

CORRECTION

At the last line of page 304 of the July issue of this journal, in Morris Rieger's article, "The International Council on Archives: Its First Quarter Century," a line was omitted, rendering the paragraph containing it unintelligible. The line omitted was:

ered to have the highest priority on the basis of proposals made by those of its

In its entirety, the paragraph which begins on page 304 and goes on to the top of page 305 should read:

Against this background the Committee of Archival Development soon recognized that rigorous planning was an essential prerequisite for successful development action and accordingly has sought to stimulate its use within the developing nations themselves, and also to apply its principles in the formulation of its own program of archival technical assistance on behalf of the Third World. The committee is in the process of drafting its Third World Archival Development Plan, a four-year medium-term plan comprising regional and national projects considered to have the highest priority on the basis of proposals made by those of its members who represent the seven main developing regions of the world, the so-called regional rapporteurs, in collaboration with the national archival authorities of these regions. The plan as finally adopted will also take into account the recommendations made by the participants in the International Conference on the Planning of Archival Development in the Third World, held in Dakar under ICA auspices in 1975. It is hoped that support will be found for the plan's constituent projects from a wide variety of concerned intergovernmental, governmental, and nongovernmental sources.

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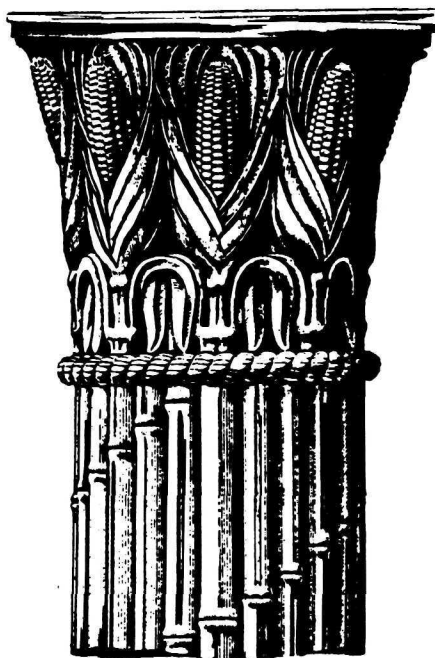
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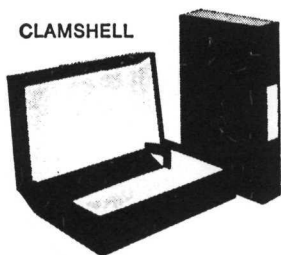
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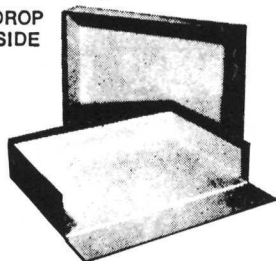
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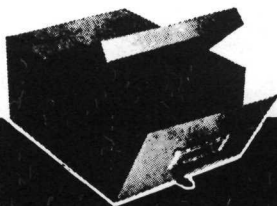
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Technical Notes

CLARK W. NELSON, *Editor*

The technical article that follows was submitted by a member of the library science faculty at Queens College, Flushing, New York. The author has his Ph.D. in engineering, in addition to his degree in library science; he is doing research in integrating modern technology with library and information science. Technical Notes, as such, will be resumed in the January issue.

Microfilming Continuous Tone Materials

by MARC R. D'ALLEYRAND

LIBRARY MATERIALS very often present widely varying densities within the same original. Aging and deterioration of the document fabric can cause different shades and colors of text and background to exist within the same page. As a result, ordinary microfilm techniques utilizing exposure averaging or automatic illumination often cannot produce satisfactory master negatives. Because of the high contrast in microfilming emulsions, sometimes the operator must expose the same document at various different illumination levels, in order to capture its total content. This procedure is costly and time consuming, and it requires highly trained personnel. In addition, improper rendition of contrast during the filming of the master negative is accentuated during the production of a positive copy, either on film or on paper, since these media are also of high contrast.

A first approach to obviating this situation is based on modifying the characteristics of the emulsion so that its contrast is reduced to accept high levels of illumination without reaching saturation. This modification can be done by changing processing conditions, in particular by lowering the temperature of the developing process, using a suitable modified developer. There are several drawbacks to this method. First, the reduction of temperature requires an increase in processing time in order to compensate for reduction in developer activity at the lower temperature. Second, the need for two different processing procedures, for normal and low contrast work, will result in inefficient use of machine and operator times and consequently very high processing costs. A third, and more fundamental, drawback of the method is that it does not address itself to the basic reason for poor tonal rendition—the fact that the characteristic of a standard photographic emulsion is not linear, it is of high contrast, and it presents a recording threshold. Although a reduction in contrast will result in a sometimes noticeable improvement of the overall aspect of the negative, the reduction does not by any means lower the threshold recording level.

A second approach, usable without the drawbacks mentioned above, consists in the “conditioning” of regular microfilm, so that it can be processed under normal conditions. We have successfully used this approach for reproducing glossy photo-

Readers are encouraged to send brief or extended contributions to this department and should address them to Clark W. Nelson, Archivist, Mayo Foundation, Rochester, Minnesota 55901.ials

graphs, line and artwork materials, faded catalog cards, and other documents. The method is derived from the old process of emulsion sensitization by auxiliary exposure,¹ and is similar to the biasing techniques used in electronics. The approach is based on the fact that it is possible to register a signal below the threshold level of the recording emulsion by adding to this signal a “pedestal” provided by an auxiliary illumination (Figure 1) with sufficient intensity to bring the weak signal above threshold level, and small enough to preserve most of the emulsion’s dynamic range. This biasing effect can be obtained in three different ways.

A first way, administering the auxiliary illumination after filming, presents one drawback stemming from the fact that one is working on a fully exposed roll of film and that any error in setting the auxiliary illumination level, or post-exposure, might result in total blackening of the film.

A second method, pre-exposure by administering the auxiliary illumination before regular filming, offers some attractive features. First, it can be closely controlled and its quality assessed prior to actual filming. Second, it is possible to adjust pre-exposure parameters to meet specific job requirements, retaining the benefit of such adjustments for a few days by refrigerating the pre-exposed film. However, this method requires an additional operation of post-exposure, in addition to regular microfilming.

The third method, called “flashing” in other branches of photography, does not offer the security of pre-exposure, but, if carefully designed, is much safer than post-exposure. It is performed during regular filming and can be automatized so that no special handling of the film is required.

All three methods involve a one-time calibration of the microfilming camera to reflect the apparent increase in film sensitivity. One interesting aspect of these methods is that they result in lower filming illumination, which can be translated into longer lamp life and lower operating costs.

The Methods

Pre- or post-exposure. The roll of microfilm to be treated is run through a device (schematized in Figure 2) which presents a constant running speed and a uniformly illuminated slit, the level of illumination having been adjusted for speed, slit width, and emulsion sensitivity.

Calibration of the device is done by running a test roll of raw stock and adjusting either speed or light intensity so that, after processing, the base-plus-fog density is slightly above the original value of the unexposed emulsion.

Calibration of the microfilming camera is done simply by inserting a roll of pre-exposed film and adjusting the light intensity so that the maximum background density on the film does not go beyond the value set of microfilming standards in force at the time. In any case, this background density should not exceed 1.7–1.8, in order to take full advantage of the linear portion of the characteristics.

