cotton or plastic gloves, or hold the film lightly with the outer edges between the thumb and forefinger.
When negatives are received from the processor, they should be placed in separate envelopes. If several are stored in one envelope, they should be separated by sheets of thin acid-free paper to help prevent scratches. Insert the negative in the envelope so that the emulsion side (the dull finish) is away from the glued seam, because adhesives can stain and damage the emulsion. Preferably the glued seam should be at one side of the envelope. Since many adhesives are hygroscopic (moisture-absorbent), they may create an area of dampness in the region of the seam, which will eventually cause a stain on the negative. Negatives should be kept free from dust. Even if negatives are carefully stored in envelopes, dust can filter in unless the storage area is kept clean and dust free.

Storage of Slides

Slides require the same care in handling and storage as negatives and prints. In addition, care should be given to their projection time. The life of color slides depends largely upon the extent of the slide's exposure to the intense heat and light of the projector. Projection time should be limited to no more than one minute for any one viewing.

Handling

Nothing accelerates deterioration in a photograph more than handling it. The solution to this problem seems simple enough—do not handle photographs. Logical but impractical. Minimum handling would require inspecting the print for condition, recording data for finding aids, mounting the print or inserting it in acid-free envelopes, and storing it in a dust-free container. At the time of mounting, a copy negative should be made, from which copies for the general public, for exhibits, for the media, and for publication can be produced. A contact print of the copy negative dry mounted to a control card should satisfy 90 percent of the photo research requests, and eliminate unnecessary retrieval and handling of the original print.

Every archival agency and institution has requirements which are different in some respect from every other institution. Consequently, individual requirements will
determine when, how, and where repositories will store their photographs. Factors as space, budget, and personnel, will govern procedures and the extent of a preservation program. Nonetheless, the basic procedures discussed here will apply to any program:

1) handle as little as possible; never abuse prints,
2) store in an acid-free, dust-free environment, and
3) maintain low temperature and humidity.

Bibliography

Adams, Ansel, The Negative (Basic Photo Book 2; Morgan & Morgan, Inc., 400 Warburton Ave., Hastings-on-Hudson, N. Y. 10706, 1956).

Adams, Ansel, The Print (Basic Photo Book 3; Morgan & Morgan, Inc., 1950).


Eastman Kodak Company, Filing Negatives and Transparencies (Kodak Pamphlet No. P-12, 1967).

Guldbeck, Per E., The Care of Historical Collections (American Association for State and Local History, 1315 8th Ave., South, Nashville, Tennessee 37203, 1972), Chapter 8--Paper.


Wilhelm, Henry, Procedures for Processing and Storing Black & White Photographs for Maximum Possible Permanence (East Street Gallery, Box 68, Grinnell, Iowa 50112, 1970). Available for 50¢ per copy. [Recommended]


Sources of Supply

**Mount Board:**
- Charles T. Bainbridge & Sons
  12-26 Cumberland Street
  Brooklyn, New York 11205
- Crescent Cardboard Company
  1240 North Homan Avenue
  Chicago, Illinois 60651
- The Hollinger Corporation
  3810 South Four Mile Run Drive
  Arlington, Virginia 22206
- Process Materials Corporation
  329 Veterans Boulevard
  Carlstadt, New Jersey 07072

**Dry Mount Presses:**
- Bogen Photo Corporation
  P. O. Box 448
  Englewood, New Jersey 07631
- Caltura Mfg. Co.
  P. O. Box 613-C
  Camarillo, Calif. 93010
- Seal, Inc.
  Derby, Connecticut 06418
Negative Files:
Print File, Inc.
Box 100
Schenactady, New York 12304
[Polyethylene containers]
The Nega-File Company
Furlong, Pennsylvania 18925
[Acetate containers]
The Hollinger Corporation
[Permalife containers]

Archival Reprocessing Services:
Archival Processing Company
111 East Burlington
Iowa City, Iowa 52240
East Street Gallery
723 State Street - Box 68
Grinnell, Iowa 50112
Archival Photographic Services
893 Greenwood Avenue
Atlanta, Georgia 30306
Archivists, too long we have emersed ourselves in the daily routine of trying to combine eight hours of processing with eight hours of research requests in the same eight-hour day, to the exclusion of concern over the course of our profession. Too long have we basked in a professional insulation, confident that by the time the records reached us, any controversy was dead, and we could labor with a single-minded dedication to the permanent preservation of the materials in our care.

