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 1975. (Author/ME)
The Administration of Modern Archives: A Select Bibliographic Guide

Compiled by Frank B. Evans

Office of the National Archives
National Archives and Records Service
General Services Administration
Washington: 1970
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. Rooods
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.
Introduction

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:

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

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. Allder 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


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.
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.


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


Brooks, Philip C. *Research in Archives: The Use of Unpublished Primary Sources* (Chicago 69).


Emmison, Frederick G. *Introduction of Archives* (London 64).


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).


L.C. *Notes on the Care, Cataloguing, Calendaring, and Arranging of Manuscripts*, by John C. Fitzpatrick (3d ed. 34).


Parker, Donald D. *Local History: How to Gather It, Write It, Publish It* (rev. and ed. by Bertha E. Josephson. N.Y. 44).


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* (0 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:


Introduction to Archives Administration

Boullier de Branche, H. Archivo. Organización y Metodos (San José de Costa Rica 59).
Cassese, Leopoldo. Introduzione allo studio dell’Archivistica (Roma 59).
Ciceri, Angelo. Archivi e Archivistica. Manual... (Milano 52)
Congrès international des Archivistes et des Bibliothécaires, 1910. Actes (Bruxelles 12).
Cuvelier, Joseph. Les Archives, Revue des bibliothèques et archives de Belgique, 1:6-22 (03).
Favier, Jean. Les Archives (Paris 65).
Gonsalves, Viana M. Arte de Clasificar e de Arquivar (Oporto 56).
Gouw, J. L. Van der. Inleiding tot de archivistiek (Zwolle 56).
Konarski, Kazimier. Nowożytna archiwistyka polska i jej zadania (Warsaw 29).
Konarski. Podstawowo zasady archiwistyki, Archeion, 19/20:19-104 (51).
Macháčka, Fr. D. Spisovna - Archiv - Pamätke - Kronika (Praga 49).
Mantilla Tascón, Antonio. Cartilla de Organización de Archivos (Madrid 60).
Mazzoleni, J. Leszioni di Archivistica (Napoli 54, 2d ed. 62).
Meisner, Heinrich O. Urkunden und Aktenlehre der Neuzeit (2d ed. Leipzig 52).
Mitiaev, K. G. Teoria i Praktyka Archivalnej (Warszawa 54).
General Works and Manuals

Núñez de Cepeda, M. Elementos de Archivología, Paleografía y Diplomática (Pamplona 43).

Pínkow, Stanisława, and Zbigniew Perzanowski. Nauki pomocnicze historii wraz z archiwistyką i archiwoznawstwem (Kraków 57).


Puréz Galaz, Juan De. Elementos de Archivología. Manual de Divulgación (Mexico 52).


Richou, Gabriel C. M. Traité théorique et pratique des Archives publiques (Paris 1883).


Siñete, Georg W. Archive, Staatslexikon 6, cols. 549-54 (Freiburg 57).

Schatz, Rudolph. Behördenschriftgut--Aktenbildung, Aktenverwaltung, Archivierung (Boppard am Rhein 61).


Torre Revello, José. Los Archivos Españoles (Buenos Aires 27).

Vicens Carrió, J. Tratado de clasificación y archivo (Barcelona 56).

Wentzcke, Paul, and Gerhard Lüdtke, eds Die Archive (Berlin 32).
III. ARCHIVAL CONCEPTS, TERMINOLOGY, AND PRINCIPLES

RECOMMENDED READINGS

2. NA. Archival Principles: Selections From the Writings of Waldo Gifford Leland (SIP, No. 20, 55).

SUGGESTED READINGS

4. NA. The General Accessioning Policy of the National Archives, AA, 8:265-8 (O 45).

ADDITIONAL READINGS

EUROPEAN BACKGROUND

On the European development of archival terminology and principles, see
Terminology and Principles

61); Joan C. Lancaster, et. al., Some Views on "Sanctity," Archives, 3:159-71 (Lady Day 58); and R. B. Pugh, Quad Dominus Conjunxit Cartophylax non Separat, ibid., 3:39-42 (Lady Day 57).

The wide influence of British views can be seen in Purnendu Basu, Archives and Records: What Are They? (New Delhi 60); G. L. Fischer, Archival Concepts and Commandments, LAA, Occasional Papers, No. 2:14-20 (58); S. M. Jaffar, Archives: Meaning, Scope, and Importance (Peshawar 49); Ian Maclean, Lectures, No. 2, Definitions and Terminology, and No. 3, Quality of Archives and Responsibilities of the Archivist (Canberra n.d. P); Maclean, An Analysis of Jenkinson's "Manual of Archive Administration" in the Light of Australian Experience, in Hollaender, Essays in Memory of Jenkinson, 128-52; David S. Macmillan, ed., Archives--Techniques and Functions in a Modern Society (Sydney 57); S. R. Ranganathan, Laws of Archival Science, IA, 1:118-21, 206-12, 289-93 (47); K. P. Srivastava, Care of Archives (Allahabad 64); and H. L. White, Trends in Archival Administration, HS, 1:102-15 (O 40).

For current European usage and terminology problems, see Elsevier's Lexicon on Archive Terminology, Compiled ... by a Committee of the International Council on Archives (Amsterdam 64); Robert Somerville, Archives or Records? Archives, 7:93-4 (O 65); and Peter Walne, Lexicon of Archive Terminology, ibid., 7:163-6 (Ap 66). On the background of this lexicon see Herman Hardenberg, Uniformity of Archival Terms, in Second International Congress on Archives, Repts. (The Hague 53), 49-55; and Peter Walne, A Glossary of Archival Terminology, 1st Draft (Reading, Eng. 56 P).

AMERICAN ADAPTATIONS


Also of value are NARS, Glossary of Records Terminology—Draft (56 P); U.S. Adjutant General's Office, Standard Operating Procedures, Section 10. Glossary of Archival and Records Administration Terms Applicable to the Work
of the Departmental Records Branch, comp. by Kenneth W. Munden (57 P); Ben F. Gregory, Milton Reitzfeld, and William Rofes, comps., A Records Management Glossary, RMJ, 2:3-32 (Aut 64); NARS, Glossary for Records Management (Records Mgt. Staff Paper, No. 1, 66); and Records Management Glossary, RMQ, 1:25-30 (Jl 67).

For “historical manuscripts” the most useful recent compilation is Edwin A. Thompson, A Glossary of American Historical and Literary Manuscript Terms (unpublished Master’s thesis, Catholic U., 65), copy in NA Library.

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


SUGGESTED READINGS


ADDITIONAL READINGS

There is no adequate general history of the development of archives administration available in English. See Lester K. Born, Baldassare Bonifacio and His Essay "De Archivis," *AA*, 4:221-37 (O 41); and Born, The *De Archivis Commentarius* of Albertino Barisoni (1587-1667), *Archivalische Zeitschrift*, 50/51:13-22 (55).

Of the studies listed in ch. II, General Works and Manuals, those of particular value in tracing the historical development of archives administration in the western world include the works of Blegen, Botha, Cuvelier, Henderson, Leahy, Leland, Macmillan, and White. Also of value are George L. Burr, European Archives, *AHR*, 7:654-62 (02); Leo Deuel, *Testaments of Time: The

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

RECOMMENDED READINGS


SUGGESTED READINGS


ADDITIONAL READINGS

AMERICAN VIEWS

See also Richard C. Berner, Manuscript Collections and Archives--A Unitary Approach, LRTS, 9:213-20 (Spr 65); Philip C. Brooks, Archivists and Their Colleagues: Common Denominators, AA, 14:33-45 (Ja 51); Randolph W. Church, The Relationship Between Archival Agencies and Libraries, AA, 6:145-50 (Jl 43); Verner W. Clapp, Archivists and Bibliographical Control: A Librarian's Viewpoint, AA, 14:305-11 (O 51); David C. Duniway, Conflicts in Collecting, AA, 24:55-63 (Ju 61); Duniway, Where Do Public Records Belong? AA, 31:49-55 (Ja 68); Worthington C. Ford, Manuscripts and Historical Archives, AHA, Ann. Rept., 1913, 1:75-84; Dorsey W. Hyde, Jr., The National
Introduction to Archives Administration


For the views of manuscript collectors and dealers, see particularly Mary A. Benjamin, Librarians, Collectors, Dealers: Three-way Collaboration, Collector, 56:65-8 (Mr/Ap 43); Benjamin, Manuscript Market and the Librarian, CRL, 17:119-26 (Mr 56); cooperation, ACF, 1:10-31 (Ap 44); and Justin G. Turner, Archives, Manuscripts & Curators: Some Reflections..., MSS, 19:12-20 (Fall 67).

THE BRITISH TRADITION

LIBRARIES AND THE MATERIALS OF LOCAL HISTORY


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


SUGGESTED READINGS

1. NA. The Role of Records in Administration (SIC, No. 11, 41).

ADDITIONAL READINGS


ORIGINS AND SCOPE OF FEDERAL RECORDS MANAGEMENT


Introduction to Archives Administration


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

Managing Correspondence: Form Letters (54).
Plain Letters (55).
Guide Letters (55).
Managing Mail: Agency Mail Operations (57).
Managing Current Files: Protecting Vital Operating Records (58).
Files Operations (64).
File Stations (66).
Subject Filing (66).
Managing Forms: Forms Analysis (60).
Forms Design (60).
Source Data Automation Systems (63).
Source Data Automation (65).
Managing Directives: Communicating Policy and Procedure (67).
Managing Noncurrent Files: Applying Records Schedules (61).
Federal Records Centers (67).
General: Copying Equipment (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 Poc. and Repts. (41).
For records management programs at the State and local governments, see ch. XXII, State and Local Public Records and Archives. See also Philip C. Brooks, Public Records Management (Chicago 49, rev. ed. 61).

NONGOVERNMENT RECORDS MANAGEMENT


Everett C. Calhoun, Is the Paper Explosion Subsiding? Adm. Mgt., 24:22-8 (D 63); Everett O. Allredge, Paperwork Management: How Well Do You Rate? Supervisory Mgt., 9:12-5 (O 64); Thornton W. Mitchell, Records Management, in Stevens, University Archives, 22-35; Barriers to Records Management Accomplishment, RMJ, 4:21-3 (Wint 66); John W. Porter, The Effects of EDP on Records Management, RMQ, 1:9-12 (Ap 67); Bruce Harding, The University and Records Management, RMJ, 5:14-5 (Wint 67); August R. Suelflow, Records Management and Church Archives, RMJ, 5:30-4 (Wint 67); Helen L. Chatfield, Records Management in the Administration of College and
Introduction to Archives Administration

University Archives, AA, 31:243-5 (Jl 68); William P. Southard, Total Recorded Information Management, RMQ, 2:10-3 (Ja 68); and Robert E. Weil, The Expanding Horizons of Records Management, RMQ, 3:5-8 (Ja 69).

