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ABSTRACT

An effort has been made to include all writings that have contributed to, or illustrate the development of, archival principles and techniques in the U.S. The major part of the guide is organized according to archival functions, rather than according to types of archival agencies. However, writings dealing exclusively with one type of records and archives--government, business, college and university, church--are listed under the appropriate chapter. The guide includes the most relevant writings published through June 1969. (Author/MF)

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The Administration of Modern Archives: A Select Bibliographic Guide

Compiled by Frank B. Evans

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FOREWORD

The General Services Administration, through the National Archives and Records Service, is responsible for administering the permanent noncurrent records of the Federal Government. These archival holdings, now amounting to more than 900,000 cubic feet, date from the days of the First Continental Congress and consist of the basic records of the legislative, judicial, and executive branches of our Government. In the Presidential libraries--the Herbert Hoover Library, the Franklin D. Roosevelt Library, the Harry S. Truman Library, the Dwight D. Eisenhower Library, the John F. Kennedy Library, and the Lyndon B. Johnson Library--are the papers of those Presidents and many of their associates in office. In addition to documenting events of great moment in our Nation's history, these archival holdings are preserved because of their continuing practical use in the ordinary processes of government, for the protection of private rights, and for the research use of scholars and students.

In addition to preparing finding aids that describe the nature and content of these records in order to facilitate their use, members of the staff of the National Archives and Records Service upon occasion prepare materials contributing directly to the development of the archival and records management professions. The present work is one such publication. While intended primarily for staff information and use, we believe that it will also be useful to others interested in the administration and use of both public and private records and archives.

Robert L. Kunzig
Administrator of General Services

PREFACE

Archivists in the Office of the National Archives appraise, accession and arrange records, provide reference service on them at the request of Government agencies and private citizens, and compile various kinds of finding aids to facilitate their use. Contributing to the literature of his profession is still another responsibility of the professional archivist, an activity perhaps not as fully evident to the public.

In the United States the archives profession is a comparatively youthful one, yet its literature is already substantial. Only through a knowledge of past archival policies and practices, acquired through familiarity with what has been written on the subject, will archivists of the present and those of the future be able to appraise current developments and devise techniques appropriate to the rapidly changing forms and uses of documentary materials. The literature continues to grow steadily, and therefore this bibliographic guide will be revised as necessary to keep abreast of the times and the material.

James B. Rnoads
Archivist of the United States

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INTRODUCTION

Writings pertinent to archival administration have increased rapidly in the last few years and are to be found not only in formal treatises but also in a wide variety of serial publications and in isolated pamphlets. Archivists and others concerned with the subject need a guide to aid them in discovering and selecting the most useful items for study and reading. The lists that follow do not purport to be a general guide to writings on archival administration, much less a comprehensive bibliography of the subject, but it is believed that they will be helpful to those interested in the phases of the subject that are covered.

The introductory remarks by Solon J. Buck and Ernst Posner in their *Selected References on Phases of Archival Administration* (National Archives, Staff Information Circular No. 12, Washington, May 1942) define both the purpose and the limits of this guide. The volume, variety, and location of writings on archives have indeed multiplied during the past quarter century, making selectivity even more necessary if a listing is to prove useful as a working tool. This guide is confined almost exclusively to writings in the English language, and its emphasis is upon archival theory and practice in the United States.

The state of the literature itself has determined that some sections of the guide will be longer than others. An effort has been made to include all writings that have contributed to or illustrate the development in the United States of archival principles and techniques. Other writings are representative of scores of similar publications, frequently repetitious in content, and are included as either the most accessible or the best-written articles on a particular topic. The major part of the guide is organized according to archival functions, rather than according to types of archival agencies. However, writings dealing exclusively with one type of records and archives--government, business, college and university, church--are listed under the appropriate chapter in the concluding part of the guide. Writings dealing with several phases of archives administration have usually been listed only under the topic to which they most significantly relate, and no attempt has been made to cross-reference individual entries. Finally, the guide attempts, within the above limitations, to include the most relevant writings published through June 1969.

In this guide the titles of serial publications and other bibliographical data have been abbreviated and simplified whenever possible. Quotation marks have been eliminated from the titles of published articles. The place of publication of books and pamphlets, unless otherwise indicated, is Washington, D.C. Because of the frequency with which the following institutions, organizations, publications, and other data occur, they have been designated with the symbols indicated:

<i>AA</i>	<i>American Archivist</i>
AASLH	American Association for State and Local History
<i>ACJ</i>	<i>Autograph Collector's Journal</i>
<i>AD</i>	<i>American Documentation</i>
AHA	American Historical Association
<i>AHR</i>	<i>American Historical Review</i>
ALA	American Library Association
<i>ALJ</i>	<i>Australian Library Journal</i>
<i>AM</i>	<i>Archives and Manuscripts</i> (Australia)
<i>AP</i>	<i>Aslib Proceedings</i>
BAC	Business Archives Council (Great Britain)
BACA	Business Archives Council of Australia
<i>BAH</i>	<i>Business Archives and History</i> (Australia)
<i>BHR</i>	<i>Business Historical Review</i>
BHS	Business Historical Society
BRA	British Records Association
<i>CRL</i>	<i>College and Research Libraries</i>
<i>HAHR</i>	<i>Hispanic American Historical Review</i>
<i>HBH</i>	<i>Harvard Business Review</i>
<i>HLB</i>	<i>Harvard Library Bulletin</i>
<i>HN</i>	<i>History News</i>
<i>HS</i>	<i>Historical Studies: Australia and New Zealand</i>
<i>IA</i>	<i>Indian Archives</i>
<i>IL</i>	<i>Illinois Libraries</i>
IRAC	U.S. Interagency Records Administration Conference
<i>IRM</i>	<i>Information and Records Management</i>
<i>JAH</i>	<i>Journal of American History</i>
<i>JCC</i>	<i>Journal of Cataloguing and Classification</i> (Great Britain)
<i>JD</i>	<i>Journal of Documentation</i>
<i>JDR</i>	<i>Journal of Documentary Reproduction</i>
<i>JEH</i>	<i>Journal of Economic History</i>
LAA	Library Association of Australia
<i>LAR</i>	<i>Library Association Record</i>
LC	U.S. Library of Congress
<i>LJ</i>	<i>Library Journal</i>

<i>LQ</i>	<i>Library Quarterly</i>
<i>LRTS</i>	<i>Library Resources and Technical Services</i>
<i>LT</i>	<i>Library Trends</i>
<i>MSS</i>	<i>Manuscripts</i>
<i>MVHR</i>	<i>Mississippi Valley Historical Review</i>
<i>NA</i>	U.S. National Archives
<i>NARS</i>	U.S. General Services Administration, National Archives and Records Service
<i>NBS</i>	U.S. Department of Commerce, National Bureau of Standards
<i>NZL</i>	<i>New Zealand Libraries</i>
<i>OME</i>	<i>Office Management and Equipment</i>
<i>P</i>	Processed
<i>PAR</i>	<i>Public Administration Review</i>
<i>Proc.</i>	Proceedings
<i>R</i>	Book Review
<i>rep.</i>	reprinted
<i>RMJ</i>	<i>Records Management Journal</i>
<i>RMQ</i>	<i>Records Management Quarterly</i>
<i>SA</i>	Society of Archivists (Great Britain)
<i>SAA</i>	Society of American Archivists
<i>SLA</i>	Society of Local Archivists (Great Britain)
<i>SIC</i>	<i>Staff Information Circular</i>
<i>SIP</i>	<i>Staff Information Paper</i>
<i>SL</i>	<i>Special Libraries</i>
<i>T</i>	Typescript in National Archives Library
<i>UBL</i>	<i>Unesco Bulletin for Libraries</i>
<i>WLB</i>	<i>Wilson Library Bulletin</i>
<i>WMH</i>	<i>Wisconsin Magazine of History</i>
<i>WMQ</i>	<i>William and Mary Quarterly</i>

Symbols used only in listing writings on a particular topic are indicated at the beginning of the listing under that topic. For short titles used for manuals and general works, see ch. II.

As the outgrowth of introductory courses in the administration of modern archives, this select bibliography owes much to my colleagues on the staff of the National Archives and Records Service. At one time or another they have reviewed chapters or sections relating to their areas of responsibility and special interests, and have called particular writings to my attention. For the selection of items for inclusion in this guide, however, and for their placement under the various headings, the compiler assumes sole responsibility. He would

appreciate having brought to his attention any errors in citation, as well as writings recommended for inclusion or deletion.

The compiler is particularly indebted to Jacqueline W. Alder and Camille Hannon for their assistance in the preparation of this publication, and of the several annual revisions of an informal bibliography upon which it is based. He is also grateful to Rita B. Carr for her preparation of the copy for this guide.

The compiling of a bibliography is essentially an act of faith, and this guide, like all bibliographies, will best serve its purpose if it is quickly outdated by the writings of those who use it.

Washington, D.C.

F.B.E.

PART I. INTRODUCTION TO ARCHIVES ADMINISTRATION

I. GENERAL BIBLIOGRAPHIC AIDS

Very little has been written on the history of the literature of archives administration in the United States. For a discussion of the problems involved, see Edna L. Jacobsen, *American Archival Journals*, *AA*, 2:37-45 (Ja 39). A valuable study in this area is Karl L. Trever, *The American Archivist: The Voice of a Profession*, *AA*, 15:147-55 (Ap 52).

The most useful guide to writings on archives administration for the period before 1942 is NA, *Selected References on Phases of Archival Administration*, comp. by Solon J. Buck and Ernst Posner (*SIC*, No. 12, 42). In addition to containing many annotated entries, this bibliography includes the most useful European writings to that date and indicates those available in draft translation in the NA Library. Additional writings for the period before 1942 may be obtained from LC, *A Selected List of References on the Administration and Care of Public Archives in the United States*, comp. by Ann D. Brown (34 P); and from NA, *Select Bibliography on the History, Organization, and Activities of Archival Agencies* (41 P).

For the period since 1942 the most comprehensive guide to writings in English dealing with the administration of archives is the series of classified bibliographies published, beginning in 1943, in the *AA* under the title *Writings on Archives, Current Records, and Historical Manuscripts*. For a listing of the writings see *A Checklist of the Bibliographies of Writings on Archives, Current Records, and Historical Manuscripts*, comp. by the Editor [Kenneth W. Munden], (*AA Biblio. List*, No. 9, 65 P). Also useful are Ernst Posner, comp., *Basic Bibliography of Writings on Public Archives Administration in the United States*, in his *American State Archives* (Chicago 64), 377-86, and the initial sections in *The Historical Profession*, in AHA, *Writings on American History, 1948-*, comp. by James R. Masterson and published since 1950 as supplements (or as vol. 2) of the AHA, *Ann. Rept.*

The most comprehensive series of bibliographies on archives administration, in terms of geographical coverage and foreign language writings, is that compiled by Robert-Henri Bautier *et al.* under the title *Bibliographie analytique internationale des publications relatives à l'archivistique et aux archives*. The series has been published in *Archivum* beginning in 1952 and to

date covers the period 1947-59. With its inception in 1938 the AA began publishing Abstracts of Archive Publications, which were discontinued during World War II and revived in 1960 as Abstracts of Foreign Periodicals; these provide valuable summaries in English of the contents of major archival journals outside the United States.

Bibliographies on particular topics are listed in this guide at the end of the section on the topic to which they relate.