In the meantime, the Watergate situation found us unprepared to protest the casual handling by the Executive Department of federal records (privileged or not); the donation of the Vice Presidential Papers to the National Archives under questionable ethical and legal circumstances elicited only silence from archivists as a professional group; a consultant firm recommended the elimination of the state archives of Maine, and our replies were uncoordinated.

How many more such shocks can we afford? To speak up on broad issues such as these, we need a strong Society of American Archivists. Through meetings, through a publications program that includes a bi-monthly newsletter and a quarterly journal of information and comment, and through opportunities to contribute to the formulating and achieving of professional goals by participation in the work of committees and other groups, the SAA provides the mechanism for lone archivists to speak and be heard, to act and be seen. The GEORGIA ARCHIVE urges its readers to join the SAA. If this national professional association does not now represent you in asserting the aims, needs, and services of your profession nationally, who does? Who else can? Join by writing Judith A. Koucky, SAA Acting Secretary, Bentley Historical Library, University of Michigan, Ann Arbor, Michigan 48105.
The Society's Second Annual Workshop on Archives and Records will be held on Friday and Saturday, November 22-23, on the campus of Georgia State University in Atlanta. Among the topics planned for discussion in sessions of sixty to ninety minutes each are exhibits, oral history, low-budget preservation techniques, grant funds, audio-visual arrangement and preservation, legal problems in archives, collecting principles and policies, research uses of archives and manuscripts, and filing systems and finding aids. The registration fee, including two meals, as well as basic registration, will total $20.00.

For further information, contact Mr. Peter Schinkel, SGA Workshop Committee Chairman, Georgia Department of Archives and History, Atlanta, Georgia 30334.

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Frank Cook, Chairman of the Society of American Archivists' Committee on Regional Archival Activity writes that his Committee would like to meet every member of a regional organization it can at the annual meeting in Toronto. After its regular meeting, open to everyone, from 1:30 to 4:30 PM on Tuesday, October 1, the Committee will hold a general meeting to discuss, among other topics: (1) liaison and cooperation between regional organizations and the SAA to deal with issues of mutual concern, (2) problems faced by newsletter editors, particularly, the meeting of readers' needs, and (3) the possibility of regional organizations and the SAA jointly sponsoring symposia or workshops. This informal gathering is designed to give individual members of the regional groups a chance to offer recommendations for the SAA to explore. More details on this meeting will be supplied in the program and in the registration packet. By all means, attend if you can.
The Fort Valley State College plans the introduction of a four-year, undergraduate degree program in Historical Administration which will be unique as, in so far as known, no similar program exists anywhere in the United States. The inception of the program is scheduled for the 1974-1975 academic year.

This program, an internal part of the History Department, will train graduates to work in archives, in historical site establishment and preservation, and in federal, state, and local historical societies and museums. The main curriculum problem relates to developing the proper balance between broad, general background courses and specific technical courses. Fifteen credit hours will be required in an intern experience in the senior year.

The Fort Valley State College would appreciate opportunities to share ideas and experiences with others interested in this type of curriculum development. Contact Dr. D. D. Bellamy, Chairman, Department of History, Fort Valley State College, Fort Valley, Georgia 31030.

Mrs. Calvin J. Kiah takes a back seat to no one in her pursuit of useful knowledge. She is the founder and director of the fifteen-year-old Kiah Museum of Savannah—a Museum for the Masses—that displays exhibits ranging from rare objects of furniture and silver from the eighteenth and nineteenth centuries, to aeons-old fossils, to sculpture and paintings. Mrs. Kiah describes the Museum as a "mini, mini Smithsonian Institute," for she collects in every field she can. Among the holdings of particular interest to SGA members are printed items of Afro-Americana from the Harmon Foundation and an extensive correspondence concerning the care of museum materials and the filing and preserving of paintings. In the Marie Dressler Collection, the Kiah Museum holds a number of photographs of the actress and her colleagues, and other personal affects.

Mrs. Kiah has been particularly concerned about
the preservation of paper and canvass, since her museum holds both paper records and paintings. Some of the information she has obtained, she graciously shared with the last issue of GEORGIA ARCHIVE. Mrs. Kiah invites correspondence and visits to the Museum (admission free), 505 West 36th Street, Savannah 31401.