SELECT REFERENCE WORKS

Manuals and textbooks that deal with various phases of records management, listed by publication date, include: Fryette H. Elwell, et al., Business Record Keeping (N.Y. 42); Margaret K. Odell and Earl P. Strong, Records Management and Filing Operations (N.Y. 47); Frank M. Knox, Design and Control of Business Forms (N.Y. 52); George R. Terry, Office Management and Control (2d ed. Homewood, Ill. 58); Harry L. Wylie and James Q. Harty, eds., Office Management Handbook (2d ed. N.Y. 58); Victor Lazzaro, Systems and Procedures: A Handbook for Business and Industry (Englewood Cliffs 59); H. John Ross, Paperwork Management: A Manual of Workload Reduction Techniques (South Miami 62); Research Inst. of Am., Efficient Paperwork at Lower Cost (N.Y. 62); Gilbert Kahn, et al., Progressive Filing and Records Management (N.Y. 62); Mary C. Griffin, Records Management: A Modern Tool for Business (Boston 64); Bertha M. Weeks, Filing and Records Management (3d ed. N.Y. 64); Joseph L. Kish and James Morris, Paperwork Management in Transition (N.Y. 64); Emmett J. Leahy and Christopher Cameron, Modern Records Management: A Basic Guide to Record Control, Filing, and Information Retrieval (N.Y. 65); August H. Blegen, Records Management: Step by Step (Stamford 65); Ilene Place and Estelle L. Poplan, Filing and Records Management (Englewood Cliffs 66); Leslie H. Matthies, Records: The Systems Memory of Action (Tulsa 66); S. Pomrenze, comp. and ed., Selected Readings on Records Management (66 P); Mina M. Johnson and Norman F. Kallaus, Records Management: A Collegiate Course in Filing Systems and Procedures (Cincinnati 67); and William Benedon, Records Management (Englewood Cliffs 69).

For further readings on all phases of Records/Paperwork Management, see the classified and annotated NARS, Office of Records Management, Records Management Handbook: Bibliography for Records Managers (65); Records Management Periodical Bibliography, Part I, RMQ, 1:25-31 (O 67), Part II, RMQ, 2:30-5 (Ja 68), Part III, RMQ, 2:35-42 (Ap 68); and RMQ, 3:27-38 (Ja 69); and S. Pomrenze, et al., Records Management Bibliography (66 P).

ARCHIVISTS AND RECORDS MANAGERS

Particularly useful in indicating mutual interests, as well as differences, are Philip C. Brooks, Archivists and Their Colleagues: Common Denominators,
Archives Administration and Records Management


See also ch. XXIV, Select Problems of Archives Administration.
PART II. SURVEY OF ARCHIVAL FUNCTIONS
VII. APPRAISAL OF MODERN RECORDS: GUIDELINES AND TECHNIQUES

RECOMMENDED READINGS


SUGGESTED READINGS


ADDITIONAL READINGS

VALUE AND USE OF PUBLIC RECORDS AND ARCHIVES: GENERAL

32  Survey of Archival Functions

60); Guy Duboscq, The Importance of Modern Archives for the Developing Countries, UBL, 17:259-63 (S/0 63); Roger H. Ellis, The British Archivist and History, SA, Jou. 3:155-60 (0 66); Amy G. Foster, Archives and the Archivist, IA, 2:59-67 (48); R. Marquant, Archives and Economic and Social Development, UBL, 16:234-8 (S 62); Margaret C. Norton, The Place of Archives in Government, IL, 34:153-60 (Ap 52); Robert Sharman, Archives Without Tears, ALJ, 12:21-6 (Mr 63); and W. E. Tate, The Use of Archives in Education, Archives, 1:20-8 (Lady Day 49).

FEDERAL RECORDS AND ARCHIVES: VALUE AND USE


STATE AND LOCAL PUBLIC RECORDS AND ARCHIVES: VALUE AND USE


Otto K. Jensen, Preservation of Public Records, Municipal Finance, 16:23-5 (My 44); Douglas E. Leach, Early Town Records of New England as Historical Sources, AA, 25:173-82 (Ap 62); George M. McFarland, Archives and Local Administrative History, AA, 4:170-7 (Jl 41); David E. Miller, "Use of Local Archives in the Study of Local History, AA, 22:331-5 (Jl 59); Donad D. Parker, Local History: How to Gather It, Write It, Publish It (rev. and ed. by Bertha E.
Survey of Archival Functions


APPRAISAL OF MODERN PUBLIC RECORDS: AMERICAN VIEWS


SELECTIVE PRESERVATION OF PUBLIC RECORDS: FOREIGN VIEWS

For the views of archivists of other countries on records appraisal and disposition, see, in addition to the articles by Collingridge and Smith previously cited, C. J. Bourn, Document Retention, *Q&M Bull.*, 19:5-15 (F 64); BAC, *What to Save and What to Eliminate* (London 59); BAC, Records: What Should We Try to Save? (Memo., No. 3, London 42), rep. in *AA*, 5:269-71 (O 42), and


CASE STUDIES IN THE APPRAISAL OF PUBLIC RECORDS

Sampling Rural Rehabilitation Records for Transfer to the National Archives, AA, 10:328-34 (0 47); Marie C. Stark, Policy Documentation in the War Production Board, AA, 9:26-46 (Ja 46); and Morris B. Ullman, The Records of a Statistical Survey, AA, 5:28-35 (Ja 42).


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


SUGGESTED READINGS


ADDITIONAL READINGS

DISPOSITION OF PUBLIC RECORDS


**DISPOSITION OF NONGOVERNMENT RECORDS**


Robert A. Shiff, Do You Swear By Your Records? *Adm. Mgt.*, 24:28-32 (F 63); F. L. Sward, How to Develop an Effective Records Retention Schedule, *Office Mgt.*, 20:37-8, 82-7 (Je 59); Theodore D. Wagman, Elements of a Records Disposition Survey, *II.*, 30:413-6 (O 48); Bertha Weeks, Transfer and Retention of Records, *OME*, 8:37-8, 70-3 (Je 47); What Written Records Must Companies
Disposition Principles and Techniques


REPRESENTATIVE DISPOSITION GUIDES AND SCHEDULES


IX. PRESERVATION: BUILDINGS AND STORAGE FACILITIES

RECOMMENDED READINGS

5. NA. *Buildings and Equipment For Archives* (Bull. No. 6, 44).

SUGGESTED READINGS


ADDITIONAL READINGS

PLANNING CONSIDERATIONS: ARCHIVES BUILDINGS

Preservation: Storage Facilities

Needs to Know About Archives, *AA*, 27:491-3 (0 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 (0 64); and T. J. Young, What's In an Archives Building? *Architectural Forum* (Ag 40), 73.


Survey of Archival Functions

Service (Chicago 64); Herman Skolnik, Information Center Design, in A. W. Elias, ed., Technical Information Center Administration (64); Maurice F. Tauber and Irene R. Stephens, eds., Library Surveys (N.Y. 67); Anthony Thompson, Library Buildings of Britain and Europe (London 63); Ralph A. Uveling, 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).


PLANNING RECORDS CENTERS

On the planning of records centers see Everett O. Alldredge, Standard for Federal Records Center Buildings, AA, 23:153-5 (Ap 60); William Benedon, Features of New Records Center Buildings, RMQ, 1:14-21 (Ja 67); Edward G. Campbell, Buildings and Equipment for Federal Records Centers in the United States, Archivum, 7:21-5 (57); J. F. Cummings and W. B. Sadauskas, How to Set Up and Operate a Records Storage Center, Office, 52:12-20, 88 (D 60); J. H. Denney, New Type Storage for Records, AA, 24:309-12 (J 61); Roger Ellis and James Ellis, Archivist and Architect: An Ideal Design for a LIMBO Record Repository, Archives, 1:20-9 (Michaelmas 52); Lester Gerber, Records Center: An Efficient System, Adm. Mgt., 25:40-1 (D 64); Gerald L. Hegel, Equipment Review: Paper Shredders and Disintegrators, RMQ, 1:32-4 (Jl 67); James Hughes, What a Records Center Can Do For You, IRM, 1:25-7 (F/Mr 67); Joseph Kish, How to Establish and Operate an Inactive Records Center, RMJ, 5:2-37 (Sum 67); Emmett J. Leahy and Robert E. Weil, Planning the Records Storage Center, Office, 3: 54-70, 142-7 (Je 52); NARS, Office of Records Mgt., Managing Noncurrent Files: Federal Records Centers (67); John W. Porter, Advances in Records Storage and Retrieval, Office, 55:172, 258-63 (Ja 62); Philip Schneider, Republic Aviation’s Records Storage Procedure, ibid., 51:12-45 (F 60); F. L. Sward, How to Save Money and Space by Establishing a
Preservation: Storage Facilities


**PHYSICAL PROTECTION**


Survey of Archival Functions


TEMPERATURE AND HUMIDITY CONTROL

Preservation: Storage Facilities


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

CONTAINERS AND SHELVING


Survey of Archival Functions

48); Van Schreven, Stack and Shelf Arrangement of the Archives Division, Virginia State Library, AA, 11:45-6 (Ja 48); Carl Vitz, Transportation Equipment, LT, 5:216-24 (O 56); S. A. Wetherbee, Arranging and Storing of Archives, IL, 21:8-9 (O 39); and W. Ogwen Williams, Shelving of an Aluminum Alloy, Archives, 1:30-2 (Michaelmas 49).

On the program of research in equipment and supplies currently being sponsored by the ALA, see the following, listed by publication date: Richard B. Harwell, The Library Technology Project, ALA Bull., 53:195-6 (Mr 59); Frazer G. Poole, The Library Technology Project, CRL, 22:366-8, 374 (S 61); Gladys T. Piez, Library Technology Project—Today and Tomorrow, Libri, 14:330-6 (64); and Piez, Library Technology Project: Past, Present, and Projected Future, LG, 35:97-108 (Ap 65).