Flashing. For this method, the auxiliary illumination is directed onto the microfilm emulsion at or about the time of filming. Two approaches can be envisioned which, depending on the camera used, can be implemented with more or less ease. In the first approach, an electronic flash, synchronized with the camera shutter, is caused to illuminate uniformly the surface of the emulsion. In the other approach, the auxiliary illumination comes from a steady source. A simple example of realization using an incandescent source is depicted in Figure 3. In addition to

¹ R. W. Wood, “Photography of Very Faint Spectra,” *Astronomical Journal*, volume 27, 1908, p. 379.

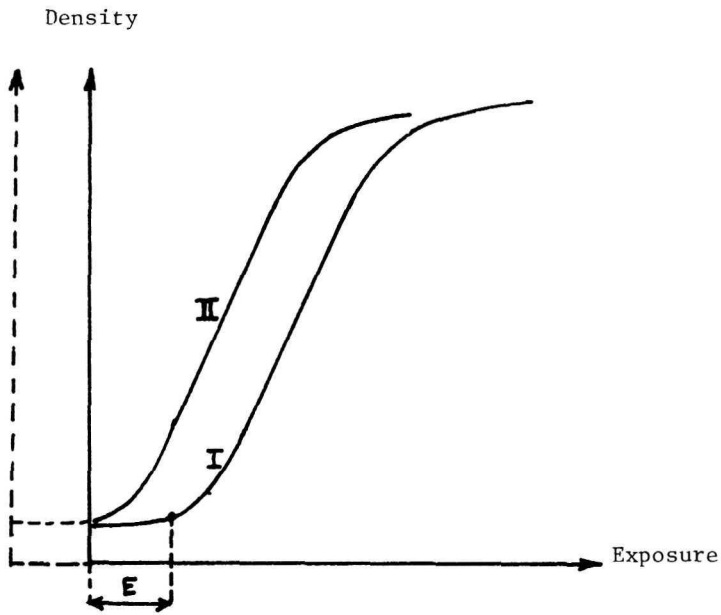


Figure 1

Principle of sensitization by auxiliary exposure

The use of an auxiliary illumination, giving an exposure of magnitude E , allows suppression of the threshold in the emulsion characteristics, as demonstrated by the shift from curve I (untreated emulsion) to curve II (treated emulsion).

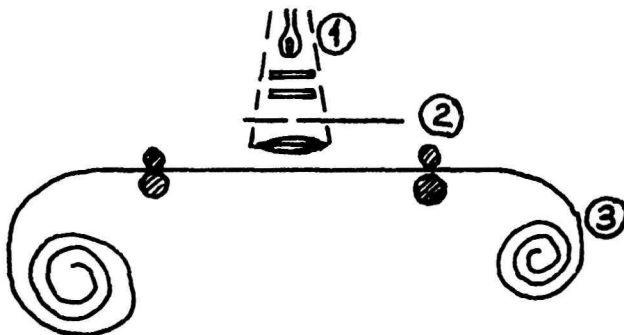


Figure 2

The film to be treated (3) passes in front of a lantern (1) projecting the image of a uniformly illuminated slit (2).

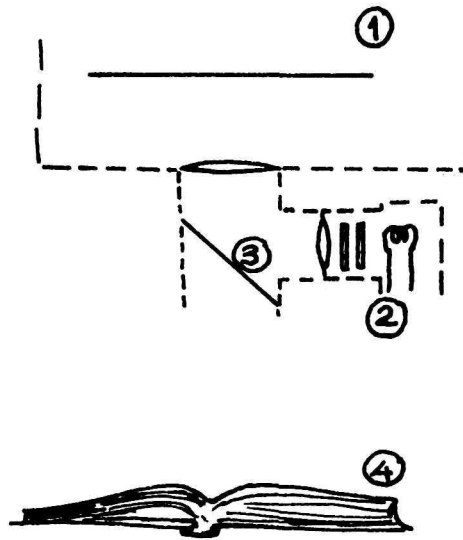


Figure 3

Diagram principle of a device suitable for illumination during filming.

Through the use of a semi-transparent mirror (3), the film (1) receives at the same time the light coming from the document being microfilmed (4) and the auxiliary source (2).

the light source, a semi-transparent mirror is presented and necessary optical components to provide in the film plane a uniform illumination. The incandescent light source is alimented by a direct current power supply the intensity of which can be adjusted to meet auxiliary exposure requirements.

Choice of method. Choice of the most appropriate method will depend on factors such as amount of work, nature of documents, equipment available, quality control procedures, and overall operating costs. For a large volume of preservation microfilming, it might be worthwhile to acquire an illuminator which can be mounted permanently on the microfilming camera. For small operations it might be, to the contrary, beneficial to have a pre-exposure done by a custom laboratory, providing the film is kept at low temperature between treatment and use in the camera.

Advantages of Auxiliary Illumination

As noted above, auxiliary illumination does not require special film processing and, once the set-up costs are amortized, additional operating costs can be kept to a minimum. Additional costs, if they do exist, are much lower than those incurred in retakes of incorrect exposures.

Auxiliary illumination can, as a matter of fact, be used routinely for the production of all master negatives, since such illumination is designed to capture all variations in densities on the original. Specific requirements, such as production of high contrast microfilms, can then be controlled during the generation of print copies.

Auxiliary illumination can be used in many preservation and nonpreservation microfilming tasks such as microfilming or photographs, half-tones, faded newspaper clippings, and smudged catalog cards. In many cases, a standard average exposure can be set for a large number of documents, and the cameras can be run at this standard exposure, a particular advantage in the case of rotary cameras, where the nature of the work makes difficult the constant adjustment of the level of exposure.

Finally, auxiliary illumination can be used with print films and, specifically, can help to produce legible positive copies from poor master negatives.

Conclusion

Auxiliary exposure is a very versatile technique which can be quickly mastered by an operator with average experience. Auxiliary exposure should be used routinely with library materials, since reflective densities vary widely between documents and often across the surface of the same document. Ingenuity and method can keep the cost of microfilming with auxiliary exposure competitive with regular microfilming.

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Portions of the table of contents are reproduced above. A revision of Evans' earlier guide, this comprehensive work is published in a new format with many new entries, including new chapters on machine-readable records and archives, and chapters on international aspects of archives. Additional chapter subheadings, the expanded subject index, and the new and separate author index facilitate the use of this expanded guide. Softbound, \$8.00 SAA members, \$11 others. Add \$1 postage and handling charge on orders under \$10 not prepaid.

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News Notes

THOMAS E. WEIR, JR., *Editor*

This department includes brief reports of events, new programs, significant new accessions and openings, publications, education and training opportunities, and other news of professional interest to members of the Society. Much of the information has been furnished by one or more of the several reporters listed below. In addition, news notes have been extracted from publicity releases and newsletters sent to the *American Archivist* and to the National Archives Library. More current information about training opportunities, professional meetings, and legislative trends can be found in the *SAA Newsletter*.

Members are urged to contribute items to these news notes. Information can be sent direct to the Editor, *American Archivist*, National Archives Building, Washington, D.C. 20408, or to one of the following

reporters: news of **State and Local Archives** to Julian L. Mims, South Carolina Department of Archives and History, Box 11669, Capitol Station, Columbia, S.C. 29211; news of **Manuscript Repositories** to Carolyn H. Sung, Manuscript Division, Library of Congress, Washington, D.C. 20540; news of **Scientific and Technological Archives** to Maynard J. Brichford, University Archivist, Library, University of Illinois at Urbana-Champaign, Urbana, Illinois 61801; news of **Religious Archives** to F. Donald Yost, General Conference of Seventh-day Adventists, 6840 Eastern Avenue, NW, Washington, D.C. 20012; and news of **Regional and State Archival Associations** to Alice M. Vestal, Special Collections Dept., Main Library, Room 610, University of Cincinnati, Cincinnati, Ohio 45221.