II. GENERAL WORKS AND MANUALS

An adequate general history of the evolution of archives administration and a comprehensive manual on the principles and techniques for the administration of modern archives of both public and private origin still remain to be written. Contributions to such a history and a manual are scattered in a wide variety of books, pamphlets, articles, and processed studies. For an understanding of the status of archives administration in the United States, the most valuable general works are:

- Schellenberg, T. R. *Modern Archives: Principles and Techniques* (Chicago 56); hereafter cited as Schellenberg, *Modern Archives*.
Schellenberg, T. R. *The Management of Archives* (N.Y. 65); hereafter cited as Schellenberg, *Management of Archives*.
Posner, Ernst. *American State Archives* (Chicago 64); hereafter cited as Posner, *State Archives*.

The first treatise relates primarily to records and archives of the Federal Government and the policies and procedures of the National Archives and Records Service. The second study investigates the history and relationship of archives administration and library science, and provides a systematic exposition of methodology for the arrangement and description of both textual and nontextual documentary material. Professor Posner's study is valuable for the history of archives administration in the United States, its discussion of archival functions and problems common to most archival agencies, and for the "standards" it advances that have become a model for the entire profession.

More selective in their coverage but nevertheless invaluable are the following works:

- Hesseltine, William B., and Donald R. McNeil, eds. *In Support of Clio: Essays in Memory of Herbert R. Kellar* (Madison 58); hereafter cited as Hesseltine, *In Support of Clio*.
Munden, Ken, ed. *Archives & The Public Interest: Selected Essays by Ernst Posner* (67); hereafter cited as *Selected Essays*.

On the administration of "historical manuscripts" the most useful and influential manuals are:

- Kane, Lucile M. *A Guide to the Care and Administration of Manuscripts* (2d ed. Nashville 66); hereafter cited as Kane, *Manuscripts*.
 Bordin, Ruth B., and Robert M. Warner. *The Modern Manuscript Library* (N.Y. 66); hereafter cited as Bordin and Warner, *Manuscript Library*.

Other general works and manuals, useful for an understanding of the development of archives administration, include:

- AHA, Public Archives Commission. *The Preservation of Local Archives: A Guide for Public Officials* (32).
 Blegen, Theodore C. *A Report on the Public Archives* (Wis. State Hist. Soc., *Bull. of Information*, No. 94, Madison 18); hereafter cited as Blegen, *Report on the Public Archives*.
 Botha, C. Graham. *Report of a Visit to Various Archive Centers in Europe, United States of America, and Canada* (Pretoria 21).
 Brooks, Philip C. *Research in Archives: The Use of Unpublished Primary Sources* (Chicago 69).
 Christopher, H. G. T. *Palaeography and Archives: A Manual for the Librarian, Archivist, and Student* (London 38).
 Davies J. Conway, ed. *Studies Presented to Sir Hilary Jenkinson* (London 57).
 Emmison, Frederick G. *Introduction of Archives* (London 64).
 Henderson, George C. *Report on the Collection, Storage, and Preservation of Archives in Europe* (Adelaide 15).
 Hollaender, A. E. J. ed. *Essays in Memory of Sir Hilary Jenkinson* (Chichester 62); hereafter cited as Hollaender, *Essays in Memory of Jenkinson*.
 Hower, Ralph M. *The Preservation of Business Records* (Boston 40); rev. of an article in *BHS, Bull.*, 11:37-83 (N 37).
 Jenkinson, Hilary. *A Manual of Archive Administration*, ed. by Roger H. Ellis (rev. 2d ed. London 65).
 Johnson, Charles. *The Care of Documents and Management of Archives (Helps for Students of History*, No. 5, London 19).
 Leahy, Emmett J. *A Study of European Archival Administration* (39. 2 pts. T).
 Leland, Waldo G. *Report on the Public Archives and Historical Interests of the State of Illinois*, Ill. State Ed. Bldg. Comm., *Rept.*, 11-53 (13).
 LC. *Notes on the Care, Cataloguing, Calendaring, and Arranging of Manuscripts*, by John C. Fitzpatrick (3d ed. 34).
 Macmillan, David S., ed. *Archives--Techniques and Functions in a Modern Society* (BACA, *Pub.* No. 2, Sydney 57).

- Minnesota Hist. Soc. *The Care and Cataloguing of Manuscripts as Practiced by the Minnesota Historical Society*, comp. by Grace Lee Nute (St. Paul 36).
- Muller, Samuel, J. A. Feith, and R. Fruin. *Manual for the Arrangement and Description of Archives*, trans. from the 2d Dutch ed. of 1920 by Arthur H. Leavitt (N.Y. 40, rep. 68).
- NA. *Report on a Scientific Mission to German, Austrian, and Swiss Archives*, by Joseph Cuvelier (*SIC*, No. 2, 39).
- Parker, Donald D. *Local History: How to Gather It, Write It, Publish It* (rev. and ed. by Bertha E. Josephson. N.Y. 44).
- Perotin, Yves, ed. *A Manual of Tropical Archivology* (Paris 66).
- Redstone, Lilian J., and Frances W. Steer, eds. *Local Records: Their Nature and Care* (London 53).
- Stevens, Rolland E., ed. *University Archives: Papers Presented at an Institute Conducted by the University of Illinois Graduate School of Library Science, November 1-4, 1964* (Champaign 65); hereafter cited as Stevens, *University Archives*.
- Stiles, Cassius C. *Public Archives: A Manual for Their Administration in Iowa* (Des Moines 23); rep. from *Annals of Iowa*, vols. 10, 12, 16.
- Vail, R. W. G. (issue ed.). Manuscripts and Archives, *LT*, 5, No. 3 (Ja 57).
- White, H. L. Trends in Archival Administration, *HS*, 1:102-15 (O 40), also in Austral. Inst. of Libs., *Proc.*, 1941-2, 46-60.

Since archival activity in the United States represents necessary modifications of traditional European concepts, principles, and techniques, and in turn has led to modifications of practices in other countries, the student of archives administration should also become familiar with the following general works, treatises, and manuals, none of which are currently available in English translation:

- Angarano, Giovannino. *Tecnica archivistica (con illustrazione pratica). Manuale ad uso dell'Archivista della Pubblica Amministrazione* (Roma 42).
- Bachulski, Aleksy. *Szkice Archiwalne* (Warszawa 52).
- Baldini, I. *El Archivo en la Empresa Moderna. Tratado Practico de Organización y Funcionamiento de sus Servicios* (Barcelona 59).
- Bandini, Italo. *L'archivio. Manuale pratico per l'organizzazione e il funzionamento dei servizi d'archivio* (Milano 58).
- Bassi, A. C. *Principios de metodología general* (Buenos Aires 39).
- Bautier, Robert-Henri. Les Archives, in Charles M. D. Samaran, ed., *L'histoire et ses méthodes* (Paris 61), 1120-66.
- Beschorner, Hans, ed. *Archivstudien zum siebzigsten Geburtstage von Woldemar Lippert* (Dresden 31).
- Bori Llobet, R. *Manual practico de clasificación y archivo* (Barcelona 32).
- Boudet, P. *Manuel de l'Archiviste* (2d ed. Hanoi 45).

- Boullier de Branche, H. *Archivo. Organización y Metodos* (San José de Costa Rica 59).
- Brenneke, Adolf. *Archivkunde: Ein Beitrag zur Theorie und Geschichte des europäischen Archivwesens*, ed. by Wolfgang Leesch (Leipzig 53).
- Casanova, Eugenio. *Archivistica* (2d ed. Siena 28).
- Casanova, and Bruno Katterbach. Archivio e archivistica, *Enciclopedia italiana*, 4:83-90 (Rome 29).
- Cassese, Leopoldo. *Introduzione allo studio dell'Archivistica* (Roma 59).
- Cicero, Angelo. *Archivi e Archivistica. Manual ...* (Milano 52)
- Congrès international des Archivistes et des Bibliothécaires, 1910. *Actes* (Bruxelles 12).
- Cuvellier, Joseph. Les Archives, *Revue des bibliothèques et archives de Belgique*, 1:6-22 (03).
- Enders, Gerhart. *Archivverwaltungslehre: Archivwissenschaft und Historische Hilfswissenschaften* (Berlin 62, 2d ed. 67).
- Favier, Jean. *Les Archives* (Paris 65).
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III. ARCHIVAL CONCEPTS, TERMINOLOGY, AND PRINCIPLES

RECOMMENDED READINGS

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4. Ernst Posner. A Selective Glossary of Terms, in his *State Archives*, app. A, 368-71.

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See also ch. V, Archivists, Librarians, and Manuscript Curators: Comparisons and Contrasts, and ch. XI, Arrangement of Archives.

IV. DEVELOPMENT OF ARCHIVES ADMINISTRATION: AN OVERVIEW

RECOMMENDED READINGS

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2. Schellenberg. *Modern Archives*, 3-10.
3. Oliver W. Holmes. History and Theory of Archival Practice, in Stevens, *University Archives*, 1-21.
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3. Lester K. Born. Archives, *Encyclopaedia Britannica*, 2:325-9 (Chicago 65).
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5. L. H. Gann. Archives and the Study of Society, *Rhodes-Livingstone Institute Jour.*, No. 20:49-67 (Je 56).

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For further readings on the evolution of archives administration, see Frank B. Evans, comp., *The History of Archives Administration: A Select Bibliographic Guide* (69 P), and, for earlier writings, *Bibliography of Printed Materials on the Archives Question*, in Blegen, *Report on the Public Archives*, 105-15. On the historical development of archives administration and archival agencies and programs in the United States, see Part III of this guide.

V. ARCHIVISTS, LIBRARIANS, AND MANUSCRIPT CURATORS: COMPARISONS AND CONTRASTS

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2. Schellenberg. *Management of Archives*, 20-31.
3. Herman Kahn. Librarians and Archivists-- Some Aspects of Their Partnership, *AA*, 7:243-51 (O 44).
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On the application of archival principles and techniques by manuscript curators, see also ch. XI, Arrangement of Archives, and ch. XII, Description of Archives.

VI. ARCHIVES ADMINISTRATION AND RECORDS MANAGEMENT

RECOMMENDED READINGS

1. Schellenberg. *Modern Archives*, 26-43.
2. Emmett J. Leahy. *Modern Records Management*, *AA*, 12:231-42 (Jl 49).
3. Everett O. Alldredge. The Scope and Responsibility of the Records Manager, *IRM*, 1:27-9, 54 (O/N 66).
4. Frank B. Evans. Archivists and Records Managers: Variations on a Theme, *AA*, 30:45-58 (Ja 67).

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2. Philip C. Brooks. Current Aspects of Records Administration: The Archivist's Concern in Records Administration, *AA* 6:158-64 (Jl 43).
3. Herbert E. Angel. Federal Records Management Since the Hoover Commission Report, *AA*, 16:13-26 (Ja 53).
4. Robert W. Krauskopf. The Hoover Commissions and Federal Recordkeeping, *AA*, 21:371-99 (O 58).
5. Everett O. Alldredge. Total Paperwork Management, *NOMA Mgt. Quar.*, 2:10-22 (O 62).
6. Posner. *State Archives*, 337-42, 364-7.