ARCHIVAL AND RECORDS CENTER INSTALLATIONS

Useful descriptions of public and private archival facilities and records centers in the United States include William Benedon, Features of New Records Center Buildings, RMQ, 8:19-21 (Ja 67), Vernon Carstensen, A Building is Achieved, WMH, 39:68-72 (Wint 55/56); S. Chakravorti, Virginia State Library, IA, 1:113-6 (Ja/O 47); Christopher C. Crittenden, The North Carolina Record Center, AA, 18:53-7 (Ja 55); A Directory of Record Centers and Underground Vaults, IRM, 2:57 (Ap/My 68); J. Harold Easterby, South Carolina’s New Archives, S. Carolina Schools, 10:26-8 (59); Easterby and W. Edwin Hemphill, The South Carolina Archives Building: Its Attainment, Purpose and Design (Columbia 60); Victor Gondos, Jr., New Archives Building for the Archdiocese of New York, AA, 10:280-1 (J 47); Gondos, Public Records Building for Vermont, AA, 11:234-5 (Jl 48).

Preservation: Storage Facilities


X. PRESERVATION: REPAIR AND REHABILITATION

RECOMMENDED READINGS

2. NA. The Repair and Preservation of Records, by Adelaide E. Minogue (Bull. No. 5, 43).
3. NA. The Rehabilitation of Paper Records (SIP No. 16, 50).

SUGGESTED READINGS


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 (J 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). See particularly Harry F. Lewis, Research for the Archivist of Today and Tomorrow, AA, 12:9-17 (Ja 49).

TRADITIONAL METHODS

Chiefly of historical value in tracing the development of American preservation policies and practices are the following: Clarence W. Alvord, Preservation, Restoration and Treatment of Manuscripts, AHA, '95, Rept., 1910, 248-50; Charles M. Gates, Early Essay on Manuscript Preservation in the Old Northwest, AA, 1: 143-4 (31 38); William Berwick, The Repairing and Binding of Archives, AHA, Ann. Rept., 1916, 1:154-61; James L. Gear, The Repair of Documents—American Beginnings, AA, 26:469-75 (O 63); Thomas Iiams, Preservation of Rare Books and Manuscripts, LQ, 2:375-86 (O 32); Arthur E. Kimberly, The Repair and Preservation of Records in the National Archives, Chemist, 15:236-44 (My 38), of which revisions appeared as NA, SIP, No. 4 (39), in AA, 1:111-7 (J 38), and in JDR 2:68-75 (Mr 39); LC, Notes on the Care, Cataloguing, Calendaring, and Arranging of Manuscripts, by John C.


TRADITIONAL RECORD MATERIALS


Del., Public Archives Comm., Approved List of Papers and Inks, 1950-51 (Dover 51); Faded Writing, Archives, 2:38 (Michaelmas 49); Lee E. Grove, The Conservation of Paper, Museum News, 42:15-20 (O 63); and Grove, Paper Deterioration--An Old Story, CRL, 25:365-74 (S 64); Dard Hunter, Papermaking: The History and Technique of an Ancient Craft (2d ed. N.Y. 67); Hunter, Papermaking in Pioneer America (London 57); H. G. Jones, What About "Permanent" Copies? Weston's Record, 39:1-2, 5 (64); W. Edward Keegan,
Preservation: Repair and Rehabilitation

On the composition, preservation, and rehabilitation of vellum and parchment, see particularly BRA, Old Parchments (Memo. No. 5, London 42); Herbert and Peter Fahey, Parchment and Vellum (San Francisco 40); T. R. Gairoia, Preservation of Parchment, Jour. c.f. Indian Museums (58/60), 14-6; Alfonso Gallo, Il restavo di articoli testi membranacei, Archivum, 2:43-9 (52); Parchment Patients, Newsweek, 61:90 (Ap 8, 63); Michael L. Ryder, Parchment--Its History, Manufacture and Composition, Jour., 2:391-9 (Ap 64); Gust Skordas, The Parchment Stretcher at the Maryland Hall of Records, AA, 9:330-2 (O 46); and D. V. Thompson, The Materials of Medieval Painting (London 36).

FUMIGATION, CLEANING, AND FLATTENING

On fumigation, cleaning, and flattening, see particularly W. J. Barrow, Cleaning of Documents, Archivum, 8:119-23 (58); Purnendu Basu, Enemies of Records, IA, 4:7-13 (Ja/Je 50); S. Chkravorti, Vacuum Fumigation, A New Technique of Preserving Records, Science and Culture, 11:77-81 (43/44); A. W.
Survey of Archival Functions


DEACIDIFICATION AND LAMINATION


O. P. Goel, Repair of Documents With Cellulose Acetate Foils on a Small Scale, IA, 7:162-5 (Jl/D 53); Roy O. Hummel and W. B. Barrow, Lamination and Other Methods of Restoration, LT, 4:259-68 (Ja 56); V. P. Kathpalia, Hand Lamination With Cellulose Acetate, with comments by James L. Gear, AA, 21:271-6 (Jl 58); W. H. Langwell, The Postlip Duplex Lamination Process, SA,
Preservation: Repair and Rehabilitation


For the problems and dangers involved in the use of adhesive tapes and plastics for "minor" repairs, see Virginia H. Lawrence, The Case Against Plastic Tape, MSS, 8:233-4 (Sum 56); and Adelaide E. Minogue, The Use of Transparent Plastics for the Protection of Manuscripts, MSS, 8:207-9 (Sum 56).

BOOKS, BOUND RECORDS, AND BINDINGS


FIRE AND WATER DAMAGE AND REHABILITATION


PRESERVATION PRACTICES IN OTHER COUNTRIES

American policies and practices may be compared with those of other countries by referring to the following: Gennady A. Belov, New Techniques, New Materials, and New Experiences Concerning Restoration of Documents and Seals, Preservation of Maps and Plans, and Photography Since 1950, Archivum, 10:72-80 (60); BRA, Tech. Sec., Bull., Nos. 16, 18-19 (45-8); BRA, First Aid for Damaged Documents (Memo. No. 6, London 42); BRA, The Care of Records: Notes for the Owner or Custodian (London 64); BRA, The Preservation of Modern Records: General Advice (London 64); The Care of Records by the Private Owner, Archives, 2:74-85 (Michaelmas 53); I. P. Collins and C. L. Rook, Archive Repair Materials, SLA, Bull., 6:6-12 (S 49); Council on Library Resources, Preservation of Documents and Papers [A collection of Technical Papers Translated from the Russian] (69); Roger H. Ellis, The Principles of Archive Repair (London 51); Ellis, The Archivist as a Technician, SA, Jour., 1:146-7 (Ap 57); George C. Henderson, Report on the Collection, Storage, and Preservation of Archives in Europe (Adelaide 15); India, Imperial Record Dept., Notes on Preservation of Records (Madras 47); India, National Archives, Repair and Preservation of Records, by K. D. Bhugav (New Delhi 59); C. Jamison, The


**SELECT TECHNICAL STUDIES OF PRESERVATION AND REHABILITATION PROBLEMS**

Survey of Archival Functions

Books. Part I. An Examination of the Problem, and Part II. Recommendations for a Solution, LJ, 91:51-6, 189-94 (Ja 1, 15, 66).


For additional writings on preservation and rehabilitation, see George D. M. Cunha, Conservation of Library Materials: A Manual and Bibliography on the Care, Repair, and Restoration of Library Material (Metuchen 67); Institute of Paper Chemistry, Permanence, comp. by Jerry Byrne and Jack Weiner (Biblio. Series 213, Appleton 64); the relevant sections of Merrilyn Rogers, comp., NYSNA Selective Reference Guide to Historic Preservation, ed. by Frederick L. Rath, Jr. (Cooperstown 66); and J. S. M. Venter, comp., Aging and Preservation of Paper: A Development Study (Pretoria 66). For writings dealing specifically with the preservation of cartographic and related records, still and motion pictures, phonorecords, tapes, and other nontextual records, see chs. XIV-XVII.
XI. ARRANGEMENT OF ARCHIVES

RECOMMENDED READINGS

3. NA. The Control of Records at the Record Group Level (SIC, No. 15, 50).

SUGGESTED READINGS

3. NA. Principles of Arrangement (SIP, No. 18. 51).

ADDITIONAL READINGS

EUROPEAN PRECEDENTS

In addition to the writings listed in ch. III, see Lester K. Born, Baldassare Bonifacio and His Essay “De Archivis,” AA, 4:221-37 (O 41); Hilary Jenkinson, A Manual of Archive Administration, 83-135; Samuel Muller, J. A. Feith, and R. Fruin, Manual for the Arrangement and Description of Archives, 13-99. For additional readings see Solon J. Buck, comp., The Administration of a Registry Office; A Select Bibliography (40 P); and particularly NA, Office of Research and Pub., and Ernst Posner, Select References on the Arrangement and Description of Archival Materials (41 P).
AMERICAN PRACTICES: FROM "CLASSIFICATION" TO "ARRANGEMENT"

The adaptation of European principles and practices in the United States can also be traced in the following writings, listed generally by publication date:


For recent criticisms and defense of the record group concept see Mario D. Fenyo, The Record Group Concept: A Critique, AA, 28:229-39 (Ap 65); Peter J. Scott, The Record Group Concept: A Case for Abandonment, AA 29:493-504 (O 66); Meyer H. Fishbein, The Record Group Concept, in Editor's Forum, AA 30:239-40 (Ja 67); and the reply by Peter J. Scott. The Record
ARRANGEMENT OF PRIVATE ARCHIVES, PERSONAL PAPERS, AND HISTORICAL MANUSCRIPTS


Survey of Archival Functions

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).


ARRANGEMENT OF PRINTED NONBOOK ITEMS


See chs. XIV-XVII for the arrangement of special physical types of documentary material.
XII. DESCRIPTION OF ARCHIVES

RECOMMENDED READINGS

3. NA. The Preparation of Preliminary Inventories (SIC, No. 14, 50).

SUGGESTED READINGS

3. NA. The Preparation of Lists of Record Items (SIP, No. 17, rev. 60).
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
Description of Archives

Control: A Librarian's Viewpoint, AA, 14:305-14 (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 Cataloguing: The Beinecke Method Examined, AA, 31:35-43 (Ja 68); Directions for the Preparation of Finding Aids . . . 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 Count-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 (J 61).