The **U.S. Army Military History Research Collection**, Carlisle Barracks, Pennsylvania 17013, has announced the acquisition of the Gianni Baj Macario collection: seventy-three boxes of manuscripts, hundreds of photographs and maps, and 3,000 books concentrating on nineteenth and twentieth-century military history. Much of the unpublished material—both official wartime papers and postwar correspondence with many senior Italian and Austro-Hungarian generals—concerns the Italian front in World War I. Among other primary and secondary items are significant holdings on the Balkan Wars, 1912-13, plus some rare books dating back to the mid-sixteenth century. Also accessioned were: the diary (1862-65) of Lieutenant Edmund D. Halsey of the 15th New Jersey Infantry Regiment; letters, memoirs, and historical writings of the famous cavalry officer and Army historian, Colonel Matthew Forney Steele (1861-1953); and the official papers, speeches, diaries, and reminiscences (1916-56) of Lieutenant General John W. O'Daniel covering his entire career but concentrating on his service in the Mediterranean

Theater, Europe, Korea, and Viet Nam (1943-56).

A collection of the personal papers of the late Robert Benchley, popular humorist, has been given to the Twentieth-Century Archives, of **Boston University**. The papers include manuscripts and drafts of correspondence, film and radio scripts, humorous essays, and magazine articles. Manuscripts of other literary figures, including several by Benchley's friend and collaborator Dorothy Parker, are also part of the Benchley collection.

The editors (George E. Carter and C. Peter Ripley) of the **Black Abolitionist Papers Editorial Project**, funded by the National Endowment for the Humanities and the National Historical Publications and Records Commission, seek assistance in locating correspondence, speeches, editorials, and any other primary source materials of Black abolitionists, 1830 through 1865. While the project is topical, it focuses on nine prominent figures: William Wells Brown, the Fortens (Robert, James, and Charlotte), Henry Highland

Garnet, William C. Nell, J. W. C. Pennington, Charles Lenox Remond, Samuel Ringgold Ward, David Ruggles, and J. McCune Smith. Please contact: Black Abolitionist Papers, 100 Main Hall, University of Wisconsin-La Crosse, La Crosse, Wisconsin 54601 (telephone: 608-784-6050, ext. 581).

Colby College Special Collections has recently accessioned: the diary (1862-1920) of Richard Shannon, Civil War soldier, minister to Central America, and U.S. Congressman from New York; papers of Asher C. Hinds (1863-1919), clerk to Thomas B. Reed, speaker of the United States House of Representatives; papers of Henry Clay Merriam, a career soldier, who led a Black contingent during the Civil War, participated in the Indian wars, and served as quartermaster general of the American forces in the Philippines in 1898; and papers of George Otis Smith (1871-1944) who was director of the U.S. Geological Survey from 1907 to 1930.

The **Eleutherian Mills Historical Library** has accessioned 106 volumes of records (1924-74) of the National Industrial Belting Association.

Harold T. Pinkett, former editor of the *American Archivist*, was elected president of the **Forest History Association** at its annual meeting in Santa Cruz, California, August 28-29. The international association publishes the *Journal of Forest History* and is composed of persons interested in the history of North American forests, conservation, and the forest products industries.

With a grant from the National Endowment for the Humanities, **George Mason University** will develop a Federal Theater Project Center for the material received on permanent loan from the Library of Congress in 1975. The center staff will prepare an index by play, author, and subject. To supplement the collection, the FTP Center will interview surviving directors, artists, and administrators employed by the project.

The seventh **Gulf Coast History and Humanities Conference** will be held in Pensacola, Florida, February 18-19, 1977. The theme is Military Presence on the Gulf Coast. Further information and copies of the published proceedings of the six previous conferences are available by writing to W. S. Coker, Program Chairman,

GCHHC, The Library, University of West Florida, Pensacola, Florida 32504.

The Idaho First National Bank has lent its nineteenth-century records (1868-1900) to the **Idaho Historical Society** for microfilming. The material includes personal accounts, transactions with other banks, warrants, registers, and certificate registers. Also accessioned were one hundred and fifty photographic negatives of southwest Idaho made by Walter Lubken during the 1920s.

The **Illinois State Archives** has been awarded a grant of \$211,800 from the National Endowment for the Humanities for the establishment of a regional archival depository system throughout the state for the preservation of local governmental records of historical research value.

The Illinois Regional Archival Depository (IRAD) system will involve the cooperation of at least six state universities acting under the direction of the Illinois State Archives Division of the Office of the Secretary of State. The universities which have already signed agreements to participate in the program include Northern Illinois University, Southern Illinois University, Eastern Illinois University, Western Illinois University, and Sangamon State University. Each will serve a region consisting of an average of seventeen contiguous counties and will provide depository space for local public records drawn from that region.

The State Archives will furnish overall direction for this program, including the formulation of all procedures, the training of student interns selected at each university, who will staff the depositories, and the location and transportation to each depository of the records judged by the archives staff to be of research value. The interns at each university depository, whose stipends, tuition, and fees are funded by the endowment, will be immediately responsible for accessioning, arranging, and inventorying the records delivered to them, as well as making them available to researchers for use.

The State Archives will ultimately compile and distribute a unified, descriptive inventory of all the materials held in the depositories, and publish it in a form that will allow it to be updated as new accessions are gathered in.

Recent accessions by the State Archives include Illinois Civil Service Commission minutes (1905-57) and correspondence

(1936-57); University of Illinois personnel notices (1911-41); Department of Mental Health and Developmental Disabilities, policy and procedure directives (1910-52); Department of Transportation, Division of Aeronautics, airport legal engineering files (1955-69); and Division of Waterways, tracings for contracts for flood relief, Illinois and Michigan Canal, and maintenance (1925-72).

In a special project, the State Archives is preparing a comprehensive, computer-assisted finding aid for the state land records. Several different but interrelated agencies generated the records, and the series is now dispersed in fifty bulky, unindexed volumes making comprehensive or convenient use impossible. The program has been written and tested and approximately 10 percent of the project has been completed with the coding of claims arising from French grants. Computer-printed transcripts can be produced in whatever form is most useful for the search at hand, allowing the archives to provide name searches for genealogists or statistical data sets for social historians.

Among recent accessions of the **Indiana Jewish Historical Society** are: records (1874-) of the Brazillai Lodge 111 of B'nai B'rith, records of the Indianapolis B'nai B'rith Lodge 58, records (1951-62) of the Indiana State Association of B'nai B'rith, and copies of records of Phil Oppenheim's race for Congress.

The **Iowa State Historical Department**, a division of the State Historical Society, has processed the papers (1882-1940) of Gilbert N. Haugen, Iowa congressman (1898-1933), and chairman (1919-31) of the House Agriculture Committee. Although the collection contains business and personal correspondence, the manuscripts primarily derive from Haugen's membership in the House and pertain to farm relief and other agricultural topics as well as to state and local politics. Volunteers are translating more than five hundred letters from Norwegian constituents.