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RECORDS AND THE ADMINISTRATIVE PROCESS

On the background of the development of records management, see Helen L. Chatfield, *The Development of Record Systems*, *AA*, 13:259-67 (Jl 50); NA, *The Role of the Archivist in Public Administration*, by Helen L. Chatfield (*Misc. Proc. Doc.*, No. 42-4, 42); Chatfield, *The Problem of Records From the Standpoint of Management*, *AA*, 3:93-101 (Ap 40); Chatfield, *Records and the Administrator*, *PAR*, 10:119-22 (Spr 50); Willard F. McCormick, *The Control of Records*, *AA*, 6:164-7 (Jl 43); Fritz M. Marx, *The Role of Records in Administration*, *AA*, 10:241-8 (Jl 47); and Margaret C. Norton, *Control of Administrative Records*, *JL*, 27:182-9 (Mr 45).

Cf. Hilary Jenkinson, *A Manual of Archive Administration* (2d ed. London 65), Pt. IV; V. K. Bawa, *The Archivist and Public Administration*, *Indian Jour. of Public Adm.*, 6:405-14 (O/D 49); B. S. Baliga, *The Archivist and the Administrator*, *IA*, 4:181-7 (50); and Roger H. Ellis, *Archives and Ministry*, *IA*, 4:189-91 (50).

ORIGINS AND SCOPE OF FEDERAL RECORDS MANAGEMENT

The origins of Federal records management can be traced in Henry P. Beers, *Historical Development of the Records Disposal Policy of the Federal Government Prior to 1934*, *AA*, 7:181-201 (J1 44); Bess Glenn, *Search for Efficiency in Federal Record Management: Introduction*, *AA*, 21:159-62 (Ap 58); Harold T. Pinkett, *Investigations of Federal Recordkeeping, 1887-1906*, *AA*, 21:163-92 (Ap 58); and Bess Glenn, *The Taft Commission and the Government's Record Practices*, *AA*, 21:277-303 (J1 58).

On the development of Federal records management during World War II, see Emmett J. Leahy, *Reduction of Public Records*, *AA*, 3:13-38 (Ja 40); Leahy, *Records Administration and the War*, *Military Affairs*, 6:97-108 (Sum 42); Leahy, *The Navy's "Record" in the Second World War*, *AA*, 8:233-40 (O 45); Herbert E. Angel, *Highlights of the Federal Records Program of the Navy Department*, *AA*, 7:174-80 (J1 44); Oliver W. Holmes, *Planning a Permanent Record Program for Federal Records in the States*, *AA*, 6:81-104 (Ap 43); William D. McCain, *The Interest of the States in Federal Field Office Records*, *AA*, 6:104-8 (Ap 43); Richard B. Morris, *The Need for Regional Depositories for Federal Records*, *AA*, 6:115-22 (Ap 43); NA, *War History and Record Activities*, by Harry Vanneman (*Records Adm. Circ.*, No. 25:14-9, 43); NA, *The General Accessioning Policy of the National Archives*, *AA*, 8:265-8 (O 45); U.S. Adj. Gen. Office, Dept. Records Branch, *Aspects of the Historical Development of the Army Records Administration Program*, by Seymour J. Pomrenze (*Tech. Paper*, No. 52-1, 52); and Wayne C. Grover, *War Department Records Administration Program* (48 P), especially 15-28.

For the development of Federal records management since 1949 see particularly the following writings, listed generally by date of publication: U.S. [First Hoover] Commission on Organization of the Executive Branch of the Government, *Records Management in the United States Government: A Report With Recommendations ... (Task Force Report on Records Management)*, app. C (49); Emmett J. Leahy, *What the Hoover Commission Did For Records Management*, *Office*, 30:33-*i* (J1 49); Wayne C. Grover, *A Note on the Development of Record Centers in the United States*, *IA*, 4:160-3 (J1/D 50); and U.S. [Second Hoover] Commission on Organization of the Executive Branch of

the Government, *Task Force Report on Paperwork Management, Part I: Paperwork Management in U.S. Government* (55), and *Paperwork Management, Part I: A Report to Congress by the Commission...* (55).

Following the Hoover Commissions, see DePaul Univ., *Memorandum to the Records Management Act* (59); Cilon McCool, *The Metes and Bounds of Records Management*, *AA*, 27:87-93 (Ja 64); J. J. Hammitt, *Government Archives and Records Management*, *AA*, 28:219-22 (Ap 65); U.S. House of Rep., Comm. on Post Office and Civil Service, *How to Cut Paperwork*, 99th Cong., 2d Sess., *H. Doc.* 2197 (O 66); Terry Beach, *Investigative Techniques - Surveys and Audits*, *RMQ*, 1:25-6 (Ap 67); Herbert E. Angel, *Archival Janus: The Records Center*, *AA*, 31:5-12 (Ja 68); Everett O. Alldredge, *Studies that Produce Benefits in Communications*, *RMJ*, 6:19-27 (Spr 68); and especially H. G. Jones, *The Records of a Nation: Their Management, Preservation, and Use* (N.Y. 69), 24-65, 189-207.

For the program of Federal paperwork management see NARS, *Records Management Handbooks*, as follows:

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| <i>Managing Correspondence:</i> | <i>Form Letters</i> (54).
<i>Plain Letters</i> (55).
<i>Guide Letters</i> (55). |
| <i>Managing Mail:</i> | <i>Agency Mail Operations</i> (57). |
| <i>Managing Current Files:</i> | <i>Protecting Vital Operating Records</i> (58).
<i>Files Operations</i> (64).
<i>File Stations</i> (66).
<i>Subject Filing</i> (66). |
| <i>Managing Forms:</i> | <i>Forms Analysis</i> (60).
<i>Forms Design</i> (60). |
| <i>Mechanizing Paperwork:</i> | <i>Source Data Automation Equipment Guide</i> (62).
<i>Source Data Automation Systems</i> (63).
<i>Source Data Automation</i> (65). |
| <i>Managing Directives:</i> | <i>Communicating Policy and Procedure</i> (67). |
| <i>Managing Noncurrent Files:</i> | <i>Applying Records Schedules</i> (61).
<i>Federal Records Centers</i> (67). |
| <i>General:</i> | <i>Copying Equipment</i> (66). |

See also NARS, *Purpose and Scope of an Agency Records Management Program* (n.d.); NARS, *A Checklist of Records Management Program Content and Administration* (56); and the extensive processed series of IRAC P.oc. and Repts. (41-).

For records management programs at the State and local government levels, see ch. XXII, State and Local Public Records and Archives. See also Philip C. Brooks, *Public Records Management* (Chicago 49, rev. ed. 61).

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PART II. SURVEY OF ARCHIVAL FUNCTIONS

VII. APPRAISAL OF MODERN RECORDS: GUIDELINES AND TECHNIQUES

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2. NA. *The Appraisal of Modern Public Records*, by T. R. Schellenberg (*Bull.* No. 8, 56).
3. NA. *The Appraisal of Current and Recent Records*, by G. Philip Bauer (*SIP*, No. 13, 46).
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2. Karl L. Trever. Administrative History in Federal Archives, *AA*, 4:159-69 (Jl 41).
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4. Wilfred I. Smith. Archival Selection: A Canadian View, *SA, Jour.*, 6:275-80 (O 67).
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On the value, use, and appraisal of private records and archives--business and labor, college and university, and church--and of personal papers and historical manuscripts, see the chapters on these topics.

VIII. DISPOSITION PRINCIPLES AND TECHNIQUES

RECOMMENDED READINGS

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2. Robert H. Bahmer. Scheduling the Disposition of Records. *AA*, 6:169-75 (Jl 43).
3. Joseph L. Kish. Step by Step to an Efficient Records Retention Program, *RMJ*, 3:2-26 (Wint 65).
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5. NARS. *Records Management Handbook. Managing Noncurrent Files: Applying Records Schedules* (61).
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REPRESENTATIVE DISPOSITION GUIDES AND SCHEDULES

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For nongovernment records see Am. Assoc. of Collegiate Registrars and Admissions Officers, Comm. on Office Mgt. and Practices, *Retention of Records: A Guide for Registrars and Admissions Officers in Collegiate Institutions* (n.p. 60); The George Washington Univ., School of Govt., Business, and International Affairs, *Essential Records for Individual Identification and Reestablishment of Individual Rights*, ed. by Doreen S. Jones (62); William E. Mitchell, *Records Retention* (Evansville 64); N.C. Univ., Woman's College, *Archives: Records Schedule* (Greensboro 62); Records Control, Inc., *Retention and Preservation of Records: With Destruction Schedules* (7th ed. Chicago 67); William F. Schmidt and Sarah J. Wilson, A Practical Approach to University Records Management, *AA*, 31:247-64 (Jl 68); Univ. of Calif., Records Mgt. Comm., Disposition Schedule (Berkeley 63 P), and Records Disposition (Berkeley 63 P); and Robert B. Wheelan, *Corporate Records Retention* (3 vols. N.Y. 58-60).

IX. PRESERVATION: BUILDINGS AND STORAGE FACILITIES

RECOMMENDED READINGS

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2. Schellenberg. *Management of Archives*, 199-218.
3. Victor Gondos, Jr. American Archival Architecture, *Am. Inst. of Architects, Bull.*, 1:27-32 (S 47).
4. Gondos. Archival Buildings-Programing and Planning, *AA*, 27:467-83 (O 64).
5. NA. *Buildings and Equipment For Archives (Bull. No. 6, 44)*.

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1. Victor Gondos, Jr. A Note on Record Containers, *AA*, 17:237-42 (Jl 54).
2. W. J. Barrow. Archival File Folders, *AA*, 28:125-8 (Ja 65).
3. Harold E. Nelson. Fire Protection for Archives and Records Centers, *RMQ*, 2:19-23 (Ja 68).
4. Morris Rieger. Packing, Labeling, and Shelving at the National Archives, *AA*, 25:417-26 (O 62).
5. T. R. Schellenberg. Modern Archival Buildings, *Archivum*, 5:88-92 (56).
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ADDITIONAL READINGS

PLANNING CONSIDERATIONS: ARCHIVES BUILDINGS

For further discussion of the considerations and steps involved in planning archival facilities, see particularly NA, Advisory Committee on the National Archives Building, Report, 1930, *Ann. Rept.*, 1:51-8 (36); Ingvar Andersson, New Installations of Archives, *Archivum*, 6:11-18 (56); Mary G. Bryan, The Georgia Archives Building-A Case Study in Promotion, *AA*, 27:499-501 (O 64); Henry H. Eddy, Surveying for Archives Buildings, *AA*, 24:75-9 (Ja 61); *First Report of the Public Records Commission to the General Assembly of the State of Vermont* (Montpelier 44); Waldo G. Leland, The Archive Depot, *ALA, Bull.*, 10:517-9 (16); Mich. Hist. Comm., Post War Public Works Program for a State Historical Building, *Mich. Hist.*, 28:246-87 (Je 44); Dan M. Robison, Planning the Tennessee State Library and Archives Building, *AA*, 19:139-50 (Ap 56); Robert A. Schoenberner, What the Architect

Needs to Know About Archives, *AA*, 27:491-3 (O 64); Louis A. Simon, Some Considerations in the Housing of Archives, *AHA, Ann. Rept., 1916*, 1:147-51; N. O. Wright, What the Construction Company Needs to Know About Archives, *AA* 27:495-7 (O 64); and T. J. Young, What's In an Archives Building? *Architectural Forum* (Ag 40), 73.