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The Georgia Commission for the National Bicentennial Celebration has published Georgia Heritage: Documents of Georgia History, 1730-1790. The boxed portfolio, prepared by the Georgia Department of Archives and History, consists of eighty-eight "plates" containing reproductions of original source materials from Georgia history. Some documents are accompanied by brief explanatory notes. The portfolio may be ordered for $5.00 from Georgia Heritage Portfolio, Georgia Commission for the NBC, Suite 520--South Wing, 1776 Peachtree Street, Atlanta, Georgia 30309.

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-- HR 15818, introduced into the United States House of Representatives on July 10, calls for combining the functions of the National Historic Publications Commission (NHPC) and the proposed National Historic Records Commission (NHRC) [GEORGIA ARCHIVE, Spring, 1973, p. 31] into the National Historic Publications and Records Commission. The proposed Commission would not only continue the publications program of the NHPC, but also provide more than $2 million to implement the program of the NHRC to assist in systematic preservation of historic records and in making them available through appropriate finding aids. Representatives of the Society of American Archivists and of the American Association for State and Local History spoke in favor of the legislation during hearings held on July 16.

-- Indiana Senator Birch Bayh has introduced a bill--S. 2951--to establish the public ownership of all papers generated by the President, the Vice President, and members of the House and Senate in the conduct of their public business. In its present form, the proposal would require
the named officials within 180 days of leaving office to give the National Archives all documents and papers generated in the pursuit of their public duties. One purpose of the measure is to close the loophole in the 1969 act that permits officials to sell their papers.

Some archivists favor the measure as a step in the right direction. Others oppose it as being improper to require that the papers of Congressmen be placed in the National Archives and as creating an impediment to making the Presidential Papers public at the earliest possible time. A discussion of the issue and the text of the bill are printed in the American Archivist (April, 1974), 357-360.

Whatever your opinion, express it. The issue concerns us all.

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The SAA Council has endorsed a resolution in support of the National Union Catalog of Manuscript Collections, published by the Library of Congress. The resolution points out that only about three-fifths of the nation's archival repositories have contributed information about any of their holdings to NUCMC and that at least 10,000 collections remain unreported. We join with the Council in urging support of the NUCMC program, for whatever its faults, it remains an unsurpassed source of information on the existence and holdings of the repositories in this country. For more information, write Arline Custer, Editor, NUCMC, Descriptive Cataloging Division, Library of Congress, Washington, D. C. 20540.

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The National Association of State Archives and Records Management Administrators was formed at a meeting in St. Louis in July. Under president Bob Williams of Florida, vice president Charles Lee of South Carolina and executive director A. K. Johnson of Atlanta (SGA member) the organization will give state agencies a channel for the exchange of information and the development of programs to meet their common challenges, and provide the members a
common voice on problems of mutual interest. The Association will meet annually with each state sending five delegates.

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The Smithsonian Institution has available for two-week loan at no charge series of slide presentations on conservation. Aimed at historical societies and small museums, the series includes a presentation on conservation of paper. Write Elena Borosky, Conservation Information Program, Office of Museum Programs, Smithsonian Institution, Washington, D.C. 20560.

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The need to preserve photographic materials is urgent, and particularly so in this Bicentennial period when we as a nation are focusing on views of our past. Archivists and collectors heretofore have relied on the services of commercial studios and photo-finishers, though their work is expensive and often not of archival permanence, to save and restore fading or damaged photographs. This need be so no longer. Two firms now specialize in photographic services for archivists: The East Street Gallery, Grinnell, Iowa, 50112, and Archival Photographic Services, 1112 Virginia Avenue, Atlanta 30306.

Archival Photographic Services is the newer of the two, having been established this year by Alan T. Clark, a New Englander of wide-ranging experience and impeccable credentials in photographic preservation, who came South for the climate.

We asked Alan what was the most common problem archivists faced in the preservation of photographs and what could be done about it.

"Nitrocellulose photographic materials pose a real and eminent threat to the preservation of photographic history. As is true for paper documents, it is not enough to collect photographic materials and store them in an archives. They must be treated to insure their permanence. This is particularly true of materials made before 1951, as most
were made from various forms of nitrocellulose compounds which are chemically unstable.