Manuscripts and records which the department has accessioned include: papers (1857-67), including Civil War letters, of Isaac Stamper, Keokuk butcher; papers (1843-1906) of Lawrie Tatum; records (1904-68) of the V. V. Club of Des Moines; and records (1892-1973) of the West Liberty P. E. O. Chapter A. H.

The archives of the **Leo Baeck Institute** in New York has accessioned the collection (1883-1971) of the art historian, archaeologist, and writer, Julie Braun-Vogelstein. The collection includes her personal and research correspondence, drawings, manuscripts, and photographs. In addition to the Braun-Vogelstein papers the collection includes the papers of Heinemann Vogelstein (1841-1911), her father, a liberal rabbi in Pilsen and Stettin; Heinrich Braun (1854-1927), her husband, prominent in the Socialist Party of Germany; and papers of other members of her family and that of her husband.

The archives has also accessioned the papers of the following: Fritz Haber (1868-1934), a German chemist and Nobel Prize laureate; Richard Beer-Hoffman (1866-1945), an Austrian poet and playwright; Margarete Berent (1887-1965), one of the first women lawyers in Germany; Rudolph Simonis (1893-1957), an archivist and genealogist in Germany and Sweden; and Frederick H. Brunner, an international banker and one of the founders of the Leo Baeck Institute. Included in the Brunner papers is much material about Jews in the economies of Germany, France, and England and some nineteenth-century Rothschild correspondence.

The Manuscript Division of the **Maryland Historical Society** has recently accessioned the Pannell Family papers (1791-1881) including account books and other financial records of this Baltimore merchant family; and the Charles J. Bonaparte papers (1905-06 and 1919-21), mostly requesting political favors.

Secretary of State Paul Guzzi, Keeper of the Archives of the **Commonwealth of Massachusetts**, recently released plans to construct a \$10 million state archives next to the John F. Kennedy Library at Columbia Point in Dorchester. Construction is subject to approval as part of the state capital outlay budget.

The proposed building would replace the 10,000 square foot archives in the State House basement. Inadequate facilities have severely hampered the ability of the archives to collect, display, restore, and service the irreplaceable historic records of Massachusetts from the early 1600s to the present. The new structure would permit proper attention to the documentary heritage of Massachusetts by means of a 109,000 square foot, six-story building containing an expanded museum, document preserva-

tion rooms, modern offices, plus a 50,000 square foot archives storage area. The new State Archives will be located adjacent to the University of Massachusetts, providing excellent opportunities for joint research, academic programs, and the sharing of mutual facilities. In addition, through its proximity to the John F. Kennedy Library, the archives will attract significant numbers of the projected one million yearly visitors to the library.

A recent accession by the **Michigan Historical Collections** of the University of Michigan is the papers of U.S. Senator Prentiss M. Brown (1889-1973), Democrat, from St. Ignace, Michigan. Brown served in Congress during the depression, and after his defeat in 1942 he headed the Office of Price Administration for one year before returning to private business and his law practice. The papers include correspondence, political files, speeches, scrapbooks, photographs, diaries, and phonograph records of speeches he gave as administrator of O.P.A.

Also recently accessioned were the papers of Kasimir Fajans (1887-1975), a professor of chemistry at the University of Michigan. Fajans had established his reputation as a scientist in Germany, before emigrating to the United States. His papers include material related to teaching, and publications and correspondence with such prominent scientists as Ernest Rutherford, Fritz Haber, and Linus Pauling.

Among manuscripts which the Immigration History Research Center of the **University of Minnesota** has accessioned are: papers (1919-75) of Andrew Rolik, an American Lutheran minister in Pennsylvania, Ohio, and Michigan; papers (1863-1953) of Zdena Rypka, a Czech pioneer in Iowa and Minnesota; papers (1904-64) of Anthony Sarcone, editor and publisher of the *American Citizen*, an Italian newspaper in Des Moines, Iowa; papers (1926-36) of Thomas Cotton, founder of the Folk Festival Council of New York City. The center has also accessioned the following records: records (1964-74) of the Minnesota *Eesti Selts*, an Estonian cultural society in Minneapolis; records (1915-75) of the Worker's Socialist Publishing Company, the Finnish-American publisher of *Industrialisti* in Duluth, Minnesota; records (1947-59) of the Italian-American Society of New York City; records (1948-50) of the

Citizens' Committee on Displaced Persons, a post-World War II refugee aid society in New York; and records (1925-75) of *Czas* Publishing Company, a Polish-American newspaper company in Brooklyn.

The **Minnesota Historical Society's** Black History Project has culminated in the publication of *Blacks in Minnesota: A Preliminary Guide to Historical Sources*. The staff collected, inventoried, and preserved published and unpublished works, records of organizations and churches, personal papers, photographs, and taped oral interviews. Much of the material is now in the collections of the society.

The Archives and Manuscripts Division of the **University of Missouri-St. Louis** has recently received the Dyson-Bell-Sans Souci Papers which have been arranged for use. The collection includes eighty-three letters written by or to Absalom Roby Dyson (1832-64) and his wife, Louisa Johnson Dyson (1833-98); and photographs of Louisa Dyson and their daughter, Cornelia. Prior to the Civil War, Absalom Dyson was a postmaster, schoolteacher, and part-time farmer in Franklin County, Missouri. He held strong opinions on the issue of slavery, and when the war began he joined the 5th Missouri Volunteers, CSA, serving until his death in 1864. Many of the letters are written to his wife describing camp life, battles, medical conditions, and experiences as a prisoner of war.

National Archives and Records Service.

In honor of the Bicentennial, NARS has published an over-all *Index* to the thirty-four volume *Journals of the Continental Congress, 1774-1789*. The printed *Journals*, published by the Library of Congress between 1904 and 1937, reproduce the proceedings of the Continental and Confederation Congresses. The 443-page alphabetical subject and name *Index*, compiled by the National Archives Center for the Documentary Study of the American Revolution, consolidates and standardizes listings found in the annual indexes of the original volumes.

The Howard University Press has published two additional volumes in the National Archives conference series. One, *World War II: An Account of Its Documents*, edited by Deputy Archivist James E. O'Neill and Robert W. Krauskopf of the archives staff, includes essays on the archives of the French resistance, research

on World War II history in the Soviet Union, sources and problems in writing the biography of General Joseph W. Stilwell, American policy toward Palestine and Indochina, World War II military records in the National Archives, resources in the presidential libraries, and declassification and accessibility of war records. The second volume, *Indian-White Relations: A Persistent Paradox*, edited by Jane F. Smith and Robert M. Kvasnicka, of the National Archives staff, covers a span of a century and a half of relations between the federal government and the North American Indian tribes. Subjects include Indian assimilation, the role of the military, Indian reservation policy, and aspects of twentieth-century Indian policy.

In the Civil Archives Division, the Industrial and Social Branch recently accessioned records (1947-71) from the President's Committee on Employment of the Handicapped. Its minutes, reports, correspondence, budgetary materials, newsletter, and press releases document government efforts to encourage employers to hire handicapped persons. The branch also received records of the Eglin Air Force Base Refugee Camp. The principal records are logs of Vietnamese refugee cases assigned to voluntary agencies for further handling.

The Legislative, Judicial, and Fiscal Branch has accessioned ten series of Bureau of the Budget records. These series are from the Budget Bureau's Estimates and Administrative Management, Resources and Civil Works, Labor-Welfare, and Commerce and Finance Divisions. They document the budgetary administration of emergency and war agencies (1939-49) and of the Departments of Agriculture; Health, Education, and Welfare; Interior; Justice; Treasury; and certain independent agencies (1953-61).