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Chester M. Lewis, ed., *Special Libraries: How to Plan and Equip Them* (N.Y. 63); J. C. R. Licklider, *Libraries of the Future* (Cambridge 65); Laurice B. Line, *Library Surveys: An Introduction to Their Use, Planning, Procedure, and Preservation* (Hamden 67); Ellsworth Mason, Some Advice to Librarians on Writing a Building Program, *LJ*, 91:5838-44 (D 1, 46); Keyes D. Metcalf, *Planning Academic and Research Library Buildings* (N.Y. 65); Harry N. Peterson, Planning a Building, *LJ*, 78:551-7 (53); Frazer G. Poole, ed., *The Library Environment: Aspects of Interior Planning* (Chicago 65); Ernest J. Reece, Building Planning and Equipment, *LT*, 1:136-55 (J1 52); Helen M. Reynolds, University Library Buildings in the United States, 1890-1939, *CRL*, 14:149-57, 166 (Ap 53); Harold L. Roth, ed., *Planning Library Buildings For*

Service (Chicago 64); Herman Skolnik, Information Center Design, in A. W. Elias, ed., *Technical Information Center Administration* (64); Maurice F. Tauber and Irlene R. Stephens, eds., *Library Surveys* (N.Y. 67); Anthony Thompson, *Library Buildings of Britain and Europe* (London 63); Ralph A. Ulveling, Problems of Library Construction, *LQ*, 33:91-101 (Ja 63); Martin Van Buren, A Guide to the Preparation of Furniture Specifications and Bidding Documents, *LJ*, 91:5845-50 (D 1, 66); and Van Buren, Interior Planning of College and University Libraries, *CRL*, 17:231-5, 238 (My 56).

See also the following articles by Keyes D. Metcalf: Alternatives to a New Library Building, *CRL*, 22:345-54, 362 (S 62); Seating Accommodations, *CRL*, 23:375-82 (S 62); Traffic Patterns, *CRL*, 24, 19-30 (Ja 63); Library Building Costs, *CRL*, 26:109-13 (Mr 65); and Library Lighting, *LJ*, 86:4081-5 (D 1, 61). On lighting, see also R. G. Hopkinson, *Lighting: Architectural Physics* (London 63); Robert T. Jordan, Lighting in University Libraries, *UBL*, 17:326-36 (N/D 63); and Leslie Larson, *Lighting and Its Design* (N.Y. 64). For additional readings, see the Selective Annotated Bibliography in Keyes D. Metcalf, *Planning Academic and Research Library Buildings* (N.Y. 61), app. D. 403-11, and Library Planning and Building: An Annotated Select Bibliography, *Lib. Info. Bull.*, 1:69-80 (67).

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M. D. Lyons, Filing Equipment and Office Safes, With List of Manufacturers, *Office Mgt. and Am. Business*, 22:87-90 (Ja 61); Charles W. Mixer, New Insurance for Library Collections, *LJ*, 79:1539-43 (S 15, 54); Ken

Munden, Archives and Nuclear Warfare, *IL*, 41:244-53 (JAP 59); NA, *The Care of Records in a National Emergency* (Bull., No. 3, 41); National Fire Protection Assoc., *Standard for the Protection of Records* (Standard, No. 232 rev. Boston 67); Harold E. Nelson, Fire Protection for Archives and Record Centers, *RMQ*, 2:19-23 (Ja 68); Margaret C. Norton, Record Vaults, *IL*, 25:364-9 (N 43); Protecting Your Office Against Fire, *Adm. Mgt.*, 25:58-62 (D 64); W. J. Purcell, Insurance Coverage for Valuable Papers, *Office*, 29:67-8 (F 69); UNESCO, *Protection of Cultural Property in the Event of Armed Conflict*, by Andre Noblecourt (Paris 58); Peter R. Weill, Are Your Firm's Important Records Destruction Proof? *Adm. Mgt.*, 25:51-61 (Ag 64); James J. Williamson, *Fire Extinguishment and Fire Alarm Systems* (N.Y. 58); Williamson, *Fire Hazards and Fire Protection* (N.Y. 51); and Walter Wrigley, *Fire Control Principles* (N.Y. 59). See also Harold L. Roth and Walter W. Curley, Protection and Insurance, *LJ*, 88:4152-6 (N 1, 63); and Beverly M. DuBose, Jr., Insuring Against Loss, *AASLH Tech. Leaflet* 50, *HN*, 24, No. 5 (My 69). For additional references see Edward M. Johnson, ed., *Protecting the Library and Its Resources* (Chicago 63), 306-14.

See also U.S. Federal Fire Council, *Fire Protection for Essential Electronic Equipment* (Recommended Practices No. 1, 62), 16-9; and National Fire Protection Assoc., *Standard for the Protection of Electronic Computer/Data Processing Equipment* (NFPA No. 75, Boston 68). On protection, storage problems, and equipment for cartographic records, still pictures, motion pictures, tapes, phonorecords, etc., see chs. XIV–XVII.

TEMPERATURE AND HUMIDITY CONTROL

See Elias J. Amdur, Humidity Control-Isolated Area Plan, *Museum News* 43:58-60 (64); American Society of Heating and Air Conditioning Engineers, *Heating, Ventilating, Air Conditioning Guide* (37th ed. N.Y. 59); N. S. Brommelle, Technical Services-Air Conditioning from the Point of View of Conservation, *Museum Jour.*, 63:32-6 (Je/S 63); D. S. Carr and B. L. Harris, Solutions for Maintaining Constant Relative Humidity, *Ind. Eng. Chem.*, 41:2014 (49); G. S. Dauphenie, et al., *Air Conservation Engineering* (N.Y. 44); Robert E. Fischer, ed., *Architectural Engineering: Environmental Control* (N.Y. 65); I. Grad and A. Greenberg, Air Conditioning For Books and People, *Architectural Record*, 121:231-4 (Je 57); Francis Keally and Henry C. Meyer, III, Air-Conditioning as a Means of Preserving Books and Records, *AA*, 12:280-2 (J 49); Logan L. Lewis, Air Conditioning for Museums, *Museums*, 10:132-47 (57); F. S. Mallette, ed., *Problems and Control of Air Pollution* (N.Y. 65); Wilfred J. Plumb, Climate as a Factor in the Planning of University Library Buildings, *UBL*, 17:316-25 (N/D 63); W. H. Stevens and J. R. Fellows, *Air*

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For further writings see G. D. H. Cunha, *Conservation of Literary Materials* (Metuchen 67), 302-6, 324-6.

CONTAINERS AND SHELVING

The wide range of equipment and practices, past and present, is revealed in the following: [Binding Manuscripts], *AA*, 9:218 (Jl 46); Jeffery R. Ede, Steel Shelving for Record Storage, *SA, Jour.*, 2:114-9 (Ap 61); F. G. Emmison, Shelves and Boxes, *BRA, Tech. Sec., Bull.*, No. 16:14-8 (46); Ralph T. Esterquest, New Directions in Condensed Book Storage, *Revue de la Documentation*, 18, Fasc. 1:29-31 (Mr 51); Drahoslav Gawrecki, *Compact Library Shelving*, tr. by Stanislav Rehak (*Library Technology Program Pub.* No. 14. Chicago 68); Victor Gondos, Jr., The Error of the Woodruff File, *AA*, 19:303-20 (O 56); Gerald L. Hegel, Equipment Review: Filing Equipment, *RMQ*, 1:31-2, 34 (Ja 67); Hegel, Equipment Review: Record Storage Containers, Corrugated, *RMQ*, 2:37-40, 45 (Ja 68); J. F. Hill, Storage in University Library Buildings, *UBL*, 17:337-45 (N/D 63); Hill, The Compact Storage of Books: A Study of Methods and Equipment, *JD*, 11:202-16 (D 55); Louis Kaplan, *Shelvings. (State of the Library Art, vol. 3. pt. 2. New Brunswick 60)*; Arthur E. Kimberly, New Developments in Record Containers, *AA*, 13:233-6 (Jl 50); Keyes D. Metcal, Compact Shelving, *CRL*, 23:103-11 (Mr 62); Robert H. Muller, Economics of Compact Book Shelving, *LT*, 13:433-47 (Ap 65); Muller, Compact Storage Equipment: Where to Use It and Where Not, *CRL*, 15:300-8 (Jl 54); Oregon State Archives, Make Room for Records [Storage and Microfilm], by James D. Porter (*Bull.*, No. 7, Salem 64 P); Victor H. Paltsits, Fixtures, Fittings, and Furniture, *AHA, Ann. Rept.*, 1913, 1:265-8; Gladys T. Piez, Archival Containers--A Search for Safer Materials, *AA*, 27:433-8 (Jl 64).

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X. PRESERVATION: REPAIR AND REHABILITATION

RECOMMENDED READINGS

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2. NA. *The Repair and Preservation of Records*, by Adelaide E. Minogue (*Bull.* No. 5, 43).
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2. Ellen S. Brinton. Inexpensive Devices to Aid the Archivist, *AA*, 13:285-6 (Jl 50).
3. George D. M. Cunha. *Conservation of Library Materials: A Manual and Bibliography on the Care, Repair, and Restoration of Library Materials* (Metuchen 67).
4. Frazer G. Poole. Preservation Costs and Standards, *SL*, 59:614-9 (O 68).
5. U.S. Federal Fire Council. *Salvaging and Restoring Records Damaged by Fire and Water* (Recommended Practices No. 2, 63).

ADDITIONAL READINGS

GENERAL WORKS

Of the many books and pamphlets on preservation and rehabilitation, the most useful to the archivist without special training in chemistry include: Julius Grant, *Books and Documents: Dating, Permanence and Preservation* (London 37); Carolyn Horton, *Cleaning and Preserving Bindings and Related Materials* (Chicago 67); William H. Langwell, *The Conservation of Books and Documents* (London 57); Harry M. Lydenberg, Harry Miller, and John Archer, *The Care and Repair of Books* (4th ed. N.Y. 60); H. J. Plenderleith, *The Conservation of Antiquities and Works of Art: Treatment, Repair, and Restoration* (N.Y. 56); and Harold W. Tribolet, *All the King's Horses* (Chicago 54).

Other general writings, several of them reflecting the survival of older methods, include Donald C. Anthony, Caring for Your Collections: Manuscripts and Related Materials, AASLH, *Tech. Leaflet*, 8, *HN*, 18:83-6 (Ap 63); Eleanor C. Bishop, Documents--Their Repair and Preservation, *AA*, 25:353-6 (Jl 62); Sanborn C. Brown, A Physicist Looks at Manuscripts, *ACJ*, 5:23-5 (52); Ross C. Cibella, Conservation in the Special Library, *SL*, 34:52-3, 67 (F 43); Charles Cutter, The Restoration of Paper Documents and Manuscripts, *CRL*, 28:387-97 (N 67); Paul E. Edlund, The Continuing Quest: Care of LC's Collections, *LJ*, 90:3397-402 (S 1, 55); H. B. Friedman, Preservation of Library Materials: The State of the Art, *SL*, 59:608-13 (O 68); Kane, *Manuscripts*, 41-9; Adelaide E. Minogue, Physical Care, Repair, and Protection of Manuscripts, *LT*, 5:344-51 (Ja 57); New York State Lib., *A Guide to the Care of Manuscripts in Small Collections* (Albany 62); Margaret C. Norton, Handling Fragile Manuscripts, *IL*, 29:410-3 (N 47), 29:460-4 (D 47); Preservation Capsule, *MSS*, 20:56-60 (Spr 68).