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
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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).


CALENDARING

INDEXING


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).

Description of Archives


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


For representative calendars, see Delaware, Public Archives Comm., Calendar of Records (Dover 35), and Calendar of Kent County, Delaware, Probate Records, 1680-1800, comp. by Leon de Valinger, Jr. (Dover 44); Md., Hall of Records Comm., Calendar of Maryland State Papers, No. 4, Pt. 3. The Red Books (Annapolis 55), and No. 5, Executive Miscellanea (Annapolis 58); Grace L. Nute, ed., Calendar of the American Fur Company's Papers, Pt. 1, 1831-1840; Pt. 2, 1841-1848, AHA, Ann. Rept., 1944, Vol. 23.


Also suggestive are Maynard Brichford, comp. and ed., Descriptive Inventory of Resources for the Ecology of Mental Health and Work With the
Survey of Archival Functions

Disadvantaged (Urbana 67); and Thomas S. Kuhn, et al., Sources for the History of Quantum Physics: An Inventory and Report (Phila. 67).

THE NATIONAL UNION CATALOG OF MANUSCRIPT COLLECTIONS (NUCMC)

The origin, history, and status of this important cooperative project can be traced in the following chronologically listed writings: Report of the Joint Committee on Historical Manuscripts, AA, 16:176-80 (Ap 52); LC, Rules for Descriptive Cataloging in the Library of Congress, Manuscripts (prelim. ed. 54); LC, Data Sheet for the National Union Catalog of Manuscript Collections (64); LC, NUCMC, Information Circular, Nos. 1-6 (59-68); Robert H. Land, The National Union Catalog of Manuscript Collections, AA, 17:195-207 (Jl 54); Howard H. Peckham, Manuscript Repositories and the National Register, AA, 17:319-24 (O 54); Bell I. Wiley, Historians and the National Register, AA, 17:325-30 (O 54); David C. Mearns, To Be Enduring: The National Union Catalog of Manuscript Collections, CRL, 20:341-6 (S 59); Lester K. Born, The National Union Catalog of Manuscript Collections: Progress, AA, 23:311-4 (Jl 60); Lee E. Grove, The National Union Catalog of Manuscript Collections, ALA, Bull., 54:769-71 (O 60); I. D. Raymond, The National Union Catalogue of Manuscripts, ALJ, 11:109-15 (Jl 62); Lester K. Born, The National Union Catalog of Manuscript Collections, MSS, 14:10-6 (Spr 62); J. L. Cleland, The Library of Congress Union Catalog of Manuscripts, AM, 2:20-4 (Je 63).

Arline Custer, The National Union Catalog of Manuscript Collections, LRTS, 8:188-90 (Spr 64); Richard C. Berner, Archivists, Librarians, and the National Union Catalog of Manuscript Collections, AA, 27:401-9 (Jl 64); Harriet C. Owsley, The SAA Workshop on the National Union Catalog of Manuscript Collections, AA, 28:389-97 (Jl 65); William C. Binkley, A Historian Looks at The National Union Catalog of Manuscript Collections, AA, 28:399-407 (Jl 65); T. R. Schellenberg, A Nationwide System of Controlling Historical Manuscripts in the United States, AA, 28:409-12 (Jl 65); Frank G. Burke, Manuscripts and Archives, in Bibliography: Current State and Future Trends, LT, 15:430-45 (Ja 67); Arline Custer, Cooperative Reporting and Cataloging as Exhibited in the Program of the National Union Catalog of Manuscript Collections at the Library of Congress, in Materials By and About American Negroes . . . , ed. by Annette H. Phinezez (Atlanta 67), 41-52; and Richard C. Berner, Observations on Archivists, Librarians, and the National Union Catalog of Manuscript Collections, CRL, 29:276-80 (Jl 68).

Volumes published to date include: LC, The National Union Catalog of Manuscript Collections, 1959-61 (Ann Arbor 62); . . ., 1962 (Hamden 64); . . .


On the description of nontextual documentary materials see chs. XIV-XVII.
XIII. REFERENCE SERVICE

RECOMMENDED READINGS


SUGGESTED READINGS


ADDITIONAL READINGS

USER'S VIEWS


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23:27-32 (Ja 60); John A. Munroe, A Brave Man—Or a Foolish One, AA, 26:151-60 (Ap 63); Roy F. Nichols, Alice in Wonderland, AA, 3:149-58 (Jl 40); Howard H. Peckham, Aiding the Scholar in Using Manuscript Sources, AA, 19:221-8 (J 56); Peckham, Policies Regarding the Use of Manuscripts, LT, 5:361-8 (Ja 57); Jean Preston, Problems in the Use of Manuscripts, AA, 28:367-79 (J 65); Walter Rundell, Jr., Relations Between Historical Researchers and Custodians of Source Materials, CRL, 29:466-76 (N 68); Jesse H. Shera, Historians, Books, and Librarians (Cleveland 53); Alice E. Smith, The Society as a Research Center, WMH, 32:271-83 (Mr 49); Louis B. Wright, The Relationship of the Historian and the Research Library, Pa. Mag. of Hist. and Biog., 73:229-59 (Ap 49).


REFERENCE SERVICES OF PUBLIC ARCHIVAL INSTITUTIONS

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On St. and local records and archives, see Am. Assoc. of Registration Executives, The Confidential Nature of Birth Records (49); Paul A. Hughes, Access to Records in the Office of the Town Clerk, Town Clerk’s Topics, 20:1-4 (Mr 61); Albert B. Martin, Public Records—Are They Open to the Public? Kans. Govt. Jour. (Ap 40), 9-11; Margaret C. Norton, Some Legal Aspects of Archives, AA, 8:1-11 (Ja 45); Protection of Public Welfare Records, Town Welfare Topics, 21:1, 4 (Mr 61); Public Records—Right of Inspection, Town Clerk’s Topics, 20:1-5 (Ap 61); and Herbert A. Smith, Which are Public Records—Which Not? ibid., 23:1, 4 (Ag 64).

On broader questions of access and confidentiality, particularly with regard to personal papers and privacy, see Assoc. of College and Reference Libs., Comm. on the Use of Manuscripts by Visiting Scholars, Rept., CRL, 13:58-60 (Ja 52); Mary A. Benjamin, Shall the Dealer Permit His Manuscripts to Be Copied, Collector, 60:49-54 (Mr 47); Laurence J. Burpee, Restrictions on the Use of Historical Materials, AHA, Ann. Rept., 1914, 1:314-37; Edgar R. Harlan, Ethics Involved in the Handling of Personal Papers, Annals of Iowa, 3d ser., 16:610-21 (Ap 29); Mark L. Ireland, The Right of Privacy as it Affects History and Genealogy, Mich. Hist., 35:202-6 (Je 51); Herman Kahn, World War II and Its Background: Research Materials at the Franklin D. Roosevelt Library and Policies Concerning Their Use, AA, 17:149-62 (Ap 54); Albert Mindlin, Confidentiality and Local Data Systems, RMI, 6:2-24 (Sum 68); Noel C. Stevenson, Genealogy and the Right of Privacy, Am. Geneal., 25:145-52 (Jl 49); Stanley P. Wagner, Records and the Invasion of Privacy: Accumulation of Personal Information on Individuals, Social Science, 40:30-45 (Ja 65); Alan F. Westin, Privacy and Freedom (N.Y. 67); and John E. Wickman, John Foster Dulles’ “Letter of Gift,” AA, 21:355-63 (O 68).

PROBLEMS OF LITERARY PROPERTY AND COPYRIGHT (TEXTUAL RECORDS)


See also the following studies published by LC, Copyright Office: *Fair Use of Copyrighted Works*, by Alan Letman (Study No. 10, 58); and *Liability of Innocent Infringers of Copyrights*, by Alan Letman and W. S. Tager (Study No. 8, 58).


For further writings see LC, Copyright Office, *Copyright Bibliography*, comp. by Henriette Mertz (prelim. ed. 50).
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OTHER LEGAL AND TECHNICAL ASPECTS OF REFERENCE SERVICE


ESTRAYS, THEFTS, AND REPLEVIN


On one of the most important recent cases involving replevin can be traced in the following, listed by date of publication: Robert H. Bahmer, The Case of the Clark Papers, *AA*, 19:19-22 (Ja 56); Richard Maass, Arguments Heard in the Clark Case, *MSS*, 8:113-6 (Wint 56); The Lewis and Clark Papers Decision, *MSS*, 9:2-18 (Wint 57); Robert F. Metzdorf, Lewis and Clark, I: A Librarian's Point of View, *MSS*, 9:226-30 (Fall 57); Burt Griffin, Lewis and Clark, II: A Legal Analysis, *MSS*, 10:64-7, 72-3 (Wint 58); Redmond A. Burke and Robert Q. [...]

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On reference service involving nontextual archives see chs. XIV-XVII.
XIV. CARTOGRAPHIC AND RELATED RECORDS

RECOMMENDED READINGS


SUGGESTED READINGS

1. NA. Record Character of Maps and the Accessioning Policy of the National Archives With Respect to Such Records (Circ. Letter, No. 48-2, 47).


ADDITIONAL READINGS

AAG—Association of American Geographers

SLA—Special Libraries Association, Geography and Map Division

PRESEVATION, ARRANGEMENT, AND DESCRIPTION

See particularly Francis S. Allen, Maps in the Library, IL, 23:3-5 (41); Am. Geog. Soc., Manual for the Classification and Cataloging of Maps (N.Y. 47); Ottelia C. Anderson, No Best Way to Catalog Maps, LJ, 75:450-2 (Mr 50); Catherine Bahn, Map Libraries: Space and Equipment, SLA, Bull., 46:3-17 (D 61); S. Whittemore Boggs, Library Classification and Cataloging of Geographic Material, AAG, Annals, 27:49-93 (Je 37); Boggs, Problems of Classifying Maps, ALA, Pub. Docs., 1936, 107-15; Boggs and Dorothy C. Lewis, The Classification and Cataloging of Maps and Atlases (N.Y. 45); Lloyd A. Brown, Notes on the Care and Cataloguing of Old Maps (Windham 40); G. R. Crone, The Cataloguing and Arrangement of Maps, LAR, 38:98-104 (Mr 36); Crone, Notes on the
Classification, Arrangement and Cataloguing of a Large Map Collection, *IA*, 7:8-13 (Ja/Je 53).