The Cartographic Archives Division recently accessioned from the U.S. Geological Survey 3,700 negative 35mm. microfilm copies of topographic survey field and office computation notebooks. Created by the Topographic Division, these notebooks contain field data and office computations relating to triangulation, transit traverse, and leveling for almost all states of the United States, Puerto Rico, Haiti, and Antarctica.

The General Archives Division has recently accessioned records (1862-1919) of the Mare Island Naval Shipyard in California. These consist of 102 bound volumes of labor rolls, apprentice books, time books,

expenditure and payroll ledgers, and other personnel and work progress records. Also accessioned were correspondence, memorandums, and reports (1941-48) of the Office of the Surgeon General of the Army. Of particular interest are correspondence and reports relating to prevention of biological and chemical warfare and records of programs at the Army medical installation at Ft. Detrick, Maryland.

The Military Archives Division recently accessioned records (1933-42) of the Fleet Marine Force, 2nd Brigade. Included are a geographic file consisting primarily of reports on the military and geographic features of, and economic, social, and political conditions in Western Hemisphere countries and related war contingency plans.

Also accessioned were: medical journals (1885-1910) of ships and shore stations; correspondence (primarily 1935-42) of the Ship Movements Division of the Navy Department, including correspondence about the annual reports of the fleet and squadron commanders, movements and sightings of the neutrality patrol, naval district craft and other naval forces, employment schedules, budget proposals, and fleet training exercises; records (1929-45) of the Preliminary Design Branch including captured Japanese ship plans and case files of suits brought against the Navy for infringement of ship design patents; and security-classified correspondence (1928-40) of the Commander Scouting Force, pertaining primarily to fleet training exercises, war plans, and material inspection.

Under agreement with the National Broadcasting Company, the National Archives, on July 1, 1976, began to make off-the-air tapes of NBC Nightly News, and Sunday News. The agreement also allows the National Archives to record network broadcasts of presidential press conferences, congressional hearings, and political conventions.

The Archives Branch of the Atlanta Federal Archives and Records Center has accessioned the general administrative correspondence and miscellaneous records (1890-1927) of the deputy U.S. marshal for Key West, Florida. Also accessioned were varied records (1943-50) of the following U.S. District Courts: Southern District of Mississippi, Biloxi, Hattiesburg, Jackson, Meridian, and Vicksburg Divisions; Northern District of Mississippi, Aberdeen, Clarksdale, and Oxford Divisions.

Presidential Libraries Accessions and Openings. Additional details are published in *Prologue: The Journal of the National Archives*; NARS also suggests that prospective users of these and other records in the presidential libraries make further inquiry of the particular library concerned.

The **Harry S. Truman Library** has accessioned the papers of Eben A. Ayers, assistant press secretary to the President (1943-51) and special assistant to the President (1951-53); the papers of Reginald S. Dean, assistant director of the U.S. Bureau of Mines (1942-46); the papers of Harry C. Trelogan relating to his service as an official in the Department of Agriculture (1947-74); the papers of Max W. Ball, deputy petroleum administrator for war (1944-46) and director of the Oil Division of the Department of Interior (1947-48).

Also recently accessioned were oral history interviews with Richard D. Weigle, executive officer of the Office of Far Eastern Affairs of the Department of State (1946-49); Russell L. Riley, assistant administrator, International Information Administration, Department of State (1952-53); Roman L. Horne, deputy secretary (1946-56) and secretary (1956-67), International Monetary Fund; R. Burr Smith, economist, Department of State (1946-49), and commercial attaché, American Embassy, Bangkok, Thailand (1950-52); Carleton Kent, Washington correspondent, *Chicago Daily Times* and *Chicago Sun Times* (1945-71); Henry Reiff, legal specialist in international organizations, Department of State (1944-46); James A. Riddleberger, director, Bureau of German Affairs, Department of State (1952-53); Gordon Gray, secretary of the Army (1947-49); Clifford C. Matlock, political officer, Department of State (1946-62); Philleo Nash, special assistant to the President (1946-52), administrative assistant to the President (1952-53), lieutenant governor of Wisconsin (1959-61), and U.S. commissioner of Indian Affairs (1961-66); Theodore C. Achilles, director, Office of Western European Affairs, Department of State (1947) and minister, American Embassy, Paris (1952); and Winthrop G. Brown, director, Office of International Materials Policy, Department of State (1950-52), and deputy to the minister for economic affairs, American Embassy, London (1952-55).

The **Dwight D. Eisenhower Library** has recently received the following materials: the papers (1956-58) of Hatfield Chilson, consisting of addresses and statements made by Secretary of the Interior Fred A. Seaton and aides; the papers (1960-61) of Wilton B. Persons, which consist of memorandums on the transition between the Eisenhower and Kennedy administrations; papers (1944-76) of Robert C. Davie. Davie headed the finance unit that accompanied the Allies ashore during the Normandy invasion.

Materials recently accessioned by the **John F. Kennedy Library** include: a collection, that belonged to John Kennedy, of autographed manuscripts of early Massachusetts governors; letters (1939-51) from Kennedy to his parents; Kennedy's diary (1937) from his first European trip; his notes for *Profiles in Courage*; and letters from Kennedy to Lemoyne Billings written during Kennedy's Harvard years. Also accessioned were the papers of Francis Keppele, former commissioner of education, and the papers of former Congressman Allard Lowenstein.

The **Lyndon B. Johnson Library** recently accessioned the voluminous papers of long-time Texas Congressman Wright Patman. Also accessioned were the papers of Alfred H. Corbett from his service in the Office of Economic Opportunity and the Community Services Administration; manuscripts and notes of the Norman C. Thomas book, *Education in National Politics*; and records of the President's Advisory Committee on Supersonic Transport.

The **National Historical Publications and Records Commission** has recently contacted 10,000 institutions and organizations as the first step toward the production of a directory of repositories of historical sources. The directory will be an expansion and updating of Philip Hamer's *Guide to Archives and Manuscripts in the United States* (New Haven, 1961). Automation and computer-generated printing will permit periodic revision and will also allow the production of separate directories for individual states or regions. Institutions that have not received a repository information form are invited to contact the commission, and those institutions which have not returned their forms are urged to do so. For further information, write:

Guide Staff, National Historical Publications and Records Commission, National Archives and Records Service, Washington, D.C. 20408.

The commission also announces the competition for the 1977-78 Fellowships in Documentary Editing. Recipients of these fellowships spend one year in training with a commission-approved, specially selected documentary editing project in American history, and they receive stipends of \$11,000. A candidate should hold a doctoral degree in American history or civilization or have completed all requirements for that degree except the dissertation.

The commission and the University of South Carolina will again sponsor a two-week Institute for the Editing of Historical Documents. The curriculum provides theoretical and practical training in all aspects of historical editing. Candidates must hold a master's degree in American history or civilization or have the equivalent in experience or training. For application forms and information about either of the above programs write to the Executive Director, National Historical Publications and Records Commission, National Archives and Records Service, Washington, D.C. 20408. The application deadline for both programs is March 1, 1977.