"Nitrocellulose materials were introduced in photography as early as 1840, and continued to be used until 1951. Nitrate compounds were used to make light-sensitive emulsions which were applied to glass plates and to papers before films were commercially available. Later, nitrate was used in the flexible backing which the emulsion was applied to, making cameras like the box, or "Kodak," camera possible. Cellulose acetate or safety film was introduced in the 1930s for use in amateur cameras, but nitrate materials were still used in the professional sheet film and in 35mm films. It was not until 1951 that cellulose acetate entirely replaced nitrate materials throughout the photographic and motion picture industry.

"The problems in preservation of nitrocellulose materials are twofold. First, the materials are flammable and may ignite spontaneously in temperatures exceeding 100 F. Second, the aging of the material invokes gross physical changes: the negative materials become sticky and eventually disintegrate. The signs of decomposition in nitrocellulose materials accelerate their own decomposition and hasten the odor (nitrogen dioxide). The gasses given off by nitrate materials accelerate its own decomposition and hasten the decomposition of materials stored in the same container or in the vicinity. Eastman Kodak has estimated the life expectancy of nitrate materials to be approximately forty years, depending upon storage conditions. This means that most photographic materials manufactured before 1951 are guaranteed to have a limited future existence."

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Every issue of GEORGIA ARCHIVE since the first one has carried an excerpt from the "Dear Archivist: I Need Help" column of the Newsletter of the Midwest Archives Conference. This issue is no exception. And we would like to acknowledge the invaluable contribution of Jacqueline Haring of Knox College who prepares this column. Her straight-forward, informative contribution has made a potentially complex subject understandable to every layman, and we are deeply grateful. (GEORGIA ARCHIVE has not run all of the items printed in the column, and we suggest interested persons
obtain their own subscription to the Newsletter by writing the editor: Rev. Thomas F. Elliott, Archivist, Indiana Province of Holy Cross Fathers, 1304 East Jefferson Boulevard, South Bend, Indiana 46617.)

Q. When old Scotch tape has become sticky, is there any way to remove it and the sticky residue without risking tearing the paper it is attached to?

A. Energine will dissolve this sticky adhesive and also help remove the tape. Other cleaning fluids may work too, but Energine is so successful, I have always stayed with that. (The odor will dissipate soon.) Energine can be bought in most super-markets, drug or hardware stores.

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Once the mending of documents that were torn and frayed and filled with holes was a laborious, tedious, hand process. It need not be so any longer. A conservator at Hebrew University in Israel has designed a machine called a "reurator," which does the work in a minute or two. After the operator has cleaned and deacidified the paper, and determined the fiber content and quantity needed, the machine produces it and fills the damaged area with precision. The director of the New England Document Conservation Center, George Cunha, labels the reurator "one of the most revolutionary developments in paper restoration." Only two machines, costing $9,500 each, have so far been ordered for use in the United States, one at the Library of Congress, the other at the New England Center in North Andover, Massachusetts.

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-- Ultraviolet rays emitted by standard flourescent lamps can cause irreparable damage to paper whether manuscripts, books, or newspapers. A filter sleeve that slips over any standard-size flourescent lamp to absorb UV rays is now available. The Arm-A-Lite transparent filter ray sleeve shields without altering light efficiency. Said to be good for 25 years, it comes complete with black-light-proof end clamps.
Order from Thermoplastic Processes, Inc., Valley Road, Stirling, New Jersey 07980

-- A desk-top copier that proofs a full 17" x 24" newspaper page is being marketed by Mita Copystar America, Inc., 158 River Road, Clifton, New Jersey 07014.

-- The xerox corporation has developed a flourescent-dye spray for documents to make them uncopyable on many photocopy machines. The coating throws back a confusing flash in the bright copying light. The possibilities are ominous, but surely someone will invent a solution to undo what the first solution does, thus starting an "arms race" for the photocopy set. Marketing plans have not been announced yet.

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-- Karen D. Monroe Gilbert, Picture Indexing for Local History Materials (Library Research Associates, Dunderberg Road, Monroe, New York, 1973), 36 pages, $2.70, describes the system used at the Newark, New Jersey Public Library.

-- William K. Jones, "The Exhibit of Documents: Preparation, Matting and Display Techniques," is Technical Leaflet 75 from the American Association for State and Local History. Copies are bound into the June, 1974, issue of History News, or may be obtained singly from the Association, 1315 8th Avenue South, Nashville, Tennessee 37203.