Agnes Whitemarsh, Maps and Photographs, in *Library Buildings for Library Service* (Chicago 47); Leonard S. Wilson, *Library Filing, Classification and Cataloguing of Maps With Special Reference to Wartime Experience*, *AAG, Annals*, 38:6-37 (Mr 48); J. Fred Winkler, Cartographic Record Filing in the
Cartographic and Related Records

National Archives, AA, 12:283-5 (Jl 49); Winkler, One Solution for the Map-Handling Program, AA, 15:259-61 (Jl 52); Wisconsin Maps: Collecting and Preserving, WMH, 35:21-2 (Aut 51); B. M. Woods Map Information Reference Service, SL, 45:103-6 (Mr 54); Ena L. Yonge, ed., Maps in the Library, LJ 75:429-65 (Mr 50).

INSTITUTIONAL HOLDINGS AND PRACTICES


**SELECT REFERENCE WORKS**


XV. STILL PICTURES AND OTHER PICTORIAL RECORDS

RECOMMENDED READINGS


SUGGESTED READINGS

3. Eastman Kodak Co. Filing Negatives and Transparencies (Kodak Pamphlet No. P-12, Rochester 60).
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

Survey of Archival Functions


For additional readings see William J. Quinly, The Selection, Processing, and Storage of Non-Print Materials: Aids, Indexes and Guidelines, LT, 16:274-82 (O 67).

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. Cobett, 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. Frankenber and Roman 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 Hensley, 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).
Still Pictures and Other Pictorial Records

Romana Javitz, Images and Words, WLB, 18:217-20 (N 43); Javitz, Picture Research, SL, 43:209-10 (Jl/Ag 52); Javitz, Put Accent on Pictures, LJ, 74:1233-7 (S 15 49); Hirst Milhollen, Pictures Invade the Catalog, LJ, 71:8034 (Je 4 45); Eleanor Mitchell, The Photograph Collection and Its Problems, CRL, 3:176-82 (Mr 42); Beaumont Newhall, Photographic Words, Image, 5:234-5 (D 56); Newhall, Portraits for the Millions, Mag. of Art, 41:104-8 (Mr 48); Jean Prinet, Establishment of Photographic Archives of Works of Art (UNESCO, Paris 51); J. Simmons, et al., Photographic Records for Local History, LAR, 62:328-33 (O 60); Irene Simpson, Pictures for Public Relations, SL, 56:39-40 (Ja 65); G. Herbert Smith, Pictures and History, AASLH, Bull., 2:75-99 (S 49);

PRESERVATION, ARRANGEMENT, AND DESCRIPTION

For current practices, see Romana Javitz, A Checklist on the Organization of Picture Collections, SL, 50:252-4 (Jl/Ag 59), 24 annotated references. In addition to the writings listed in this chapter, above, under "General," see also Willoughby M. Babcock, Cataloguing Pictorial Source Material, Minn. Hist., 15:439-44 (D 34); British Standards Institution, British Standard 1917: 1952 Film Strips and Lantern Slides (London 52); Robert L. Collison, Filing and Indexing. Part 2: Pictorial Matter, Office, 10:101-3 (F 63); Rene Crozet, Cataloguing a Photograph Library, UBL, 19:127-9 (My/Je 64); Description of Filing Systems for Negatives and Prints Used in the American Museum of Natural History, Complete Photographer, 7:2655 (43); Alma Eggleston, Reproducing Photographs on Index Cards, SL, 48:429 (N 57).

Ford Motor Co., Case History of a Negative Filing System, Industrial Photography (Ja/F 55); Jane Howe, Cataloguing a Picture Collection, Oklahoma Librarian, 13:8-12 (Ja 63); Stanley T. Lewis, Experimentation With an Image Library, SL, 56:35-8 (Ja 65); LC, Descriptive Cataloging Div., Rules for Descriptive Cataloging in the Library of Congress. Pictures, Designs, and Other Two Dimensional Representations (prelim. ed. 59); Ben Melnitsky, Classifying Negatives and Prints, Industrial Photography (Ja 54), 34-40; (Mr 54), 36-8; Mo. Hist. Soc., Method of Preserving Daguerrotypes, Mo. Hist. Soc., Bull., 13:867 (O 56); Elaine von Oesen, Simple Cataloging of Audio-Visual Materials, WLB, 23:251-3 (N 48); Jerrold Orne, Subject Analysis: A Rising Star, SL, 39:42-6 (F 48); Carl H. Rutter, A Combined All-Size, All Capacity Negative Filing System, Am. Photography, 40:43 (Mr 46).
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COPYRIGHT PROBLEMS


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Still Pictures and Other Pictorial Records

version in OJM Bull., 11:3445 (F 56); Cedric Larson, Photography’s Hall of Fame [George Eastman House], Am. Heritage, 2:56-9 (Wint 51).

Hirst Milhollen, The American Red Cross Collection of Photographs and Negatives, LC, Quar. Jour., 2:32-8 (F 45); John A. Parker, A Brief History of the Picture Collection, WLB, 30:257 (N 55); Thomas W. Ray, Naval Aviation Photographs in the National Archives, Military Affairs, 15:207-9 (Wint 51); Irene Simpson, Pictures For Public Relations [Wells Fargo], SL, 56:39-40 (Ja 65); Estelle Sokolowska, The Bettman Archive, Am.-German Rev., 24:12-5 (Ag/S 68); Caro Stillwell, The National Geographic Society’s Photographic Library, SL, 45:277-9 (S 54); John Tebbel, Picture Man on 57th Street, Sat. Rev., 44:86-7 (F 11 61), see also Dr. Bettmann and His Picture Archives, Publisher’s Weekly, 180:32-5 (S 25 61); Dorothy M. Thomas, Still Pictures Library, Navy Department, SL, 36:123-6 (Ap 45); Ruth Thompson, The Collection and Preservation of Local Historical Pictures in the Minneapolis Public Library, AA, 9:219-25 (J1 46); LC, Ref. Dept., Guide to the Special Collections of Prints and Photographs in the Library of Congress, comp. by Paul Vanderbilt (55); and Charles Van Ravenswaay, The Missouri Historical Society’s Photographic Collection, Eye to Eye, 2:8-15 (S 53).

SELECT REFERENCE WORKS

The most useful general reference works include Am. Assoc. of Museums, Museum Registration Methods, by Dorothy H. Dudley and Irma Bezold (58); L. P. Clerc, Photography Theory and Practice (2d ed. N.Y. 37); Focal Press, Ltd., The Focal Encyclopaedia of Photography (London 56); Celestine G. Frankenberg, ed., Picture Sources (2d ed. N.Y. 63); Helmut Gernsheim and Alison Gernsheim, The History of Photography (N.Y. 55); H. D. Grover, et al., The Camera as Historian (London 16); A. Harder, ed., The Ilford Manual of Photography (5th ed. London 58); Clarence Horning, Handbook of Early Advertising Art, Mainly from American Sources (3d ed. N.Y. 56); William M. Ivins, Jr., How Prints Look: Photographs With a Commentary (Boston 58); Ivins, Prints and Visual Communication (Cambridge 53).

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For additional writings see Caroline Backlund, comp., Pictorial Books: A Selected List, SL, 56 (Ja 65); Oscar Handlin, et al., Harvard Guide to American History (Cambridge 54), 64-8; Romana Javitz, comp., Books in a Picture Collection, SL, 45:291-6 (S 54); and Frederick D. McChesley, comp., The A-V Bibliography (2d ed. Dubuque 65).
XVI. MOTION PICTURES AND FILM ARCHIVES

RECOMMENDED READINGS

2. John G. Bradley. Cataloging and Indexing Motion Picture Film, AA, 8:169-84 (1145).

SUGGESTED READINGS


ADDITIONAL READINGS

SMPE—Society of Motion Picture and Television Engineers

GENERAL

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 (1e 36), Bradley, A National Film Library: The Problem of Selection, ibid., 47:63-72 (11 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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Historian (London 68); James Card, Film Archives, Image, 7:137-41 (Je 58); Dorothy L. Day, Films in the Library, LT, 4:174-81 (O 55); Doomed: A Half Century Film Record of America's Past, Image, 3:9-14 (F 54); Barbara Deming, The Library of Congress Film Project: Exposition of a Method, LC, Quar. Jour., 2:3-36 (44).

Arthur Elton, The Film as Source Material for History, AP, 7:207-39 (N 55); Raymond Fidding, Archives of the Motion Picture: A General View, AA, 30:493-500 (Jl 67); Loran L. Fisher, Notes on Film Records, AD, 1:184-90 (O 50); John Flory, Doomsday for Film: The Crisis in Motion Picture Archives, SMPE, Jour., 64:410 (My 63); Carl L. Gregory, Resurrection of Early Motion Pictures, ibid., 42:159-69 (Mr 44); John Grierson, America's Most Vital Medium, The Documentary Film, LJ, 71:630-4 (My 1, 46); Donald C. Holmes, Wartime Photographic Activities and Records Resulting Therefrom, AA, 10:287-93 (Jl 47); Israel Horowitz, Army Air Forces Keep Pictorial Record, LJ, 71:1751-4 (D 15, 46); Penelope Houston, The Nature of the Evidence, Sight and Sound, 36:88-92 (Spr 67); J. Joseph Huthmacher, British Historians and Film, AHA Newsletter, 7:25-8 (Ap 69); Anthony R. Michaels, Communication of Science by Means of Film, AP, 9:69-75 (Mr 57); Motion Picture Films of the National Archives of the United States, Science, new ser., 82:214-5 (S 6, 35); William H. Offenhauser, Jr., 16-Min Sound Motion Pictures (N.Y. 61).

Gerald L. Sarchet, Preservation and Postwar Utilization of U.S. Navy Combat Film, SMPE, Jour., 58:476-80 (My 47); Scholar and Screen: Notes on the Motion Picture Collection of the Library of Congress, LC, Quar. Jour., 21:265-9 (64); Fred S. Siebert, Continuing Dilemmas Surrounding Media Rights and Regulations, LT, 16:290-9 (O 67); Raymond Spottiswoode, Film and Its Techniques (Berkeley 52); Howard L. Walls, Film Collection Program, SMPE, Jour., 52:5-8 (Ja 49); Walls, Motion Picture Incunabula in the Library of Congress, ibid., 42:155-8 (Mr 44); and O. C. Wilson, How to Organize a Film Library (Ottawa 45).