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TRADITIONAL METHODS

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XI. ARRANGEMENT OF ARCHIVES

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ARRANGEMENT OF PRIVATE ARCHIVES, PERSONAL PAPERS, AND HISTORICAL MANUSCRIPTS

Of particular value are the following: Katherine E. Brand, Developments in the Handling of Recent Manuscripts in the Library of Congress, *AA*, 16:99-104 (Ap 53); Robert L. Brubaker, Archival Principles and the Curator of Manuscripts, *AA* 29:405-14 (O 66); T. R. Schellenberg, The Principle of Provenance and Modern Records in the United States, *AA*, 28:39-41 (Ja 65); and Schellenberg, Arrangement of Private Papers, *AM*, [1]:1-20 (Ag 57).

The wide range of repository policies and practices in the handling of archival materials of private origin, personal papers, and historical manuscripts can be studied in the following: Francis L. Berkeley, Jr., History and Problem of the Control of Manuscripts in the United States, *Am. Philo. Soc., Proc.*, 98:171-8 (Je 54); Richard C. Berner, The Management of Manuscript Collections, *LJ*, 88:1615-6 (Ap 15, 63); Berner, The Arrangement and Description of Manuscripts, *AA*, 23:395-406 (O 60); Bordin and Warner, *Manuscript Library*, 39-49; Maynard Brichford, Appraisal and Processing, in Stevens, *University Archives*, 46-61; Robert E. Burke, Modern Manuscript Collections and What To Do With Them, *MSS*, 7:232-6 (Sum 55); BAC, *Guide to Methods of Listing, Indexing, and Reporting on Business Archives* (London 59); Lester J. Cappon, [Arrangement and Description of Manuscripts in the Alderman Library], *Va. Univ. Lib., Thirteenth Annual Report on Historical Collections. . .1942-3* (Univ., Va. 43), 4-13; Cappon, Reference Works and Historical Texts, *LT*, 5:369-79 (Ja 57); Arthur H. Cole, Business Manuscripts: Collection, Handling, and Cataloging, *LQ*, 8:97-114 (Ja 38); Ivor P. Collis, The Arrangement and Listing of Private and Estate Muniments: Some Considerations, *SLA, Bull.*, 10:10-6 (G 52); Paul S. Dunkin, Arrangement and Cataloging of Manuscripts, *LT*, 5:352-60 (Ja 57).

Margaret S. Eliot, The Manuscript Program of the Historical Records Survey, *ALA, Pub. Docs.*, 1938, 317-26; Eliot, Inventories and Guides to Historical Manuscript Collections, *Archives and Libs.*, 1940, 26-35; Jean L. Finch, Some Fundamentals in Arranging Archives and Manuscript Collections, *LRTS*, 8:26-34 (Wint 64); L. J. Gorton, Arrangement and Cataloging of Modern Historical Papers in the British Museum, *Archives*, 8:2-7 (Ap 67); Stanley K. Graham, Processing and Using Records in a Business Archives, *SL*, 46:379-82 (N 55); R. B. Haselden, Manuscripts in the Huntington Library, *IJ*, 53:764 (S 38); Neal Harlow, Managing Manuscript Collections, *LT*, 4:203-12 (O

55); Evelyn Hensel, Treatment of Nonbook Materials, *LT*, 2:187-98 (O 53); Robert W. Hill, Literary, Artistic, and Musical Manuscripts, *LT*, 5:322-9 (Ja 57); How to Process a Manuscript Collection, *WMH*, 36:196-7 (Spr 53).

Dorsey W. Hyde, Jr., The Integration of Work With Archives and Historical Manuscripts, *LJ*, 64:539-41 (Jl 39); Michael Jasenas, Cataloguing Small Manuscript Collections, *LRTS*, 7:264-73 (Sum 63); Fortis W. Johnson, A Historian Looks at Archives and Manuscripts, *AA*, 19:229-33 (Jl 56); Robert W. Lovett, Care and Handling of Non-Government Archives, *LT*, 5:380-9 (Ja 57); Lovett, Some Changes in Handling of Business Records at Baker Library, *AA*, 19:39-44 (Ja 56); David S. Macmillan, The Classification and Description of Business Records, *BACA, Bull.* (My 45), 16-23; G. K. Marks and John M. Jennings, Manuscript Arrangement of the Virginia Historical Society, *Va. Libs.*, 2:45 (Ja 56); Minn. Hist. Soc., *The Care and Cataloging of Manuscripts as Practiced by the Minnesota Historical Society*, comp. by Grace Lee Nute (St Paul 36); Ruth K. Nuermberger, A Ten-Year Experiment in Archival Practices, *AA*, 4:250-61 (O 41); Organization and Preservation of Manuscript Collections, *ALA, Pub. Docs., 1938*, 357-89 (practices of five repositories); Howard H. Peckham, Arranging and Cataloging Manuscripts in the William L. Clements Library, *AA*, 1:215-29 (O 38).

Nathan Reingold and Robert I. Watson, The Organization and Preservation of Personal Papers, *Am. Psychologist*, 21:971-3 (O 66); Reingold, The Anatomy of a Collection: The Rhees Papers, *AA*, 27:251-9 (Ap 64); Report of Ad Hoc Committee on Manuscripts Set Up by the American Historical Association in December 1948, *AA*, 14:229-40 (Jl 51), especially 230-2, also published in *AHA, Ann. Rept., 1950*, 1:64-71; Alan D. Ridge, Arranging the Archives of the School of Nursing of the Montreal General Hospital, *SA, Jour.*, 3:403-11 (O 68); Mattie Russell, Organization of Materials Within the Library, in *Materials By and About American Negroes...*, ed. by Annette H. Phinazee (Atlanta 67), 25-39; Russell and Edward G. Roberts, The Processing Procedures of the Manuscript Department of Duke University Library, *AA*, 12:369-80 (O 49); V. R. Spencer, Processing of Manuscripts and Archival Materials (Unpublished Master's thesis, U. of Mich., 61); Colton Storm, The Care and Feeding of a Manuscript Collection, *ACJ*, 1:9-11 (O 48); Esther Vender Velde, Organization of the William Allen White Collection, *JCC*, 12:15-7 (Ja 56); and John R. W. Whitefield, The Arrangement and Listing of Estate and Private Muniments, *SLA, Bull.*, 12:26-9 (53). Cf. Carl E. Guthe, Documenting Collections: Registration and Records, *AASLH, Tech. Leaflet* 11, *HN*, 18, No. 19 (Jl 63).

ARRANGEMENT OF PRINTED NONBOOK ITEMS

A variety of methods and procedures for controlling printed items are discussed in Elizabeth Amerince, The Clipping and Pamphlet File, *WLB*, 9:113-9 (N 34); Robert L. Collison, Filing and Indexing: Pt. 2. Pictorial Matter, *Office Mag.*, 10:101-3 (F 63). Pt. 3. Newsclippings, *ibid.*, 10:184-6 (Mr 63), Pt. 4. Filing Cards, *ibid.*, 10:295-6, 299-301 (Ap 63), Pt. 5. Magazines, *ibid.*, 10:388-91 (My 63), Pt. 7. Trade Catalogues, *ibid.*, 10:562-5 (Jl 63); Collison, *The Treatment of Special Material in Libraries* (rev. ed. London 56); Lester Condit, *Pamphlet About Pamphlets* (Chicago 39); Phileña A. Dickey, *The Care of Pamphlets and Clippings in Libraries* (White Plains 17); Virginia Fairfax, *Pamphlets and Clippings in a Business Library* (San Francisco 21); Wilmer L. Hall, Arrangement and Description of Pamphlets and Clippings (Va. State Lib., *Bull.*, 15, No. 1, 24); Norma A. Ireland, *The Pamphlet File in School, College and Libraries* (rev. ed. Boston 54); M. Margaret Kehl, General Principles of Filing Pamphlets, *SL*, 45:17-9 (Ja 54); Jack King, The Pamphlet in the University Library, *LRTS*, 10:51-6 (Wint 66); Donald Mason, *A Primer of Non-Book Materials in Libraries* (London 58); Melvin Oathout and Evelyn Oathout, A Pamphlet Method for Research Libraries, *CRL* 8:414-21 (O 47); E. B. Power, Use of Sheet Film for Newspaper Clippings, *SL*, 45:111-4 (Mr 54); Margaret C. Smith, Solving the Problems of a Pamphlet Collection, *SL*, 28:75-9 (Mr 37), 28:101-14 (Ap 37); E. Smythe, Press Cuttings, *AP*, 1:105-12 (Ag 49); and John C. Wyllie, Pamphlets, Broad-sides, Clippings and Posters, *LT*, 4:195-202 (O 55).

See chs. XIV-XVII for the arrangement of special physical types of documentary material.

XII. DESCRIPTION OF ARCHIVES

RECOMMENDED READINGS

1. Schellenberg. *Modern Archives*, 194-214.
2. Schellenberg. *Management of Archives*, 47-60, 106-58, 219-301.
3. NA. *The Preparation of Preliminary Inventories (SIC, No. 14, 50)*.
4. Katherine E. Brand. The Place of the Register in the Manuscripts Division of the Library of Congress, *AA*, 18:59-67 (Ja 55).

SUGGESTED READINGS

1. Robert S. Gordon. Suggestions for Organization and Description of Archival Holdings of Local Historical Societies, *AA*, 26:19-39 (Ja 63).
2. Kane. *Manuscripts*, 51-63.
3. NA. *The Preparation of Lists of Record Items (SIP, No. 17, rev. 60)*.
4. Bordin and Warner. *Manuscript Library*, 50-68.
5. Dorothy V. Martin. Use of Cataloging Techniques in Works With Records and Manuscripts, *AA*, 18:317-36 (O 55).
6. Arline Custer. The National Union Catalog of Manuscript Collections, *LRTS*, 8:188-20 (Spr 64).

ADDITIONAL READINGS

DESCRIPTION AND CATALOGING: GENERAL

Many of the writings listed in the previous chapter deal with both classification and cataloging or arrangement and description. With particular reference to cataloging and description, see also Dorothy V. Martin, comp., *Books in the Cataloging of Manuscript Materials*, *AA*, 11:42-4 (Ja 48).

Useful also are Dennis R. Bodem. *The Use of Forms in the Control of Archives at the Accessioning and Processing Level*, *AA*, 31:365-9 (O 68); William H. Bond, *The Cataloging of Manuscripts in the Houghton Library*, *HLB*, 4:392-6 (Aut 50); Ruth B. Bordin, *Cataloging Manuscripts--A Simple Scheme*, *AA*, 27:81-6 (Ja 64); Maynard B. ichford, *Appraisal and Processing*, in Stevens, *University Archives*, 46-61; Verner W. Clapp, *Archivists and Bibliographical*

Control: A Librarian's Viewpoint, *AA*, 14:305-11 (O 51); Clapp, Subject Controls--Nature and Level of Controls, *AD*, 3:11-5 (Ja 52); Dorothy K. Coveney, The Cataloguing of Literary Manuscripts, *JD*, 6:125-39 (S 50); John D. Cowley, *Bibliographical Description and Cataloguing* (London 39); C. E. Dewing, Manuscript Cataloging--The Beinecke Method Examined, *AA*, 31:35-43 (Ja 68); Directions for the Preparation of Finding Mediums . . . Feb. 28, 1941, *NA, Ann. Rept.*, 7:65-8 (42); Sherrod East, Describable Item Cataloging, *AA*, 16:291-304 (O 53); Thelma Eaton, *Classification in Theory and Practice* (Champaign 57); Eaton, The Development of Classification in America, in *The Role of Classification in the Modern American Library* (Champaign 59); Luther H. Evans and Edythe Weiner, The Analysis of County Records, *AA*, 1:186-200 (O 38); Earl Farley, Cataloging Special Collection Material, *JCC*, 12:11-4 (Ja 56); G. L. Fischer, Notes on Descriptive Listing of Historical Materials, *AM*, 2:15-29 (Jl 61).