-- Loyd Rathbun, "The Small Library's Large Problem," Special Libraries, 65 (May-June, 1974), 223-226, discusses the issues involved in acquiring clients and users, and places the matter in the perspective of the overall operation.

-- National Archives Reference Information Papers #69 describes The Southeast During the Civil War: Selected War Department Records in the National Archives of the United
States. It includes sections on textual, photographic and cartographic records. Copies are available from the National Archives, Washington, D. C. 20408. The Paper describes, by example, the types of records available for studying the historical geography of the southeastern states during the Civil War.

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John Martin, "Love Letters for Libraries," Wilson Library Bulletin, 48 (February, 1974), 468-475, is one of the most delightful articles about a manuscripts collection, and also one of the most interesting, published in some time. The piece describes the collection of love letters, assembled from the United States, Canada, and Britain, in the West Vancouver, B.C., Memorial Library. The project grew from a low-key effort to assemble some local history items. Martin writes, "One donation came from the widow of a turn-of-the-century high court judge. The lady, based on her journals of 1901 to the 1930s, led a singularly boring existence--tea parties, bridge, and occasional horseback rides. One of the few lively events she recorded was a party at which the judge became hopelessly drunk! In retaliation she destroyed all his love letters. I mentioned this incident on a local talk show with the comment that it was a pity she kept the diary and burned the letters, which might have made better reading. The result was the donation to the library of a series of love letters (which, incidentally, shed light on the early development of the Canadian railroad system). A short time later, the library issued a press release to the local papers announcing that the library was collecting love letters. The story was quickly syndicated by wire services throughout the States and Great Britain. . . . The response has been overwhelming."

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Paul N. Banks, "Environmental Standards for Storage of Books and Manuscripts," Library Journal, 99 (February 1, 1974), 339-343, will be a standard reference on this subject for some time to come.

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The January, 1974, issue of the Northwest Georgia Historical and Genealogical Society has two items of special interest. On pages 2-4, Jewell Alverson, "New Echota Georgia 1839" describes a debit ledger in her possession of a mercantile business in the town, listing
names and other information. On pages 25-29, the magazine continues its publication of the minutes of the Shiloh Baptist Church of Walker County, 1839-. The original minutes are housed in the Cherokee Regional Library in LaFayette.


The first archival collection of TV commercials is being established at the University of Arizona. Says Leslie Daniels, a former advertising copywriter who now lectures at the university and who conceived the idea of the archives, "Future generations will be able to see firsthand our lifestyle, hear our voices, determine our attitudes."

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**RECENT ACCESSIONS AND OPENINGS**

**Atlanta**

**ATLANTA HISTORICAL SOCIETY**

Robert F. Maddox Collection, 1892-1965: mayor of Atlanta, 1909-10, correspondence, speeches, campaign notes, photographs, scrapbooks, (2 ft.); Frank Carroll Collection, 1890-1911: property transactions of Joel Hurt, the street railway companies, and East Atlanta Land Co. (includes information on the Atkinson-Gill controversy of 1899) (5 in.); Aldine Chambers Collection: Atlanta councilman and alderman, 1909-14, includes papers of Police Commission, Board of Firemasters, Board of Education, Streets and Sidewalks Committee, files of Local Draft Board Div. 3 (1917-21), State Democratic Committee, and elections of 1910 (4 ft.); Thomas Maguire Family Papers: plantation owner, includes general store records, farm journal of "Promised Land" plantation (1859-65), and lumber and cotton factory accounts (1 ft.); E. Katherine Anderson Collection: folio of 99 fashion plates depicting female costume from 1810 to
1889, 5 vols. of fashion magazines (1842-57); Chattahoochee Brick Company Records, 1901-1938; minute books, ledgers and journals, records of fuel consumption and production, financial statements, records of real estate transactions, and inventories (2 ft.); Winship-Flournoy Papers: includes copy book begun at Wesleyan Female College, Macon (1846-51) with last entry dated 1879, also contains lecture notes, list of instructors, list of Macon County residents, and rosters of 6 C.S.A. units (5 in.); Robert Kennedy Collection: copy of William Toney's plantation Memo Book (1831-50) containing entries relating to plantings, crops, weather, and finances; Old War Horse Lawyers Club Scrapbooks, 1952-1965: includes incorporation, minutes, lists of officers, correspondence, memorials, citations, obituaries, clippings, photographs (6 in.).