PRESERVATION, HANDLING, AND STORAGE

See particularly P. Z. Adelstein, Proposed USA Standard for Archival Film on Cellulose Ester Base, SMPTE, Jour., 77:819-24 (Ag 68); Oliver Bell, Some Notes on Film Storage, LAR, 47:31 (0 45); Patricia O. Blair, Treatment, Storage and Handling of Motion Picture Film, LJ, 71:333-6 (Mr 1, 46); John G. Bradley, Changing Aspects of the Film-Storage Problem, with discussion, SMPE, Jour., 30:303-17 (Mr 38); Bradley, Film Vaults: Construction and Use, ibid., 53:193-206 (Ag 49); Bradley, Specifications on Motion Picture Film for Permanent Records, ibid., 48:167-70 (F 47); British Standards Institution,
British Standard 677:1942 Motion Picture Films (London 42); H. G. Brown, Problems of Storing Film for Archival Purposes, Br. Kinematography, 20:150-62 (My 52); John M. Calhoun, Air Conditioning in Storing and Handling Motion Picture Film, Heating and Ventilating, 41:66-9 (O 49); Calhoun, The Physical Properties and Dimensional Behavior of Motion Picture Film, SMPE, Jour., 43:227-46 (O 44).

J. J. Crabtree and C. E. Ives, The Storage of Valuable Motion Picture Film, SMPE, Jour., 15:289-305 (S 38); James W. Cummings, Alvin C. Hutton and Howard Siflin, Spontaneous Ignition of Decomposing Cellulose Nitrate Film, ibid., 54:268-74 (Mr 50); Eastman Kodak Co., The Handling, Repair, and Storage of 16 mm. Films (Pamphlet No. D-23, Rochester 62); Eastman Kodak Co., Hazard in the Handling and Storage of Nitrate and Safety Motion Picture Film (Rochester 51); Eastman Kodak Co., Storage and Care of Kodak Color Films (Pamphlet No. E-30, Rochester 62).


ARRANGEMENT AND DESCRIPTION

ALA, Anglo-American Cataloging Rules (Chicago 67), 282-93; Ellinor Archer and Shirley Gawith, Cataloguing a Film Library, AJI, 11:121-4 (Jl 62); Aslib, Film Production Libs. Group, Film Cataloguing Rules (London 63): The Cataloguing of Films and Filmstrips: Unesco Proposals, UBL, 9:98-101 (My/Je 55); Barnard Chibnall, The National Film Library and Its Cataloguing Rules, JD,
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David Grenfell, The Cataloguing of Newsfilm at the National Film Library, Univ. Film Jour., 8:26-32 (Sum 55); Grenfell, Standardization in Film Cataloguing, JD, 15:81-92 (Je 59); London, National Film Lib., Cataloguing Dept., Rules for Use in the Cataloguing Department of the National Film Library (4th ed. London 60); Jerrold Orne, Subject Analysis: A Rising Star, SL, 39:42-6 (F 48); UNESCO, Study of the Establishment of National Centers for Cataloguing of Films and Television Programmes, by Jacques Ledoux (Reports and Papers on Mass Communications, No. 40, Paris 63).


SELECT REFERENCE WORKS

In addition to the select reference works listed under still pictures, see Rudolph Arnheim, Film (London 33); Peter Baechlin and Maurice Muller-Strauss, Newsreels Across the World (Paris 52); Daniel C. Blum, A Pictorial History of the Silent Screen (N.Y. 53); W. K. L. Dickson and Antonia Dickson, History of the Kinetograph, Kinetoscope, and Kinetophonograph (N.Y. 1895); The Film as Art, in The Film Index, A Bibliography (N.Y. 41), Foreword; Kemp R. Niver, Motion Pictures From the Library of Congress Papa Print Collection, 1894-1912, ed. by Bebe Bergsten (Berkeley 67); J. T. Soby, The Museum of Modern Art (N.Y. 46); Deems Taylor, A Pictorial History of the Movies (rev. ed. N.Y. 50); U.S. Copyright Office, Motion Pictures, 1894-1912, Identified From the Records of the U.S. Copyright Office, by Howard L. Walls (53), also Catalog of Copyright Entries, Cumulative Series, Motion Pictures, 1921-1939 (51), and Motion Pictures, 1940-1949 (53); Charles L. Turner, A Chronological Outline of Film History (N.Y. 40).
1921-1939 (51), and *Motion Pictures, 1940-1949* (53); Charles L. Turner, *A Chronological Outline of Film History* (N.Y. 40).

See also Sam Kula, *The Literature of Film Librarianship*, *AP*, 9:69-75 (Mr 57); and Kula, comp., *Bibliography of Film Librarianship* (*Lib. Assoc. Biblio.* No. 8, London 67).
VII. SOUND RECORDINGS

RECOMMENDED READINGS

4. Eastman Kodak Co. Some Plain Talk About Sound Recording Tape (Rochester 65).

SUGGESTED READINGS


ADDITIONAL READINGS

GENERAL

In addition to the writings listed in ch. XV under “General,” see the following: Association for Recorded Sound Collections, A Preliminary Directory of Sound Recordings Collections in the United States and Canada (N.Y. 67); Valentine Britten, The Formation and Administration of a Gramophone Library, LAR, 49:9-11 (Ja 47); Eric T. Bryant, Music Librarianship: A Practical Guide (London 59); Edward E. Colby, Sound Recordings in the Music Library, With Special Reference to Record Archives, LT, 8:556-65 (Ap 60); Jean C. Cowan, Sound Recordings, in Daniel Mason, A Primer of Non-Book Materials for Libraries (London 58), app., 94-112; D. Croisdale, Plain Words on Tape, O&M
Sound Recordings


PRESERVATION, HANDLING, AND STORAGE


See also Vincent H. Duckles, Musical Scores and Recordings, LT, 4:164-73 (O 55); Duckles, Problems of Music Library Equipment, MLA Notes, 11:213-23 (Mr 64); and Walter L. Welch, Recorded Music and Re-recording Processes, AA, 31:379-83 (O 68).

Although relating primarily to data tapes, the following writings contain useful information on magnetic tape in general: Everett O. Aldredge, Documenting Computer Operations, RMQ, 1:13-7, 26 (Ap 67); George Cole, Computer Tapes and Their Care, Data Processing, 2 (N 60); Curtis F. Kolfod, The Handling and Storage of Computer Tapes, ibid., 11:20-3, 26, 28, (II 69); Patrick Gleason, Keeping Record Layouts for Magnetic Tape Records, RMJ, 3:27-9 (Spr 65); NASA, Office of Technology Utilization, Magnetic Tape Recording, by Skipworth W. Athey (NASA SP-5038, 67); Harola Nelson, Protection and Storage of EDP tapes, RMJ, 4:15-7 (Wint 66); Safeguarding Tape Stored Data, Datamation, (Ja 67), 46; and James Torrance, Records Creation: Computer Program Documentation, RMJ, 5:35-40 (Aut 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), LJ, 85:4523-5 (D 15, 60); Allen Cohen, Classification of Four-Track Tapes, LRTS, 6:360-1 (Fall 62); Gekeb Drake, Cataloging Recordings, IL, 46:145-52 (F 64); Margaret
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**INSTITUTIONAL PROGRAMS AND HOLDINGS**


For writings relating to oral history, see ch. XXII.
XVIII. MICROPHOTOGRAPHY AND OTHER COPYING METHODS

RECOMMENDED READINGS


SUGGESTED READINGS

2. NA. The Preparation of Records for Publication on Microfilm (SIP No. 19, 51).
5. NBS. Inspection of Processed Photographic Record Films for Aging Blemishes, by C. S. McCamy (NBS Handbook 96, 64).

ADDITIONAL READINGS

MICROPHOTOGRAPHY: DEVELOPMENT

See particularly Frederic Luther, Microfilm: A History, 1839-1940 (Annapolis 59); and Lester K. Born, History of Microform Activity, LT, 8:348-58 (Ja 60). See also L. Bendikson, The Place of Photography in the


See also the Spring issues of *LRTS*, which contain since 1959 articles that summarize developments in copying methods and include extensive lists of references, and the series of articles by Loretta J. Kiersky in *SL*, beginning in 1959, which also survey annually developments in photoreproduction.

ARCHIVAL APPLICATIONS OF MICROPHOTOGRAPHY

The literature of microphotography is quite extensive, highly repetitious, frequently quite technical, and usually oriented toward library and current administrative use rather than archival applications. The most useful and
suggestive writings for the archivist, in addition to those listed above, include:


Jerry McDonald, *The Case Against Microfilming*, *AA*, 20:345-56 (O 57); Robert Marichal, Application of Microfilming to state Archives, *IA*, 3:73-80 (Ja/D 49); Microcopying Material in Libraries and Archives, *UBL*, 10:39-40 (F/Mr 56); Microreproduction; A Survey of New Equipment, New Techniques and Old Problems: Symposium, *?, 51:59-71 (F 60); Margaret C. Norton, Microphotography and Court Records, *IL*, 25:505-9 (D 44); Norton, Photography for State Records, *IL*, 28:151-5 (F 46), 28:198-7 (Mr 46); Norton,

William H. Offenhauser, Jr., Preservation by Microfilm, SL, 42:369-73, 397-400 (D 51); Johannes Papritz, New Methods, New Materials, and New Results in the Restoration and Preservation of Archives and in Documentary Phototechnique Since 1950 (Stockholm 60); Problems of Photocopying, Archives, 8:1 (Ap 67); Vernon D. Tate, Microphotography in Archives, ALA, Archives and Libs, 1939, 1038; cf. NA, Microphotography in Archives, by Vernon D. Tate (SIC, No. 8, 40); Dorothy K. Taylor, State Microfilming Programs, AA, 22:59-82 (Ja 59); Lawrence C. Thompson, The Microfacsimile in American Research Libraries, Libri, 8:209-22 (58); Thompson, Microforms as Library Resources, LT, 8:359-71 (Ja 60); Margaret M. Weis, The Case For Microfilming, AA, 22:15-24 (Ja 59); and Almon R. Wright, The Lure of Microphotography, College and Univ., 23:382-95 (Ap 49).