Worthington C. Ford, Cataloging Special Publications and Other Material: Manuscripts, in Charles A. Cutter, *Rules for a Dictionary Catalog* (4th ed. 04), 135-8; L. G. Gorton, Arrangement and Cataloguing of Modern Historical Papers in the British Museum, *Archives*, 8:2-7 (Ap 57); Philip M. Hamer, Finding Mediums in the National Archives: An Appraisal of Six Years' Experience, *AA*, 5:82-92 (Ap 42); Ill. State Lib., *Catalog Rules: Series for Archives Materials*, comp. by Margaret C. Norton (Springfield 38); Michael Jasenas, Cataloging Small Manuscript Collections, *LRTS*, 7:264-73 (Sum 63); Henry M. Lydenberg, Historical Manuscripts and Prints in the New York Public Library and the Methods of Cataloging Them, *LJ*, 24:249-52 (Je 1899).

David C. Mearns, Historical Manuscripts, Including Personal Papers, *LT*, 5:313-21 (Ja 57); Kenneth Munden, Cataloging Rules in the Departmental Records Branch, *AA*, 19:291-302 (O 56); Grace L. Nute, Suggestions for a Code for Cataloging Historical Manuscript Collections, *ALA, Archives and Libs.*, 1939, 54-63; Dorothy M. Owen, Why and How? Some Thoughts on the Cataloguing of Ecclesiastical Archives, *SA, Jour.* 2:467-71 (O 64); Nathan Reingold, Manuscripts of Science--Analysis and Description, *AA*, 24:163-70 (Ap 61); Reingold, Subject Analysis and Description of Manuscript Collections, *Isis*, 53:106-12 (Mr 62); Reingold, Confessions of a Reformed Archivist, *AA* 3:371-7 (O 68); John R. Russell, Some Problems in Cataloging Archives, *ALA, Pub. Docs.*, 1937, 286-97; Russell, Cataloging at the National Archives, *AA*, 2:169-78 (Jl 39).

Emma M. Scheffler, The Card Catalog: A Useful Tool for State Archives, *IL*, 41:288-98 (Ap 59); T. R. Schellenberg, The Finding Aid Programme of the National Archives, USA, *IA*, 8:1-7 (Ja/Je 54); Schellenberg, Description of

Private Papers, *AM*, [1]:1-19 (Ag 58); Múrhpy D. Smith, Preparing a Manuscript Guide for a Learned Society, *AA*, 25:323-30 (Jl 62); V. R. Spencer, Processing of Manuscripts and Materials (Unpublished Master's thesis, U. of Mich., 61); Evangeline Thurber, Suggestions for a Code for Cataloging Archival Materials, *ALA, Archives and Libs.*, 1939, 42-53; William J. Van Schreevan, Information Please: Finding Aids in State and Local Archival Depositories, *AA*, 5:169-78 (Jl 42); and William J. Wilson, Manuscript Cataloging, *Traditio*, 12:457-565 (56), especially 519-37.

See also, *ALA, Anglo-American Cataloging Rules* (Chicago 67); *LC Rules, for Descriptive Cataloging in the Library of Congress: Manuscripts* (prelim. ed. 54); *LC, Library of Congress Rules for Cataloging a Collection of Manuscripts, HN*, 12:85-8 (S 57); and Herman R. Friis, Graphic Presentation Offers a New Approach to the Archivist's Finding Aids Program, *AA*, 15:157-8 (Ap 52).

On the significant role of the Historical Records Survey in the development and adoption of the techniques of collective arrangement and description, see Sargent B. Child, What is Past is Prologue, *AA*, 5:217-27 (O 47); Margaret S. Eliot, Inventories and Guides to Historical Manuscript Collections, *ALA, Archives and Libs.*, 1940, 26-35; Luther H. Evans, The Local Archives Programs of the W.P.A. Historical Records Survey, *ALA, Pub. Docs.*, 1938, 283-300; Evans, Next Step in the Improvement of Local Archives, *ibid.*, 1937, 276-85; Richard B. Morris, Inventories of County Archives and Miscellaneous State and Local Archives, *AHR*, 45:159-62 (O 39); R. W. Kidder, The Historical Records Survey: Activities and Publications, *LQ*, 13:136-49 (43); U.S. Hist. Records Survey, Instructions for the Preparation of Inventories of Public Records by Historical Records Survey Projects (W.P.A., Tech. Series, Research and Records Circ. No. 5, 41 P). See also S. B. Childs and D. P. Holmes, Bibliography of Research Project Reports: Check List of Historical Records Survey Publications (W.P.A. Tech. Series, Research and Records Biblio. No. 7, 43 P); and M. E. Colby, Final Report on Disposition of Unpublished Materials of the W.P.A. Writers Program (43 P).

CALENDARING

See particularly Worthington C. Ford, On Calendaring Manuscripts, *Biblio. Soc. of Am., Papers*, 4:45-6 (09); Morris L. Radoff, A Guide to Practical Calendaring, *AA*, 11:123-40 (Ap 48), and A Practical Guide to Calendaring, *AA*, 11:203-22 (Jl 48).

INDEXING

The most useful writings on indexing of textual materials include: Am. Records Mgt. Assoc., *Rules for Alphabetical Filing as Standardized by American Records Management Association (Research Study No. 1, Dearborn 60)*; John Asking, Words at Work, *LJ*, 78:1879-82 (N 1, 58); The Basic Systems of Indexing, *Adm. Mgt.*, 2:34-41 (J 64); Terry Beach, Subject File Manuals: The Why and How of Their Development, *AA*, 15:105-26 (Ap 52); Charles L. Bernier, Subject-Index Production, *LT*, 16:388-97 (Ja 68); W. V. Bingham, How to Make A Useful Index, *Am. Psychologist*, 6:31-4 (Ja 51); H. T. Black, Selective Indexing, *SL*, 29:99-103 (Ap 38); Laura H. Cadwallader, *Principles of Indexing and Filing* (4th ed. Balt. 58); G. V. Carey, *Making an Index* (3d ed. Cambridge 63); Helen L. Chatfield, The Treatment of Subject Matter, *Filing Bull.*, 15:25-9 (D 46); A. L. Clarke, *Manual of Practical Indexing . . .* (2d rev. ed. London 33); Robert L. Collison, Indexing Deeds and Documents, *Indexer*, 5:113-23 (Spr 67); Collison, *Indexes and Indexing: Guide to the Indexing of Books, and Collections of Books, Periodicals, Music, Gramophone Records, Films, and Other Material, With Reference Section and Suggestions for Further Reading* (2d ed. N.Y. 59).

Peter J. Doyle, The Alphabetical Name Index, *Office Mag.*, 43:74-7 (Je 56); Barbara Hopkins, The Case for the Subject File, *Filing Bull.*, 17:35-7 (Ja/F 49); Elizabeth A. Ingerman, A New Method of Indexing Manuscripts, *AA*, 25:331-40 (Jl 62); Willard R. Jillson, The Indexing of Historical Materials, *AA*, 16:251-7 (Jl 53); L. C. Johnson, Archive Indexing, *Indexer*, 4:105-8 (Aut 65); Frederick Jonker, *Indexing Theory, Indexing Methods, and Search Devices* (N.Y. 64); Bertha E. Josephson, Indexing, *AA*, 10:133-50 (Ap 47); Gilbert Kahn, *et al.*, *Progressive Filing* (7th ed. N.Y. 61); Barbara F. R. Kyle, Notes on Cataloguing in Special Libraries With Special Emphasis on Author and Name Entries, *JD*, 22:13-21 (Mr 66).

John W. Metcalfe, *Information Indexing and Subject Cataloging: Alphabetical, Classified, Coordinate, Mechanical* (N.Y. 57); Minn. Hist. Soc., *Selected Subject Headings Used by the Manuscript Department of the Minnesota Historical Society*, comp. by Lucile M. Kane (*Service Bull.* No. 2, St. Paul 51); Stella D. Neiman and Lester J. Cappon, *Comprehensive Historical Indexing: The Virginia Gazette Index*, *AA*, 14:291-304 (O 51); N.Y., Archives and History Div., *Guides to Selecting and Alphabetizing Entries for a Name Index*, prepared by G. Donald Sager *et al.* (Albany 60); Margaret C. Norton, Names Indexes, *IL*, 28:217-25 (Ap 46); Johannes Papritz, Plan for a General Index for Archives, *UBL*, 15:188-93 (Jl/Ag 61); James W. Perry and John L. Melton, *Principles of Machine and System Design with Special Reference to the Indexing and Analysis of Historical Literature*, *AD*, 10:278-85 (O 59); Julia Pettee, *Subject Headings:*

The History and Theory of the Alphabetical Subject Approach to Books (N.Y. 46), 57-129; Dorothy A. Pickett, *The Fundamentals of Filing, Office*, 34:51-74 (D 51); O. W. Roskill, *Filing and Indexing: A Study of the Principles and Practices of Classification as Applied to Filing Systems* (London 46), 1-44.

Emma M. Scheffler, *The Name Index*, *IL*, 43:449-61 (Je 61); R. Shank, *New Concepts in Indexing*, *Medical Lib. Assoc. Bull.*, 53:388-98 (Jl 65); Harry A. Sharp, *Cataloguing: Some New Approaches; Manuscripts*, *Lib. World*, 58:112-4 (Ja 57); Fred Shelley, *The Presidential Papers Program of the Library of Congress*, *AA*, 25:429-33 (O 62); LC, *The Card Catalog of the Library of Congress: A Brief Description* (55); Bertie M. Weeks, *How to File and Index* (rev. ed. N.Y. 56); Martha T. Wheeler, *Indexing: Principles, Rules and Examples* (5th ed. Albany 57); and Douglas Wurtele, *Indexing of Private Papers in the Public Archives*, *Canadian Libs.*, 21:23-5 (Jl 64).

For additional writings, see J. Myron Jacobstein, *Indexes and Indexing: A Selected Bibliography of Periodical Articles*, *LJ*, 83:1357-8 (My 1, 58); Eleanor P. Steiner-Prag, *Indexes and Indexing: A Selected Bibliography of Books and Pamphlets*, *LJ*, 83:1356-7 (My 1, 58); and Jean M. Wayne, comp., *Indexing, With Emphasis on Its Technique: An Annotated Bibliography, 1939-54* (N.Y. 55). For the impact of automation on indexing, see ch. XXIII.

REPRESENTATIVE PUBLISHED FINDING AIDS

The following listing is intended only to provide examples of types of published finding aids for study and comparison, with particular regard to their internal organization and use of descriptive techniques. For general guides to Federal Government archives, see, successively, Clyde H. Van Tyne and Waldo G. Leland, *Guide to the Archives of the Government of the United States in Washington* (2d ed. 07); *Guide to the Material in the National Archives, June 30, 1937*, NA, *Ann. Rept., 1937*, app. VI, 111-68; NA, *Guide to the Materials in the National Archives* (40); NA, *Your Government's Records in the National Archives* (46); NA, *Guide to the Records in the National Archives*, ed. by Philip M. Hamer (48); and NA, *Your Government's Records in the National Archives*, comp. by Wendell B. Phillips (50).