Descriptive inventories for the following have been completed and are available for use at the Society: Atlanta Pioneer Women's Club Collection, Benjamin Mart Bailey Collection, Jennie Meta Barker Collection, Joseph Mackey Brown Collection, Julius L. Brown Collection, William Allen Fuller Collection, Sarah Huff Collection, Helen Dortch Longstreet Papers, William McNaught Collection.

SPECIAL COLLECTIONS DEPARTMENT, ROBERT W. WOODRUFF LIBRARY, EMORY UNIVERSITY

Atlanta Department of Public Works Records, 1913-1945: reports, maps, engineer's and architect's plans relating to proposed development of a plaza in downtown Atlanta; Malcolm Honore Bryan Papers, 1932-1967: economist and banker with Trust Company of Georgia and Federal Reserve Bank, President of Federal Reserve Bank in Atlanta (1951-65) (2 cu.ft.); Cotton Family Papers, 1810-1839: correspondence and business and legal papers of Cotton and Blackshear families (300 its.); James Eppinger Letterbook, 1850-1855: merchant and dealer in real estate, Pike County, photocopy (294 pps.); Shelton Palmer Sanford Diaries, 1860-65, 1874, 1876, 1890, 1896: textbook author and professor of mathematics at Mercer University, Penfield and Macon (1839-91) (6 vols.).

GEORGIA DEPARTMENT OF ARCHIVES AND HISTORY
State Records Section

Department of Agriculture: Animal Industry Division Administrative Records, 1971 (1 cu.ft.), Commissioner's General

Manuscripts Section

James Atkins Diary, 1861-1862: C.S.A. soldier (1 vol.);
Alfred Austell (1814-1881) Letterbook, 1877-1881: Civil War general, Atlanta businessman, personal correspondence (1 vol.);
businessman, personal and business correspondence (1 folder); Thomas Dekalb Harris Papers, 1827-1863: Secretary to Executive Department under Governor McDonald, 1843, and to Office of U.S. House of Representatives, 1850s, correspondence and business papers containing comment on politics, slavery, Lincoln's election, land speculation (correspondents include persons from several states and Washington, D.C.); Howard Factory (Columbus) business correspondence, 1848-1861: cotton and textile mill, correspondence, letterbook, 1841, and incoming orders, 1855-61 (2 folders); Oscar F. Johnson Papers, 1846-1896: graduate of U. S. Naval Academy, served with C.S.A. Navy in Savannah-Charleston area, later a commission merchant in Savannah, personal, business, and naval correspondence, orders, commissions, drawings of a ship's hold space (perhaps the CSS Firefly), and minutes, 1868, of meeting of Savannah Improved Gas Light Company; Theodore K. Jones Papers, 1917-1919 (?): World War I soldier, diary (with typescript), roster, and published materials on World War I, warfare, and military affairs (1 cu.ft.); Charles Augustus Lafayette Lamar (1824-1865) Papers, 1858-1867: commission merchant and part-owner of slave ship Wanderer, C.S.A. officer and envoy to England, reportedly the last Confederate officer to die in battle (April 16, 1865; Columbus, Ga.), personal and family correspondence including information on shooting incident at a Savannah dinner party, the Federal take-over of Savannah and the family home, and his mission to England; William J. Morcock Papers, 1839-1885: minister and farmer from South Carolina and later Forsyth, Ga., chaplain in C.S.A. army, correspondence (including mention of anti-slavery movement), bills and receipts; James Madison Spullock (1816-1883) Papers, 1838-1876: Inferior Court Justice in Floyd County, auditor and superintendent of Western and Atlantic Railroad, correspondence and account book (1 cu.ft.); Ten Club (Atlanta) Records, 1910- : founded 1898, copies of papers presented at monthly meetings, club history, 1935, membership rosters (2 cu.ft.); James B. Warren Diary, 1887: engineer of Atlanta's artesian well located at present site of Five Points flagpole, contains lists of duties, weather reports, accounts of local news and events, and monthly and annual reports (1 vol.); G. B. Zimmerman Diary, 1895: Tennessee artist, contains account of trip to Thomasville, Ga., February-May, 1895 (1 vol.).
United Textile Workers of America: In process: files of the international office and the regional office for the Upper South and papers of Executive Board member Frank Sgambato of Rhode Island. Open for research: Roy Groenert Collection, 1941-73, concerning activity in Wisconsin and a court fight over violations of no-raid agreements, Records, 1943-70, of the regional office for the Lower South, primarily correspondence between UTWA President George Baldanzi and Southern Co-Director Roy Whitmire about organizing in the Carolinas; Jacksonville AFL-CIO Council Records, 1956-1973: correspondence illuminating the Council's interest in consolidated government, collective bargaining rights for public employees, voter registration, and support for political candidates; Jacksonville Typographical Union No. 162 Records, 1920-1973: concerned with contract negotiations, efforts to achieve the 8-hour day and the 5-day week, apprentice training, and technological threats to job security; Locomotive Engineers, Simpson Division 210 (Macon) Records, 1884-1918 (1949): deal with strikes, contract negotiations, the movement for the 8-hour day, state and national legislation, working conditions, and grievance procedures and decisions; Operating Engineers, Local 926 (Atlanta) Records, 1927-1971: files kept by Tommy Archer as financial secretary since 1949, as treasurer of the International's General Pension Fund, 1957-66, and as president of the South Atlantic Conference of Operating Engineers, 1958-59; Service Employees International Union, Southern Region Records, (1958) 1964-1970: illuminate the organizing efforts of the SEIU in various Southern cities from Charleston to Tulsa and in the Midwest; Southern States Apprenticeship Conference Records, 1951-1972: primarily 15 scrapbooks containing correspondence, minutes, proceedings, photographs, speeches, and a variety of printed material describing the annual conference; Wayne Walden Papers, 1916-1952: primarily his essays and articles on education, government, and labor, and correspondence about IWW organization and America's Far Eastern policy during the Korean War.