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INSTITUTIONAL MICROFILMING PROGRAMS AND FACILITIES

Survey of Archival Functions


PROBLEMS OF ARRANGEMENT, DESCRIPTION, AND USE OF MICROFILM


EQUIPMENT, STORAGE, PERMANENCE, AND OTHER TECHNICAL ASPECTS OF MICROREPRODUCTION


Microphotography and Other Copying Methods


Survey of Archival Functions

NON-ROLL MICROFORMS

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PHOTOCOPYING METHODS OTHER THAN MICROPHOTOGRAPHY

See E. J. Aslin, Photostat Recording in Library Work, AP, 1:49-52 (Ja 49); H. W. Ballou, Microfilm Topics: Electrostatic Prints, Data Processing, 1:10, 38 (Jr 60); R. A. Carruthers, Thermofax, AD, 1:212-3 (O 50); J. H. Oessauer and
Microphotography and Other Copying Methods


SELECT REFERENCE WORKS


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Microphotography and Other Copying Methods


For problems of photocopying relating to copyright and literary property rights see ch. XIII, Reference Service; on microfilm publication of documentary material see ch. XIX, Publication Programs and Historical Editing.
XIX. PUBLICATION PROGRAMS AND HISTORICAL EDITING

RECOMMENDED READINGS


SUGGESTED READINGS


ADDITIONAL READINGS

ARCHIVAL PUBLICATION PROGRAMS: GENERAL


Joan C. Lancaster, Recent Record Publications of Local Societies, Archives, 1:11-9 (Lady Day 53); Kathleen Major, Record Publications and the Teaching of Diplomatic, ibid., 2:20-5 (Lady Day 53); G. I. Martin, The Publication of Borough Records, ibid., 7:199-205 (O 66); The Price of Publication: [Editorial], ibid., 6:133-4 (Ap 64); R. B. Pugh, The Publication of Modern Records, ibid., 1:31-5 (Lady Day 49); Pugh, Publishing of the Public
Survey of Archival Functions


DOCUMENTARY PUBLICATION AND HISTORICAL EDITING


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Publication Programs and Historical Editing


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Publication Programs and Historical Editing


For additional writings see Oliver W. Holmes, comp., Recent Writings Relevant to Documentary Publication Programs, *AA*, 26:137-42 (Ja 63).

MODERN HISTORICAL EDITORIAL METHOD


Microfilm Documentary Publication


Publication Programs and Historical Editing


For a listing of NHPC-aided microfilm publications, see NHPC, Catalog of Microfilm Publications (3d ed. 68 P). See also NA, List of National Archives Microfilm Publications (68).
XX. EXHIBITS AND PUBLIC RELATIONS

RECOMMENDED READINGS


SUGGESTED READING


ADDITIONAL READINGS

EXHIBIT PROBLEMS, GUIDELINES, AND TECHNIQUES

How to Display Autographic Material, MSS, 5:28, 61 (Sum 63); William K. Jones, Preparing Exhibits: The Use of Plexiglass, AASLH, Tech. Leaflet No. 49, HN, 24 (F 69); Lucile M. Kane, The Exhibition of Manuscripts at the Minnesota Historical Society, AA, 15:39-45 (Ja 52); B. J. T. Leverton, Archival Museum Techniques, S. African Archives Jour., 3:55-7 (61); Thomas W. Leavitt, Meaning in Exhibition Programs, Museum News, 42:17-9 (F 64); Arminta Neal, Gallery and Exhibit Case Design, Curator, 6:77-95 (63); Preparing Exhibits: Case and Prop Design, AASLH, Tech. Leaflet No. 12, HN, 18 (Ag 63); Preparing Exhibits: Methods, Materials & Bibliography, AASLH, Tech. Leaflet No. 4, HN, 18 (N 62); R. B. Pugh, Guides or Exhibitions? Archives, 2:494-6 (Michaelmas 56); Pugh, Letter to the Editor, ibid., 1; 43 (Lady Day 51); Walter W. Ristow, Cartographic Exhibits, Surveying and Mapping, 14:18-25 (Ja/Mr 54); William F. Schmidt, The Rotating Case Display: An Opportunity, AA, 28:521-5 (O 65); Bruce Sinclair, Museum Articles in Company Archives, AA, 24:337-8 (II 61); Wilcomb E. Washburn, Manuscripts and Manu Facts, AA, 27:245-50 (Ap 64); and Luther A. Williams, Labels: Writing, Design, and Preparation, Curator, 3:26-42 (60).

PROTECTIVE DISPLAY LIGHTING


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General writings on museum functions and programs of value to the archivist in developing effective exhibit programs include Edward P. Alexander, Bringing History to Life, Curator, 4:58-68 (61); Ned J. Burns, Field Manual for Museums (41); Laurence V. Coleman, The Museum in America, 2 vols. (39); Coleman, Manual for Small Museums (N.Y. 27); Dorothy H. Dudley and Irma Bezold, Museum Registration Methods (58); Carl E. Guthe, The Management of Small History Museums (Madison 59); Guthe, So You Want a Good Museum: A Guide to the Management of Small Museums (57); Arminta Neal, Help! For the Small Museum: Handbook of Exhibit Ideas and Methods (Boulder 69); Arthur C. Parker, A Manual for History Museums (N.Y. 35); and UNESCO, The Organization of Museums: Practical Advice (Paris 60).

For further readings, see Merrilyn Rogers, comp., NAA Selective Reference Guide to Historic Preservation, ed. by Frederic L. Rath, Jr., (Cooperstown 66), especially 83-90, 116-33.

PUBLIC RELATIONS: GENERAL

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Edward L. Bernays, ed., The Engineering of Consent (Norman 55); Bertrand R. Canfield, Public Relations: Principles, Cases, and Problems (4th ed. Homewood, Ill., 64); Allen H. Center, ed., Public Relations: Ideas in Action (N.Y. 57); Scott M. Cutlip and Allen H. Center, Effective Public Relations (2d ed. Englewood Cliffs 64); Benjamin Fine, Educational Publicity (rev. ed. N.Y. 51); Hal Golden and Kitty Hanson, How to Plan, Produce, and Publicize Special Events (N.Y. 60); Edward Gottlick and Philip Klarner, Successful Publicity (N.Y. 64); Herbert A. Jacobs, Practical Publicity: A Handbook for Public and Private Workers (N.Y. 64); Philip Lesly, Public Relations Handbook (2d ed. Englewood Cliffs 62); Public Relations, Museum Jour., 64, No. 3 (D 64), entire issue; and Howard Stephensen, ed., Handbook of Public Relations (N.Y. 60).
XXI. ADMINISTRATION OF PRIVATE ARCHIVES, PERSONAL PAPERS, AND HISTORICAL MANUSCRIPTS

RECOMMENDED READING


SUGGESTED READING


ADDITIONAL READINGS

HISTORICAL DEVELOPMENT

On the evolution of manuscript repositories and their functions in the United States see the following, listed, as appropriate, by period covered or date of publication: Leslie W. Dunlap, American Historical Societies, 1790-1860 (Madison 44); J. Franklin Jameson, History of Historical Societies (Savannah 44); David D. Van Tassel, Recording America's Past: An Interpretation of the Development of Historical Societies in America, 1607-1884 (Chicago 60); U.S. Dept. of the Interior, Bur. of Ed., History Societies in the United States, comp.
by Henry A. Holmes and W. L. Fletcher, in *Public Libraries in the United States of America. Their History, Condition, and Management* (1876), 312-77.


GENERAL CONSIDERATIONS: RESEARCH VALUE AND USE


Wilmarth S. Lewis, You Know All About Books, Atlantic Monthly, 186:77-80 (II 50); Gaston Litton, Good Homes and Newer Uses of Old Records, Chronicles of Okla., 27:243-51 (Aut 49); Local History Collections: A Symposium, CRL., 11:346-54, 362 (O 50); David C. Mearns, The Nidit Crimson, AA, 15:139-45 (Ap 52); Broadus Mitchell, Manuscripts Tell Most, MSS, 15:29-30 (Wint 63); Richard B. Morris, The Challenge of Historical Materials, AA, 4:111-16 (Ap 41); E. B. Morrison, Manuscripts Live, SL, 32:388-90 (D 41); Eleanor S. Murray, Manuscripts as Resources, LC, Quar., Jour., 20:89-104 (Ap 52); Charles Newman, Medical Records, Arch. Rev., 4:1-8 (Lady Day 59); Stanley Pargellis, Our Innocent Arsonists, IL., 30:3-7 (Ja 48); Nathan Reingold and


**ACQUISITION POLICIES AND PROBLEMS**

See particularly AASLH, Association Protests Library of Congress’ Active Solicitation of Local and State Manuscripts, *HN*, 11:8-14 (S 56); Richard D.
Altick, Hunting for Manuscripts, in his The Scholar Adventurers (N.Y. 60), 86-121; Paul M. Angle, The University Library and Its Manuscript Collections: An Excursion into Other People's Business, LQ, 15:123-30 (Ap 45); Lewis E. Atherton, Western Historical Manuscripts Collection: A Case Study of a Collecting Program, AA, 26:41-8 (Ja 63); Harry C. Bauer, Where Manuscripts Should Be, Oreg. Hist. Quar., 51:163-7 (S 50); Mary A. Benjamin, Title to Autographs and the Institutional Seal, with comments, Collector, 57:113-5, 145-8 (J/N 44); Richard C. Berner, On Ephemera: Their Collection and Use, LRTS, 7:335-9 (Fall 63); William N. Bishoff, Tracing Manuscript Sources, Org. Hist. Quar., 51:156-63 (S 50); Robert L. Brubaker, Clio's Midwife: Collecting Manuscripts at a State Historical Society, IL, 47:495-501 (Je 65).


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Personal Papers and Historical Manuscripts

Collections... 1943-44 (Univ., Va. 44), 1-17. Univ. of Va. Lib., Fifteenth Annual Report... 1944-45 (Univ., Va. 45), 1-14; Robert M. Warner, History in Your Attic, Jour. of Miss. Hist., 26: 283-98 (64); Where Are The Historical Manuscripts? A Symposium, AASLH, Bull., 2:103-27 (65); What Should I Do With My Collection, MSS, 5:16-27 (Sum 53); and Gertrude Wulkoetter, Acquisition Work: Processes Involved in Building Library Collections (Seattle 51).

On problems involving the papers of chief executives see especially Morris L. Radoff, How to Transfer the Governor's Papers, AA, 23:185-9 (Ap 60), and Ruth B. Bordin, Michigan--The G. Mennen Williams Papers, AA, 26:345-54 (Jl 63).