For general guides to State archival holdings, see Seymour V. Connor, comp., *A Preliminary Guide to the Archives of Texas*, *Southwestern Hist. Quar.*, 59:255-34 (Ja 56); David J. Delgado, comp. and ed., *Guide to the Wisconsin State Archives* (Madison 66); Md., Hall of Records Comm., *Catalogue of Archival Material* (Annapolis 42); N.C., Archives and Hist. Dept., *Summary Guide to Record Materials in the North Carolina State Archives. Section A.*

Records of State Agencies (Raleigh 63); Pa. Hist. and Museum Comm., Summary Guide to the Pennsylvania Archives in the Division of Public Records, comp. by F. B. Evans and M. L. Simonetti, ed. by D. H. Kent (Harrisburg 63 P).

For local government archives see Phila., Records Dept., *Guide to the Municipal Archives of the City and County of Philadelphia*, comp. by Charles E. Hughes, Jr., and Allen Weinberg (Phila. 57); N.J., Archives and History Bur., Guide to County Archives in the Bureau of Archives and History, comp. by Kenneth W. Richards (Trenton 62 P), and Guide to Municipal Archives in the Bureau of Archives and History, comp. by Kenneth W. Richards (Trenton 62 P).

For general guides to the holdings of major private repositories, see Academy of Natural Sciences of Phila., *Guide to the Manuscript Collections . . .*, comp. by Venia T. Phillips and Maurice T. Phillips (Phila. 63); Lynette Adcock, comp., *Guide to the Manuscript Collections of Colonial Williamsburg* (Williamsburg 54); Whitfield T. Bell, Jr., and Murphy D. Smith, comps., *Guide to the Archives and Manuscript Collections of the American Philosophical Society*, Am. Philo. Soc., *Memoirs*, 66 (D 66); Victor Bator, *The Bela Bartok Archives: History and Catalogue* (N.Y. 63); William L. Clements Lib., *Guide to the Manuscript Collections in the William L. Clements Library*, comp. by Howard H. Peckham (Ann Arbor 42), with *Suppl.*, comp. by W. S. Ewing (Ann Arbor 53); Columbia Univ. Libs., *Manuscript Collections in the Columbia University Libraries: A Descriptive List* (N.Y. 59); Duke Univ., *Guide* (Durham 47); Edith M. Fox, et al., comps., *Cornell University Collection of Regional History and the University Archives: Report of the Curator and Archivist, 1958-1962* (Ithaca 63); A. M. Gibson, *A Guide to Regional Manuscript Collections in the Division of Manuscripts, University of Oklahoma Library* (Norman 60); Hist. Soc. of Pa., *Guide to the Manuscript Collections of the Historical Society of Pennsylvania* (2d ed. Phila. 49); Chester V. Kielman, comp. and ed., *The University of Texas Archives: A Guide to the Historical Manuscripts Collections in the University of Texas Library* (Austin 67).

Ky. Hist. Soc., *Guide to the Manuscripts of the Kentucky Historical Society*, comp. by G. Glenn Clift (Frankfort 55); Garnett McCoy, comp., A Preliminary Guide to the Collections of the Archives of American Art, Part I, Archives of Am. Art, *Jour.*, 5:1-20 (Ja 65), Part II, *ibid.*, 7:1-20 (Ja 67); Minn. Hist. Soc., *Guide to the Personal Papers in the Manuscript Collections of the Minnesota Historical Society*, comp. by Grace L. Nute and Gertrude W. Ackerman (St. Paul 35), and *Manuscript Collections of the Minnesota Historical Society, Guide No. 2*, comp. by Lucile M. Kane and Katheryn A. Johnson (St. Paul 55); Dale L. Morgan and George P. Hammond, eds., *A Guide to the Manuscript Collections of the Bancroft Library*, Vol. I (Berkeley 63); Ohio State

Archives and Hist. Soc., Lib., *Guide to the Manuscript Collections in the Library of the Society*, comp. by Elizabeth C. Giggert (Columbus 53); Avril J. M. Pedley, comp., *The Manuscript Collections of the Maryland Historical Society* (Baltimore 68); Princeton Univ. Lib., *The Manuscript Collections of the Princeton University Library: An Introductory Survey*, comp. by Alexander P. Clark (Princeton 58); Fred Shelley, comp., *A Guide to the Manuscript Collections of the New Jersey Historical Society* (N.J. Hist. Soc., Collections No. 11, Newark 57); Univ. of Missouri, *Guide to the Western Historical Manuscripts Collection* (Bull. No. 6, Columbia 52); W. Va. Univ. Lib., *Guide to the Manuscripts and Archives in the West Virginia University Library*, comp. by Charles Shetler (Bull., Series 59, No. 10-1, Morgantown 59); Wisc. State Hist. Soc., *Guide to the Manuscripts of the Wisconsin Historical Society*, ed. by Alice E. Smith (Madison 44), and *Guide to the Manuscripts of Wisconsin, Suppl.*, No. 1, comp. by Josephine L. Harper and Sheron C. Smith (Madison 57).

For additional guides as well as other published finding aids, see the listings at the end of each institutional entry in Philip M. Hamer, ed., *Guide to Archives and Manuscripts in the United States* (New Haven 61); and Ray A. Billington, *Guides to American History Manuscript Collections in Libraries of the United States*, *MVHR*, 28:467-96 (D 51). See also Baker Lib., *List of Business Manuscripts in Baker Library*, comp. by Robert W. Lovett (2d ed. Boston 61), and Modern Language Assoc. of Am., *American Literary Manuscripts: A Checklist of Holdings in Academic, Historical, and Public Libraries in the United States* (Austin 60). For the Library of Congress, see LC, *Handbook of Manuscripts* (18), with supplements by Curtis W. Garrison, comp., *List of Manuscript Collections in the Library of Congress to July 1931* (32), and P. C. Powell, in AHA, *Ann. Rept.*, 1937.

Representative of topic or subject guides to the holdings of a single institution are John P. Harrison, *Guide to Materials on Latin America in the National Archives*, Vol. I (NA, *Pub.* No. 62-3, 61); Lucile M. Kane, comp., *Guide to the Public Affairs Collection of the Minnesota Historical Society* (St. Paul 68); Kenneth W. Munden and Henry P. Beers, *Guide to Federal Archives Relating to the Civil War* (62); NA, *Handbook of Federal World War Agencies and Their Records, 1917-21* (43); NA, *Federal Records of World War II* (2 vols. 50, 51); NA, *Guide to Genealogical Records in the National Archives* (64); Paul Lewinson, *Guide to Documents in the National Archives for Negro Studies* (47); and *A Guide to Manuscripts Relating to the American Indian in the Library of the American Philosophical Society*, Am. Philo. Soc., *Memoirs*, 65 (Jl 66).

For inventories of archival bodies of material, see, as representative of NA "preliminary inventories," *Preliminary Inventory* No. 109, *Records of the*

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RECOMMENDED READINGS

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2. Herman R. Friis. Cartographic and Related Records: What Are They, How Have They Been Produced and What Are Problems of Their Administration? *AA*, 13:135-55 (Ap 50).
3. Ralph Ehrenberg. Map Acquisition, Arrangement and Description at the National Archives, Special Libraries Assoc., Geog. and Map Div., *Bull.*, No. 68:10-3 (Je 67).

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2. Lloyd A. Brown. The Problem of Maps, *LT*, 13:215-35 (O 64).
3. J. Douglas Hill. Map and Atlas Cases, *LT*, 13:481-7 (Ap 65).
4. LC, Reference Dept., Map Div. *Maps: Their Care, Repair, and Preservation in Libraries*, rev. ed. by Clara Egli LeGear (56).
5. Walter W. Ristow. What About Maps? *LT*, 4:123-39 (O 55).

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SLA—Special Libraries Association, Geography and Map Division

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XV. STILL PICTURES AND OTHER PICTORIAL RECORDS

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2. Joe D. Thomas. Photographic Archives, *AA*, 21:419-24 (O 58).
3. Camilla P. Luecke. Photographic Library Procedures, *SL*, 57:455-61 (D 56).
4. Paul Vanderbilt. Filing Your Photographs: Some Basic Procedures, AASLH, *Tech. Leaflet* No. 36, *HN*. 21 (Je 66).

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2. May D. Hill. Prints, Pictures, and Photographs, *LT*, 4:156-63 (O 55).
3. Eastman Kodak Co. *Filing Negatives and Transparencies (Kodak Pamphlet No. P-12, Rochester 60)*.
4. Waldo H. Moore. Copyright of Pictorial Material, *SL*, 56:20-2 (Ja 65).
5. NA. Record Character of Motion Pictures, Still Photographs, and Sound Recordings, and the Accessioning Policy of the National Archives with Respect to Such Records (*Circ. Letter* No. 46-5, 46).

ADDITIONAL READINGS

GENERAL

The following works deal in general with "nonbook materials," and although primarily concerned with published items they are suggestive for problems relating to nontextual archival materials: Bibliographic Control of Audio-Visual Materials: Report of a Special Committee, *LRTS*, 1:180-97 (Fall 57); J. Burkett and T. S. Morgan, eds., *Special Materials in the Library* (London 63); Doris M. Corson, Cataloging Nonbook Materials, *WLB*, 39:562-4 (Mr 65); Robert L. Collison, *The Cataloguing, Arrangement and Filing of Special Materials in Special Libraries* (London 50); Collison, *Indexes and Indexing: A Guide to the Indexing of Books, and Collections of Books, Periodicals, Music, Gramophone Records, Films and Other Material, With a Reference Section and Suggestions for Further Reading* (2d ed. N.Y. 59); Collison, *The Treatment of Special Material in Libraries* (rev. ed. London 56); Collison, *Modern Storage*

Equipment and Methods for Special Materials in Libraries (Colchester 55); Josephine Cowles, Cataloging Special Collections: Introduction, *JCC*, 12:8-11 (Ja 56); Jay E. Daily, The Selection, Processing, and Storage of Non-Print Materials: A Critique of the Anglo-American Cataloging Rules as They Relate to Newer Media, *LT*, 16:283-9 (O 67); Edgar Dale, The Challenge of Audio-Visual Media, in Louis Shores, ed., *Challenges in Librarianship* (Florida State Univ., *Studies* No. 12, Tallahassee 53), 93-106; Donald P. Ely, ed., The Changing Role of the Audiovisual Process in Education: A Definition and a Glossary of Related Terms (Nat. Ed. Assoc., *Tech. Development Project Memo*, No. 1), *A-V Comm. Rev.*, 11, No. 1, Supp. 6 (Ja/F 63), Pt. II, Terminology, 31-148.

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On the value, use, and general problems posed by pictures as research material, see Greig Aspnes, Business Uses Pictures, *LJ* 75:1945-51 (N 15, 50); Hermine M. Baumhofer, Pictorial Documentation, *SL*, 45:274-6 (S 54); Baumhofer, Some Reference Problems of Picture Collections, *AA*, 13:121-8 (Ap 50); Edmund V. Corbett, *The Illustrations Collection: Its Formation, Classification and Exploitation* (London 41); John C. Dana, *Pictures Collections* (rev. by Marcelle Frebault, Chicago 43); Grace B. Finney, The Picture Collection, *WLB*, 1:441-4 (Mr 20); Celestine G. Frankenberg and Romana Javitz, Specialization: Pictures—A Dialogue About the Training of Picture Librarians, *SL*, 56:16-9 (Ja 65); Betty Hale, Pictures in Your Company's Archives, *SL*, 56:41 (Ja 65); Agnes Henebry, Preservation of Photographs on Microfilm: An Experiment, *SL*, 46:451-4 (D 56); N. O. Ireland, *The Picture File in School, College, and Public Library* (Boston 52).