Among recent accessions of the **New Hampshire Historical Society** are the records (1874-1967) of the Cornish, New Hampshire, Grange No. 25; the records (1778-1911) of the Newcastle Congregational church; and the records (1865-1915) of William F. Head & Sons, brick and lumber company, including some political correspondence of William Head's father, Governor Natt Head (1828-83).

The National Endowment for the Humanities has awarded the **New Jersey Historical Commission** a grant of \$10,000 for the preparation of a guide to New Jersey historical manuscript collections.

Recent accessions at the **North Carolina Division of Archives and History** include records from the offices of Governors Robert W. Scott and James E. Holshouser, the prison director's subject file (1953-56), and records of the Division of Archives and History. The Local Records Branch transferred original records from the Salisbury District Superior Court and from Buncombe, Craven, Hyde, Montgomery, and

Rowan counties as well as security microfilms of records from Randolph, Person, and Wayne counties. New private collections were the Caswell and Fonville Account Book, the Richard Benbury Creecy Papers, the Jesse Franklin Collection, the Ben Owen Collection, a collection of Recipe Books (1802-60), and the Charles Thacker Papers; and additions were made to the William Gaston Papers, the Albert Timothy Outlaw Papers, the the Siamese Twins Collection. Among other accessions were newspapers on microfilm from Bayboro, Henderson, and Moravian Falls; additions to the local history collections from Wake, Davidson, and Surry counties; cemetery records from Richmond and Stanly counties; an addition to the Slavery Papers; and records of the U.S. Coast Guard Life Saving Station at Chicamacomico.

Beginning this fall, the Institute of Applied History, a consortium of the North Carolina Division of Archives and History and twenty-six universities and colleges in the state, will offer courses ranging from archaeology, historical site interpretation, and museology, to archives and records management and oral history. In addition, the Division of Archives and History will offer nonacademic workshops in historical editing, local history, and preservation, as its portion of the institute. The institute is an attempt to reduce the dual problems of the restricted job market for historians and the frequent lack of adequate academic training for personnel in public historical agencies.

The Department of Archives and Manuscripts of **Old Dominion University** has accessioned the papers of Robert M. Hughes (1855-1940), Norfolk, Virginia, attorney, author, and member of the board of the College of William and Mary (1893-1917). The Hughes collection contains also material related to the life of Hughes's uncle, Confederate General Joseph E. Johnston, and to other members of the Hughes and Johnston families. In addition, the department has received the papers of Benjamin A. Banks (1886-1974), Norfolk attorney and member of the city Board of Aldermen (1908-11) and the Virginia General Assembly (1912-14).

Recent accessions at the **Oregon State Archives** include city of Eugene, Fair Rent Committee case files (1944); Control Board

records (1960-69); Defense Council records relating to World War I, Historian Index cards, and general files (1942-45); Military Department, Oregon Air National Guard encampment public relations release (1950); Legislature 56th Session, House Task Force on Foster Care minutes (1975) and Senate Economic Task Force exhibits (1971-72); and security microfilm of the following records: Lane County Records and Elections Department, Records and Elections, Environmental Management and Sheriff's Offices, and Transportation Department records (1917-76); Motor Vehicles Division, Vehicle Title Records (1975-76); and Public Employees Retirement System, salary records and statistical data (1970-76).

The Krannert Library of the Krannert Graduate School of Management, **Purdue University**, has undertaken a one-year pilot project designed to outline and coordinate the establishment of a business archives. During the year, the staff will determine a collecting policy as well as appropriate standards for the administration, arrangement and description, conservation, and reference use of business and business-related records and manuscripts. It is anticipated that in addition to the planning, some notable accessions may result.

The Rockefeller Foundation has given **Radcliffe College** a grant, to be administered by the college's Schlesinger Library, to support an oral history project about the lives of Black women. During the course of the project, graduate students at various institutions, supervised by an advisory committee, will conduct interviews with women educators, businesswomen, entertainers, writers, artists, social workers, community organizers, religious leaders, and women in politics, government, and the health professions. Interviewed will be older Black women, most of whom began their involvement in civic and professional activities prior to the 1930s. The interviews will be transcribed at the Schlesinger Library where the manuscripts and other supporting documentation will be housed for research use. Copies of the transcripts will be deposited also at selected Black colleges and universities throughout the country. The final selection of women to be interviewed will be made by the advisory committee, which welcomes suggestions for possible interviewees as well as information on other oral history projects in similar fields.

The James P. Adams Library of **Rhode Island College** has recently accessioned the inactive records of the International Institute of Rhode Island (ca. 1920-76). Records of this major immigrant settlement agency in Rhode Island include correspondence, case files, financial papers, and reports. The National Historical Publications and Records Commission has granted the library \$14,253 to preserve, arrange, and describe the family papers of Nathaniel T. Bacon (1857-1926). This prominent Rhode Island engineer and industrialist helped to introduce the Solvay soda manufacturing process to the United States and was president of the Narragansett Pier Railroad. Included are also papers of Bacon's son, Leonard Bacon (1887-1954), poet, reviewer, and winner of the 1940 Pulitzer Prize in poetry; and papers of Caroline Hazard (1856-1945), writer and philanthropist.

The **Rockefeller University** will make grants ranging from \$500 to \$1,000 to graduate students or advanced scholars engaged in projects based substantially on the holdings of the Rockefeller Archive Center. Applications for grants during 1977 should be made before December 31, 1976, and should include a research proposal, a personal resume, and at least two letters of recommendation. Inquiries should be addressed to: Director, Rockefeller Archive Center, Hillcrest, Pocantico Hills, North Tarrytown, New York 10591.

Norman Holcombe has been appointed director of the Records Management Division, Department of Finance and Administration, **State of Tennessee**.

The Marriott Library of the **University of Utah** has accessioned the records of the American Association of University Women, Utah State Division, including: minute books (1942-68), branch reports and rosters of officers and committee chairpersons (1962-72), correspondence with branch presidents, and publications.

The Manuscripts Department of the **University of Virginia Library** has opened the papers of the late Louis A. Johnson, secretary of defense under President Harry S. Truman. Under the terms of Johnson's will, the papers were to be restricted for ten years after his death. The tenth anniversary of Johnson's death was April 24, 1976, and accordingly the papers were processed and a guide to them prepared. A microfilm

copy of the guide is available through interlibrary loan.

A major recent accession is the papers of Commodore Samuel Barron (1809-88) of Essex County, Virginia, Confederate commander of naval defenses in Virginia and North Carolina, and later of naval forces in Europe. The collection (ca. 1820-1900) consists of official and personal correspondence of Barron (and his daughter Imogen) documenting his wartime service as well as his earlier career in the United States Navy, including chiefly his service as flag captain of the steam frigate *Wabash*.

Other accessions include: a Thomas Jefferson letter of July 12, 1808, to William Pelham; papers (ca. 1840-1920) of the Gordon and Rosser families and especially those of General Thomas Lafayette Rosser, C.S.A.; papers (1860-1906) of the Dinwiddie family, including Civil War letters about the campaigns in the Shenandoah Valley; the Walter C. Hartridge collection (1900-1970) including letters of the American expatriate author Julien Green and his sister Anne Green; a 742-page unpublished volume (1884-91), "Reminiscences of the Civil War," by John Levering, an officer of the Second Brigade, Indiana Volunteer Militia, and a 174-page notebook containing copies of Levering's correspondence (1889) concerning the 1861 Battle of Cheat Mountain in West Virginia; letters (1802-07) of John Randolph of Roanoke to Richard E. Meade of Amelia County, Virginia; and papers (ca. 1942-45) of William Noland Berkeley, Jr., concerning his military service. Also accessioned were the Waring-Baylor family papers (ca. 1815-1934); the Wilson-Tyler-Gilmer family papers (1830-1950); and the papers (1870-95) of the Vaamonde family of Fajardo, Puerto Rico. Recently accessioned records include: records (1968-71) of the American Civil Liberties Union of Virginia, chiefly prisoner case files; records (1970-74) of the State Water Control Board, consisting of seven looseleaf and softbound volumes of the correspondence of Norman M. Coles, Jr., relating to his activities as chairman; and records (1970-75) of the Twin Oaks Community, including visitors records, conference papers, and financial receipts.