The Southern Labor Archives has issued its first cumulative list of holdings. Copies are available on request from David B. Gracy II, Archivist, Southern Labor Archives, Georgia State University, Atlanta 30303.
St. Simons Island

ARCHIVES DIVISION, METHODIST MUSEUM
EPWORTH-BY-THE-SEA

Bishop Arthur James Moore: manuscripts, papers, and correspondence (12 ft.); Mrs. Sidney Lanier Letters, 1880s: ALS, to Mrs. Thomas H. Northen (3 in.); Sidney Lanier: collection of newspaper articles, editorials, and rotogravure sections on the poet (4 in.); John Wesley Letter, 1776: ALS, to Miss Margaret (Peggy) Dale (an excellent pastoral letter); South Georgia Conference Journals, 1875-1928 (1 ft.); Joshua Glenn Diary, 1823: pioneer minister sent as missionary to St. Augustine, Fla.; Boy Scouts of America Annual Reports, 1926-1946 (2 ft.).

Savannah

GEORGIA HISTORICAL SOCIETY

Pleasant A. Stovall (1857-1935) Papers, 1888-1973: editor, diplomat, politician, and author, of Savannah, letters (correspondents include several U. S. Presidents) dealing with international, national, and state politics; J. Fred Waring Papers: family letters, diaries, journals, and other materials including data collected for a history of the Jeff Davis Legion (22 MS boxes).
BOOK REVIEWS

ARCHIVES PROCEDURAL MANUAL. (St. Louis: Washington University School of Medicine Library, 1974. Pp. v + 118. Appendices. $5.00)


The archival profession is faced with what may appear to be an insurmountable task, that is, the proper handling of the vast number of papers and other archival material presently being created. Not only is the profession witnessing what has been termed an "explosion" in the creation of records, but, fortunately, it is also seeing an increase in the number of repositories established to collect and preserve contemporary records.

As new archival agencies have been formed, it has become even more evident, than in the past, that each agency needs to develop procedures to be followed in carrying out its program. Given the wide variety of types of material collected, subject areas covered, staff sizes, and other differences, a comprehensive procedures manual for the entire profession may be impractical. Each depository, however, can, and should, develop its own manual. This is particularly true as more and more agencies turn to part time, temporary staff for assistance.

Though each program must devise its own methods, manuals describing the experience and practice of other archival agencies will be of great assistance in establishing standard procedures. Two such manuals are those written by the staffs of the School of Medicine Library at Washington University and the Cornell University Libraries.