See also H. Richard Archer, ed., Rare Book Collections (ACRL Monograph No. 27, Chicago 65); Mary A. Benjamin, Autographs: A Key to Collecting (N.Y. 63); Theodore C. Blegen, et al., Book Collecting and Scholarship (Minneapolis 54); Pierce Butler, ed., Librarians, Scholars and Booksellers at Mid-Century (Chicago 43); C. L. Cannon, American Book Collection and Collecting from Colonial Times to Present (N.Y. 41); Charles P. Everitt, The Adventures of a Treasure Hunter (Boston 51); Charles Hamilton, Collecting, Autographs and Manuscripts (Norman 61); W. S. Lewis, Collector's Progress (N.Y. 51); George L. McKay, American Book Auction Catalogues, 1713-1934: A User's List... With an Introduction by Clarence S. Brigham (N.Y. 37); Donald R. McNeil, ed., The American Collector (Madison 55); Manuscript Soc., What's Autograph Collecting? (n.p. 69); A. N. L. Munby, The Cult of the Autograph Letter in England (London 62); Robert B. Notlep, The Autograph Collection: A New Guide (N.Y. 69); Robley D. Stevens, Enjoy Your Leisure Time: Autograph Collecting Guide (Ann Arbor 55); and Colton Storm and Howard H. Peckham, Invitation to Book Collecting: Its Pleasures and Practices, With Kindred Discussion of Manuscripts, Maps, and Prints (N.Y. 47).

For a comparison with policies and practices in other countries see BRA, Preservation of Medical Records (Memo. No. 16, London 60); BRA, The Preservation of Modern Records: General Advice (Mimeo. No. 18, London 64); BRA, Preservation of School Records [England and Wales] (Mimeo. No. 12, London 50); Foster W. Bond, The Preservation of Old Letters, Archiyer, 2:564-6 (Michaelmas 56); Roger H. Ellis, Private Archives. The Work of the British Records Association for Private Archives in Great Britain, Archirum, 6:7-14 (56); Bertrand Gille, Les archives privées et économiques, Gazette des Archives, n.s. 20:24-43 (Jl 56); C. Groeneveld, The Making and Administration of Archival Accumulations of Private Business, Concerns, Societies, Foundations, and Similar Bodies, Archirum, 8:125-32 (58); John L. Hobbs, Libraries and the Materials of Local History (London 47); William LeHardy, Records of Local
Survey of Archival Functions


APPRAISAL AND VALUATION


THE LIBRARY OF CONGRESS

Personal Papers and Historical Manuscripts


OTHER MANUSCRIPT REPOSITORIES: PROGRAMS, HOLDINGS, AND POLICIES

Survey of Archival Functions

61); Jane Carson, Historical Manuscripts in Williamsburg, MSS, 5:9-15 (53); H.
40); Susan Crawford, The Archive-Library Department of the American Medical
Jewish Historical Society of Greater Washington: Its Archival Program, AA,
30:575-80 (O 67); Roy Sylvan Dunn, The Southwest Collection of "Texas
Tech," AA, 28:413-9 (J 65); Helen T. Finneran, Records of the National
Grange in Its Washington Office, AA, 27:103-11 (Ja 64); Edith M. Fox, The
Genesis of Cornell University's Collection of Regional History, AA, 14:105-16
(Ap 51).

Verna Grimm, The American Legion National Headquarters Library,
Archives, and Files, SL, 39:3-9 (Ja 48); George P. Hammond, Manuscript
Collections in the Bancroft History, AA, 13:15-26 (Ja 50); Anna L. Rose
Hawkes, The AAUW Archives, AAUW Jour., (O 67), 22-3, Hist. Soc. of Pa., A
Statement of Policy, Pa. Mag. of Hist. and Biog., 64:153-63 (Ap 40); Marion E.
Knight, The Cincinnati Historical Society, HN, 21:102-4 (My 66); Clifford L.
Lord and Carl Ubbelohde, Clo's Servant: The State Historical Society of
Wisconsin, 1846-1954 (Madison 67); Richard P. McCormick, The Future of
Historical Activities in New Jersey, N.J. Hist. Soc., Proc., 69:230-4 (I 57);
Philip T. McLean, The Hoover Institute and Library, LQ, 19:235-49 (O 49);
Robert S. Maxwell, Manuscript Collections at Stephen F. Austin State College.
AA, 28:421-6 (J 65); Nyle H. Miller, The Kansas State Historical Society, HN,
21:77-9 (Ap 66); Amy W. Nyholm, Newberry's Modern Manuscripts, MSS,
19:33-9 (67); Stephen T. Riley, The Massachusetts Historical Society,
1791-1959 (Boston 59); Robert Rosenthal, Chicago's Manuscripts, MSS,
10:43-52 (Sum 58); C. Easton Rothwell, Resources and Research in the Hoover
Institute and Library, AA, 18:141-50 (Ap 55); Mattie Russell, The Manuscript
Department in the Duke University Library, AA, 28:437-44 (J 65); cf. N.C.
Libs., 15:86-7 (Mr/My 57); St. George L. Sioussat, After Fifth Years: A Review
of the Beginnings, Md. Hist. Mag., 50:273-81 (D 55); Rudolph J. Vecoli, The
Immigration Study Collection of the University of Minnesota, AA, 32:139-45
(Ap 69); Carolyn A. Wallace, The University of North Carolina's Southern
Historical Collection, MSS, 9:140-2, 194 (Sum 57); Wallace, The Southern
Historical Collection, AA, 28:427-36 (J 65); Walter M. Whitehill, "In My
Father's House Are Many Mansions," AA, 24:133-9 (Ap 61); and Lawrence C.

MANUSCRIPTS OF SCIENCE

On the activities and problems of documenting and preserving the records
relating to scientific activity see particularly Am. Inst. of Physics, Notebooks,

ARCHIVES OF THE ARTS


On arrangement, description, reference, and publication of private archives, personal papers, and historical manuscripts, see chs. XI-XIII and XIX.
XXII. ORAL HISTORY

RECOMMENDED READINGS


SUGGESTED READINGS


ADDITIONAL READINGS

ORIGIN, DEVELOPMENT, AND PROBLEMS


Institutional Programs


Survey of Archival Functions


XXIII. AUTOMATION AND THE CONTROL OF ARCHIVES AND MANUSCRIPTS

RECOMMENDED READINGS


SUGGESTED READINGS


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
Survey of Archival Functions


Automation and Archives


STATE OF THE ART


**NON-CONVENTIONAL AND MECHANICAL INDEXING**

On non-conventional and mechanical indexing, see particularly Susan Artandi, *Mechanical Indexing of Proper Names*, *JD*, 19:187-96 (D 63); Charles L. Bernier, Indexing and Thesauri, *SL*, 59:98-103 (F 68); Bernier, New Kinds of Indexes, *Jour of Chem. Documentation*, 1:62-7 (Ja 61); Bernier, Subject-Index...
Automation and Archives

Production, LT, 16:388-97 (Ja 68); Phyllis B. Boxendale, Autoindexing and Indexing by Automatic Processes, SL, 56:715-9 (D 65); Lee M. Bohnert, Indexing Problems Limit Use of Mechanized Searching Equipment, Navy Mgt. Rev., 6:6-8 (Mr 62); Roger P. Bristol, Control of Subject Information: Can It Be Mechanized? CRL, 11:222-7 (Jl 50); Robert L. Collison, Indexing at Speed, Indexer, 1:7-13 (Mr 56); Collison, Short Cuts in Indexing, Libri, 7:264-8 (58); E. S. DeBeer, The Large Index, JD, 12:1-14 (56); Harry Dewry, Punched Card Catalogs—Theory and Technique, AD, 10:36-50 (Ja 59); J. E. L. Farradane, A Scientific Theory of Classification and Indexing and Its Practical Applications, JD, 6:83-99 (Ja 50); J. Frome, Semi-automatic Indexing and Encoding, Franklin Inst. Jour., 270:3-26 (Jl 60); Gilbert E. Gowan, The Catalog Attempts Too Much, LJ, 71:1293-5, 1309 (O 1, 46); C. D. Gull, Alphabetical Subject Indexes and Coordinate Indexes: An Experimental Comparison, CRL, 14:276-81 (Jl 53); Gull, Summary of Applications of Punched Cards as They Affect Special Libraries, SL, 38:208-12 (S 47).


Survey of Archival Functions

"DATA ARCHIVES"


SELECT REFERENCE WORKS


BIBLIOGRAPHIC AIDS


XXIV. SELECT PROBLEMS OF ARCHIVES ADMINISTRATION

RECOMMENDED READINGS


SUGGESTED READINGS

1. Ernst Posner. What, Then, Is the American Archivist, This New Man? AA, 20:3-12 (Ja 57).
5. Everett O. Allredge. Still To Be Done, AA, 28:3-16 (Ja 62).

ADDITIONAL READINGS

LEGISLATION AND OFFICIAL STATUS

See particularly Mary G. Bryan, Recent State Archival Legislation, AA, 19:63-7 (Je 56); Elizabeth H. Buck, The National Archives and Records Service of the United States, Appendix, Archivum, 11; 131-5 (61); Council of State Govts., Continuity of Government. Records Management and Preservation (n.p. GI); DePaul Univ., Sample State Records Management Act With Accompanying Summary and Memorandum (Battle Creek 59); Frederick W. Ford, Some Legal


ORGANIZATION AND FUNCTIONS

Survey of Archival Functions


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XXV. FEDERAL RECORDS AND ARCHIVES

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FLORIDA

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ILLINOIS

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INDIANA


IOWA


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SOUTH DAKOTA see NORTH AND SOUTH DAKOTA
TENNESSEE


TEXAS


UTAH


VERMONT

State and Local Public Records and Archives


VIRGINIA


WASHINGTON


WEST VIRGINIA

WYOMING


WISCONSIN


XXVII. BUSINESS AND LABOR RECORDS AND ARCHIVES

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**JEWISH**

PROTESTANT: GENERAL


BAPTIST


CONGREGATIONAL CHRISTIAN


DISCIPLES OF CHRIST


FRIENDS, SOCIETY OF


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**LUTHERAN**


**MENNONITE**


**METHODIST**


**MORAVIAN**

PRESBYTERIAN


PROTESTANT EPISCOPAL


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