The Archives of Labor and Urban Affairs of **Wayne State University** has accessioned the Executive Board minutes (1939-45, 1947-48, and 1950-55) of the Congress of Industrial Organizations; rec-

ords (1937-55) of United Auto Workers, Local 3; records (1942-59) of the International Printing Pressmen and Assistants Union, Local 2, including some early minutes (1899-1908) of the Detroit Printing Trades Council; and the papers of Rosa Parks of the Montgomery, Alabama, bus boycott of 1955 and the civil rights movement in the 1960s.

For its West Virginia Collection, the **West Virginia University Library** has accessioned: records (1934-65) of the United Toy Workers Union Local 149, which is at the Louis Marx Toy factory in Glen Dale, West Virginia; records of the West Virginia Glass Workers Protective League (1940-65), including correspondence, minute books, convention proceedings, programs, photographs, and other papers; and West Virginia Midland Railway Company and Holly River and Addison Railway Company records, with engineer's ledgers, blueprints, maps and structural drawings. Being microfilmed are historical materials (ca. 1700-1975) collected by the Greenbrier County Historical Society, including letters, ledgers, unpublished family and church histories, historical sketches, pamphlets, newspaper clippings, and photographs.

The **Western Reserve Historical Society** is establishing a Cleveland Jewish Archives. The archives will locate and preserve papers, records, and other sources bearing on the development and impact of the Jewish community in the greater Cleveland area.

The **State Historical Society of Wisconsin** will participate in a microfilming project conducted by the Genealogical Society of Utah, which will film state, county, local, and private records for its holdings. The Historical Society will help to plan and coordinate the project and will receive duplicate negatives of the reels produced.

The National Endowment for the Humanities recently approved a \$124,500 grant to the Historical Society for a project to process 124 collections from the Mass Communications History Center. The three-year grant will provide for two full-time archivists.

Recent accessions at the society include town and school records (1855-1959) from the Adams County town of Dell Prairie; records (1854-1973) of the Insane Asylum and Poor House in Dane County; school

records (1858-1967) from the city of Algoma in Kewaunee County; school records (1849-1963) of the Sauk County towns of Sumpter, Merrimac, Prairie du Sac, and Kingston; Municipal and Justice Court dockets (1887-1961) from the Wood County city of Marshfield; Sandborn-Perris records, Department of Transportation, which are maps of twenty major Wisconsin cities (1903-66); records (1953-71) of the Governor's Committee on Migratory Labor; records (1917-71) of the Madison office of the Selective Service Commission; records (1886-1974) of the Wisconsin Child Center in Sparta; papers (1872-1965) of Edward T. Fairchild, state senator, gubernatorial candidate, and chief justice of the Wisconsin Supreme Court; papers of Jerry Clark McNeely, television writer, educator, and dramatist; records (1970-75) of MTM Enterprises, the television company which produces *The Mary Tyler Moore Show*; records (1960-67) of the Poor People's Corporation, which helped establish sewing and leather-work cooperatives in Mississippi; records of the Wisconsin Dairymen's Association; records (1927-72) of the American Association of University Women, Wisconsin Division; and records (1877-1967) of the Reedsburg Woolen Mill.

RELIGIOUS ARCHIVES

Baptist. The Alabama Baptist Historical Commission fostered histories of local congregations. The Oklahoma Baptist General Convention published *Baptist Heroes in Oklahoma*, by J. M. Gaskin and Louise Haddock; erected two historical markers at the site of the first Oklahoma Baptist church organization (1832) and at the location of origin of Baptist women's work (1876); and prepared a special edition of the state's semiannual historical journal, *Oklahoma Baptist Chronicle*. The History and Archives Committee of the American Baptist Association produced and presented a twenty-minute Bicentennial program at the annual session of the ABA last June in Houston, entitled "Pioneering Faith."

R. P. Baker, chairman, History and Archives Committee, American Baptist Association, has authored two historical papers: "A Bicentennial Bibliography of Baptist History in America With Special Emphasis Upon Landmark Baptists" and "Pioneering Faith: a Bicentennial Salute to the People and the Churches of the American Baptist Association."

The Alabama Baptist Historical Commission has received the manuscript minutes of seven Alabama Baptist churches for microfilming, and has completed a computer-manager index for the 1974 and 1975 volumes of *The Alabama Baptist* newspaper through the BIRS procedures, sponsored by the Southern Baptist Historical Commission.

The original deed of 1910 designating the grant of land by the city of Shawnee, Oklahoma, for the campus of Oklahoma Baptist University has been received by the Baptist Collection at the university. The new director of history for the state convention and research director of the Baptist Collection is J. M. Gaskin. He reports that during 1977 the Oklahoma Baptist Collection will move into the facilities provided in the newly constructed Mabee Learning Center.

The North Carolina Baptist Historical Collection has received the computer-generated 1974 index to the *Biblical Recorder*. The Collection is soon to obtain a printout of earlier issues, 1834-39, and also the 1975 entries.

Catholic. The Archdiocese of Washington issued a Bicentennial brochure welcoming visitors to the nation's capital and listing points and personages of historical importance. The historian's office, under the direction of Rev. Robert O. McMain, has published a series of weekly articles along Bicentennial lines, in the *Catholic Standard*.

The Franciscan Province of Santa Barbara, with well over 100,000 pages of documents (both original and copies) in its archives-library, continues to receive copies of most of the California registers of baptisms, marriages, and deaths. Recently, Rev. Francis Guest, OFM, Ph.D., became assistant archivist. The province issued a book entitled *As the Padres Saw them* (about Indians); prepared an article for the *Daughters of the American Revolution Magazine* on "The Far West in 1776 With Emphasis on California"; and prepared a welcoming talk at Goleta for the February reenactment of the Anze expedition in 1776.

The Archdiocese of Los Angeles reports three books of Bicentennial interest: *The Religious Heritage of Southern California*, *Saint Vibiana's Cathedral*, and *Some California Catholic Reminiscences for the United States Bicentennial*.

Episcopal. The Episcopal archivist, V. Nelle Bellamy, was a consultant for the church's Committee on the Observance of the Bicentennial and was responsible for preparing an exhibit at the General Convention of 1976. The Diocese of Missouri conducted a workshop on the Bicentennial and parish history at the diocesan convention last February.

The registrar of the Diocese of Long Island, New York, has prepared a separate file for each church and mission in the diocese for the collecting of historical data, parish journals, and photographs of outstanding events. The journals of the diocese, the records of the diocesan convention, and all other important diocesan records have been indexed and filed. These and other historical materials are housed in a new 10 x 15 x 7 foot fireproof vault. Kenneth W. Miller reports that a history of the diocese, 1868-1968, has just been published. A new working document is "Records Retention for Churches."