The Archives Procedural Manual of Washington University's Medical Library is a compilation of the forms, flow charts, and directives pertinent to the program. In 118 pages it covers the gamut of archival work from acquiring new collections to providing copies for patrons. It may be because this is an archives concerned with the sciences that there are so many forms. I, however, find the large number to be overwhelming. One wonders if some
could not be combined or eliminated. The functions of forms should be to aid in the performance of a task. When one is "drowned" in procedures, the task may become more complicated, rather than eased.

On the other hand, it is this vast number of forms and other items that make this manual of value to other institutions. There are enough examples to cover nearly every need. Topics covered that may be of interest to others include acquiring new donations, assigning collection numbers, establishing control, processing, finding aids, picture indexing, use of collections, oral history and microfilming.

The Manual of Manuscript Processing Procedures for the Cornell University Libraries is more of an internal operating document than is the Washington University manual. Nevertheless, other repositories may find sections useful to their programs.

The Cornell manual also is written more for the student assistant or volunteer helper who has had no archival training. The early sections of the manual deal with topics such as respect de fonds and maintaining the original order, subjects in which most beginning archivists, hopefully, are well versed. The manual also is well sprinkled with admonitions for the processor to seek out the supervisor when in doubt.

Unlike the Washington University publication, the Cornell work is a manual of procedures rather than a compilation of forms. It takes a new archival processor step-by-step through Cornell's method of arranging and describing collections.

One feature of the manual that other institutions should strive to emulate is a bibliography of references relevant to Cornell's particular subject areas. Other repositories would do well to compile similar listings for their subject areas. Another bibliography in the Cornell manual contains books and articles that may be consulted on archival and manuscript practices.

Through the use of a glossary and a list of approved abbreviations the compilers of this manual have attempted to resolve the standardization of descriptive terms, a problem which continually arises in the
The major gap in both manuals, in this writer's opinion, is the lack of guidelines on appraisal standards. Despite preliminary decisions by archival staffs as to what should be collected, it is often the task of the processors of collections to apply appraisal standards as they proceed with the arrangement and description. It is unfortunate that such guidelines have not been included.

The Washington University and Cornell manuals are important, not only because they reflect an important professional trend towards standardization of archival procedures, but also because they make literature on the topic readily available to the profession as a whole.

Archives of Labor History and Urban Affairs  Warner Pflug
Wayne State University


This booklet was originally prepared for the use of the author's Holy Family College Library, and "it has been revised and changed in part to serve as a useful guide for practically all college libraries which are collecting archives" (Foreword by Maurice F. Tauber, p.v.). It has been written for librarians with little or no training who have responsibility for manuscripts.

The manual is not very long (87 pages, 8½ X 11 format, typed, double-spaced), but it contains much practical material. Pages 1-32 contain step-by-step directions for accessioning, arranging, etc. Then there are sixteen pages of samples of finding aids: registers, catalog cards, inventories, shelf lists and printed guides. Pages 49-50 contain a "Sample of a Record Groups Classification for Archives," and pages 50-63 contain sample forms. There are appendices with bibliographies, a page of "useful abbreviations," a list of vendors of supplies and equipment, a glossary and an index.
It is difficult, if not impossible, to write a manual for beginners. Inexperienced people do not have the requisite knowledge, and experienced people have lost the beginner's perspective. Sister Menzenska has partially succeeded but has tried to do too much. Invoking the Reviewer's License (the assumption that the work will soon be revised and the author wants advice), I suggest: eliminate the material on rare books, and refer readers to more extensive guides; move the lists on pages 4-6 to an appendix, lest they discourage people; reduce the number of terms in the glossary to allow better definitions of a few terms; and provide a few simple drawings in the section on processing.

My suggestions for improvement should not obscure the fact that this is a very useful guide. The author has gathered in one volume instructions, hints, directions, and references that were widely scattered. Her writing was prompted by the realization that many college libraries are acquiring manuscripts and are entrusting the care of them to people whose education and experience have been with library materials. There is no lengthy discussion in this manual of library versus archives procedures or of the principles of archival organization, but there is an appreciation of the different requirements of "special collections" materials and some very good advice on handling them.

Librarians should not depend on this manual unless they have had formal archival training or have the dependable guidance of an experienced archivist. Librarians-becoming-archivists will find it helpful to supplement proper training, and they will find it helpful as they instruct clerical workers. Its widespread use would assist accuracy and uniformity in the processing of archival materials that are not in the custody of professional archivists.

DePauw University Archives  David E. Horn
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