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XVI. MOTION PICTURES AND FILM ARCHIVES

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2. John G. Bradley. Cataloging and Indexing Motion Picture Film, *AA*, 8:169-84 (Jl 45).
3. John M. Calhoun. The Preservation of Motion Picture Film. *AA*, 30:517-25 (Jl 67).
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2. John B. Kuiper. The Historical Value of Motion Pictures, *AA*, 31:385-90 (O 68).
3. Francis W. Decker. The Care of Motion Picture Film, *AA*, 25:357-9 (Jl 62).
4. Jack B. Spear. Films and Sound Recordings, *LT*, 5:406-16 (Ja 57).
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SMPE—Society of Motion Picture (and Television) Engineers

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On the value, use, and problems in administering motion picture holdings, see, in addition to the writings listed under "General" in the preceding chapter, Dorothy Arbaugh, Motion Pictures and the Future Historian, *AA*, 2:106-14 (Ap 39); Archives in Action, *Film News*, 3:2 (N 26 42); Hermine M. Baumhofer, A New Tool for a New History, *Minn. Hist.*, 28:345-52 (D 47); Baumhofer, Motion Pictures Become Federal Records, *AA*, 15:15-26 (Ja 52); John G. Bradley, Motion Pictures as Government Archives, SMPE, *Jour.*, 26:653-60 (Je 36); Bradley, A National Film Library: The Problem of Selection, *ibid.*, 47:63-72 (Jl 46); Bradley, Recording History in Three Dimensions, Pan Am Inst. of Geog. and Hist., *Proc.*, 1939, 403-8; British Universities Film Council, *Film and the*

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VII. SOUND RECORDINGS

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2. Christopher Barnes. Classification and Cataloging of Spoken Records in Academic Libraries. *CRL*, 28:49-52 (Ja 67).
3. Bruce Shapley. The Care and Storage of Magnetic Tape, *Data Processing Mag.*, 1:80-1 (Ap 68).
4. Eastman Kodak Co. *Some Plain Talk About Sound Recording Tape* (Rochester 65).

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2. Andrew G. Pickett and M. M. Lemcoe. *The Preservation and Storage of Sound Recordings* (59).
3. Proper Cleaning, Handling, Storing Protects Your Investment in Magnetic Tapes, *Adm. Mgt.*, 29:34 (D 68).
4. Lewis A. Whitaker. Magnetic Tape Library: Management and Control, *Jour. of Data Mgt.*, 5:28-33 (Je 67).
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ALA, *Code for Cataloging Music and Phonorecords* (Chicago 58); Sherman Anderson, Cataloging the Contents of Certain Recordings, *LRTS*, 9:359-62 (Spr 65); Patrick T. Barkey, Phono-Record Filing System, *LT*, 82:2514 (O 15, 57); Carl T. Cox, Cataloging of Records (Disks), *IJ*, 85:4523-5 (D 15, 60); Allen Cohen, Classification of Four-Track Tapes, *LRTS*, 6:360-1 (Fall 62); Gekebe Drake, Cataloging Recordings, *IL*, 46:145-52 (F 64); Margaret

Dean-Smith, Proposals Toward the Cataloguing of Gramophone Records in a Library of National Scope, *JD*, 8:141-56 (S 52); William J. Elliot, Throw Away Those Discs, *LJ*, 73:753-7 (My 15, 48); LC, *Rules for Descriptive Cataloging in the Library of Congress: Phonorecords* (2d prelim. ed. 64); Helen J. Stiles, Phonograph Record Classification at the United States Air Force Academy Library, *LRTS*, 9:446-8 (Fall 65); Mary Jane Sunder, Organization of Recorded Sound, *LRTS*, 13:93-8 (Wint 69); UN, *Catalogue of Sound Recordings in the Archives of the United Nations as of 30 December 1949* (UN Archives, Ref. Guide No. 15, Lake Success 50); Univ. of Calif. Lib., *Manual for the Phonorecord Cataloger* (Berkeley 53); Evelyn L. Vaughn, Cataloging Recordings in the Illinois State Library, *IL*, 35:79-85 (F 53); and David Yoffe and Bruce Beckman, Use Restrictions on Phonograph Records, *U.C.L.A. Law Rev.*, 5:613-73 (Jl 58).

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For writings relating to oral history, see ch. XXII.

XVIII. MICROPHOTOGRAPHY AND OTHER COPYING METHODS

RECOMMENDED READINGS

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2. Albert H. Leisinger, Jr. Selected Aspects of Microreproduction in the United States, *NA Accessions*, No. 60:29-49 (D 67).
3. Daniel F. Noll. The Maintenance of Microfilm Files, *AA*, 13:129-34 (Ap 50).
4. Everett O. Alldredge and Walter R. McNutt. A Status Report on Microfilm Blemishes, *RMJ*, 6:32-4 (Sum 68).
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4. ALA. *Microfilm Norms: Recommended Standards for Libraries*, ed. by Peter R. Scott (Chicago 66).
5. NBS. *Inspection of Processed Photographic Record Films for Aging Blemishes*, by C. S. McCamy (NBS Handbook 96, 64).

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XXI. ADMINISTRATION OF PRIVATE ARCHIVES, PERSONAL PAPERS, AND HISTORICAL MANUSCRIPTS

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3. Robert L. Brubaker. Manuscript Collections, *LT*, 13:226-53 (O 64); *cf.* Brubaker, Manuscripts in American Libraries, *MSS*, 17:6-18 (Sum 65).
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4. Paul H. Angle. The University Library and Its Manuscript Collections: An Excursion Into Other People's Business, *LQ*, 15:123-30 (Ap 45).
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XXIII. AUTOMATION AND THE CONTROL OF ARCHIVES AND MANUSCRIPTS

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1. Frank G. Burke. The Application of Automated Techniques in the Management and Control of Source Materials, *AA*, 30:255-78 (Ap 67).
2. Burke. Report on a Survey of Automation Activities in Archives and Manuscript Repositories in the United States and Canada, *AA*, 31:208-10 (Ap 68).
3. Jay Atherton. Mechanization of the Manuscript Catalogue at the Public Archives of Canada, *AA*, 30:303-9 (Ap 67).
4. Barbara Fisher and Frank B. Evans. Automation, Information, and the Administration of Archives and Manuscript Collections: Bibliographic Review, *AA*, 30:333-48 (Ap 67).

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1. Frank G. Burke. Automation in Bibliographical Control of Archives and Manuscript Collections, in Dagmar H. Perman, ed., *Bibliography and the Historian* (68), 96-102.
2. Rita R. Campbell. Machine Retrieval in the Herbert Hoover Archives, *AA*, 29:298-302 (Ap 66).
3. Elizabeth A. Ingerman. A New Method of Indexing Manuscripts, *AA*, 25:331-40 (Jl 62).
4. Russell M. Smith. Item Indexing by Automated Processes, *AA*, 30:295-302 (Ap 67); cf. *AA*, 31:220-1 (Ap 68).
5. Sister M. Claudia. Automated Techniques in Comprehensive Indexing, *AA*, 30:287-94 (Ap 67).
6. Morris Rieger. Archives and Automation, *AA*, 29:109-11 (Ja 66).

ADDITIONAL READINGS

HISTORICAL DEVELOPMENT

Among the most useful writings for the background necessary to understand and evaluate current developments, in addition to those books and articles discussed in item no. 4 under Recommended Readings (above), are the

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Melvin J. Voigt, The Trend Toward Mechanization in Libraries, *LT*, 5:193-205 (O 56); Mortimer Taube, Machine Retrieval of Information, *LT*, 5:301-8 (O 56); John L. Gardner, Systems for Information Retrieval, *LAR*, 59:325-8 (O 57); Jesse H. Shera, Research and Developments in Documentation, *LT*, 6:187-207 (O 57); I. A. Warheit, Machines and Systems for the Modern Library, *SL*, 48:357-63 (O 57); Ralph R. Shaw, Documentation: Complete Cycle of Information Service, *CRL*, 18:452-4 (N 57); John T. Merryman, Tactics and Terminology in Information Retrieval: A Summary of Recent Work, *CRL*, 19:33-7 (Ja 58); Ralph R. Shaw, Mechanized Storage, Retrieval, and Supply of Information, *Libri*, 8:1-48 (58); Frank W. Moore, Social Science Documentation, *SL*, 49:421-6 (N 58); Barbara Kyle, Some Further Considerations on the Application to Social Science Materials of Up-to-Date Methods of Bibliographical Control and Information Retrieval, *JD*, 14:190-6 (D 58); Philip D. Jordan, The Historian and the Contemporary Problem of Bibliographic Techniques, *AD*, 10:267-9 (O 59); Jesse H. Shera, New Tools for Easing the Burden of Historical Research, *AD*, 10:274-7 (O 59); J. W. Perry and J. L. Melton, Principles of Machine and System Design with Special Reference to the Indexing and Analysis of Historical Literature, *AD*, 10:278-85 (O 59).

Machine Reading, *Data Processing*, 2:208-23 (O/D 60); Jesse H. Shera, On Keeping Up With Keeping Up: Recent Trends in Document Storage and Retrieval, *UBL*, 16:64-72 (Mr/Ap 62); William E. Bushor, Information Storage/Retrieval, *Electronics*, 35:39-62 (Je 29 62); Saul Herner, Advanced Information Retrieval Systems, *RMJ*, 1:5-10 (Spr 63); Yehoshua Bar-Hillel, Is Information Retrieval Approaching a Crisis? *AD*, 14:95-8 (Ap 63); S. Gill, What is a Computer, Anyway? *Computer Bull.*, 7:3-5 (Je 63); John A. Swets, Information Retrieval Systems, *Science*, 141:245-50 (Jl 19, 63); William H. Carlson, The Holy Grail Evades the Search, *AD*, 14:207-12 (Jl 63); H. George Feichtinger, New Perspective in Information Preservation and Dissemination, *AA*, 26:524-4 (O 63).

J. Mills, Information Retrieval: A Revolt Against Conventional Systems? *AP*, 16:48-63 (F 64); B. C. Vickey, The Present State of Research Into the Communication of Information, *AP*, 16:79-91 (F 64); F. W. Lancaster, Mechanized Document Control: A Review of Some Current Research, *AP*, 16:132-52 (Ap 64); A. L. Freundlich, Museum Registration by Computer, *Museum News*, 44:18-20 (Ap 64); Ralph H. Parker, What Every Librarian Should Know About Automation, *WLB*, 38:752-4 (My 64); D. J. Foskett, Information Retrieval in the Social Sciences, *WLB*, 38:755-62 (My 64); Alan M. Rees, New Bottles for Old Wine: Retrieval and Librarianship, *WLB*, 38:773-99 (My 64); Harold Boroko and Lauren B. Doyle, The Challenging Horizon of Information Storage and Retrieval, *Am. Behavioral Scientist*, 7:3-8 (Je 64); Theodore Seien, Automation and Library Systems, *LJ*, 89:2723-34 (Jl 64).

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XXIV. SELECT PROBLEMS OF ARCHIVES ADMINISTRATION

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5. Everett O. Alldredge. Still To Be Done, *AA*, 28:3-16 (Ja 65).
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PART III. AMERICAN ARCHIVAL AGENCIES AND ARCHIVES

XXV. FEDERAL RECORDS AND ARCHIVES

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THE NATIONAL ARCHIVES AND RECORDS SERVICE SINCE 1949

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