V. Nelle Bellamy reports that processing has moved forward on the general papers of the Domestic and Foreign Missionary Society, those of Japan and Hawaii, and those of the Executive/National Council. Recent major acquisitions listed in the latest triennial report of the archives include General Convention papers, records of organizations and dioceses (including 166 volumes of *The Living Church*), and the private papers of some twenty clergymen and missionaries. A records management program has been in operation for nearly three years to insure the retention of valuable records, provide guidelines for destruction of unimportant materials, and facilitate the processing of records before they are sent from the records center at the Church Center to the archives. During recent years the renovation of the second floor of the library building of the Seminary of the Southwest, and the purchase of additional shelving, has provided much needed and adequate space for current needs. The staff was enlarged by the addition of a full-time assistant to the archivist and a part-time librarian.

The archives of the Diocese of Missouri has received the papers of Rt. Rev. George L. Cadigan, bishop of Missouri, 1959-75, along with records of commissions, committees, and agencies of the Cadigan years. Two newly redecorated and furnished rooms have been made available to the diocesan archives, now under the direction

of Charles F. Rehkopf. He is completing a history of the diocese.

Lutheran. Church anniversary booklets covering spans of 50, 75, 100, and 125 years have been added to the archives of the Northern Illinois District of the Lutheran Church, Missouri Synod.

The Finnish-American Historical Archives, Suomi College, Hancock, Michigan, participated in Finn Fest 1976 as a Bicentennial event.

Mennonite. Robert Kreider is now director of the Mennonite Historical Library at North Newton, Kansas. *Mennonite Life*, the quarterly illustrated journal formerly published by Bethel College, has been returned to Bethel College and is being edited by Dr. Kreider.

The archives of the Conference of Mennonites in Canada has received duplicate copies of several church registers (1843-51?) kept by the Bergthal colony in Russia. The registers record the vital statistics of 412 Mennonite families, and occasionally contain information about emigration from Russia. The original records are in the custody of the archives of the Chortitzer Mennonite Church of the Eastern Reserve, in Manitoba; and others in the series are in the custody of Henry Schellenberg, a bishop of the Chortitzer Mennonite Church at Steinbach, Manitoba.

Methodist. C. Edwin Murphy has replaced Mrs. Ethel Kueck as curator of the United Methodist Archives and History of Nebraska, located in Lincoln at Nebraska Wesleyan University.

The Commission on Archives and History of the Wisconsin Conference has acquired eight albums of photographs of Methodist church buildings up to 1958, and also the minutes of the Wisconsin Annual Conference, Methodist Episcopal Church, for 1854, 1855, 1857, 1859, and 1860. David V. Harsh reports that the archival materials of the conference are in the process of being arranged and described.

The archives of the Northwest Texas Conference has been permanently located in the Jay-Rollins Library of McMurry College, Abilene, with Joe Specht as archivist. Recent acquisitions include the quarterly conference records of two older circuits, Lytle and Buffalo Gap, and the records of the Board of Education, 1939-68.

The conference's Commission on Archives and History promoted Bicentennial celebrations in local churches, helped prepare and circulate new editions of local church histories, and updated the conference history.

The development of the college archives at North Central College, Naperville, Illinois, has been under the direction of Clarence N. Roberts, college archivist. Recently, the library's archives room was designated the Clarence N. Roberts Archives Room. Special displays of archival and historical materials have been exhibited, illustrating the development of the college.

In the Kansas West Conference, the archives director sponsored an extensive United Methodist Historical Display at the annual conference, and prepared a United Methodist Heritage Travel Guide of Kansas.

And in Virginia, in the Holston Conference, several church histories were prepared with the assistance of the library staff of Emory and Henry College.

ARCHIVAL ORGANIZATIONS

Among workshops presented during the spring meeting of the **Long Island Archives Conference** held April 3 in the library of the State University of New York, Stony Brook, were sessions on aviation

archives, oral history, and maps and genealogical research. Other well-attended workshops were one on arrangement and description of archives and manuscripts, and another entitled **Long Island Rail Road: Archival Tracks and Ties**.

The Steering Committee of the **Mid Atlantic Regional Archives Conference** held a business meeting on February 9, in the Belknap Room of the Research Building at Winterthur Museum in Delaware. In addition to other business and planning, the committee discussed the MARAC scholarship program. MARAC will offer to its members scholarships of \$500 for further education in archival management and related subjects.

The fourth annual meeting of the **Society of Southwest Archivists** met in May and elected executive board members and officers. Among other speeches heard by the members at the meeting was an address by Ann Morgan Campbell on the status of the Nixon presidential papers. Members of the society come from libraries, government archives, private collections, and from universities and colleges in Arkansas, Louisiana, New Mexico, Oklahoma, and Texas. Each annual meeting of the society consists of discussion groups and workshops on the preservation and use of records and manuscripts.

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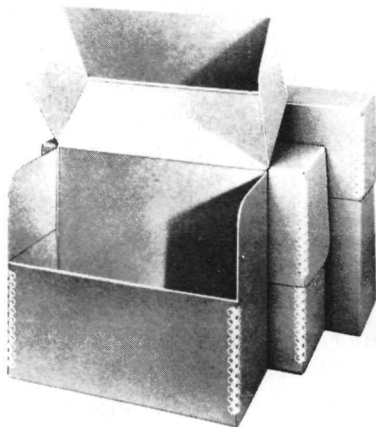
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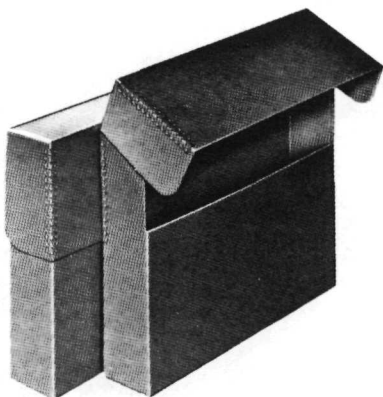
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Editorial Policy

1. Members of the Society of American Archivists, and others with professional interests in the aims of the Society, are invited to submit manuscripts for consideration and to suggest areas of interest or subjects which they feel should be included in forthcoming issues of the *American Archivist*.
2. Manuscripts received from contributors are submitted to readers who the editor feels can give an objective appraisal. Readers are asked to appraise manuscripts in terms of appropriateness, pertinence, innovativeness, scholarly worth, and clarity of writing.
3. Only manuscripts not previously published in English will be accepted, and authors must agree not to publish elsewhere, without explicit written permission, a paper submitted to and accepted by the *American Archivist*. The editor will consider publication of articles previously published in foreign languages; but usually these will be abstracted and included in a section of the *American Archivist* intended for this purpose.
4. One set of galley proofs will be sent to authors for correction of any omissions or errors in the edited copy of the original manuscript.
5. Ten reprints of each paper will be provided to the author without charge. Additional reprints may be ordered from the printer, and an order form for this purpose will be sent to the author with his galley proofs.
6. Letters-to-the-Editor which include pertinent and constructive comments or criticism of articles or reviews recently published in the *American Archivist* are welcome. Ordinarily, such letters should not exceed 400 words.
7. Brief contributions for the three special sections of the *American Archivist*—News Notes, International Scene, and Technical Notes—may be addressed to the several editors of those sections or sent directly to the editor of the *American Archivist*.

Manuscript Requirements

1. Manuscripts should be submitted in English, in double-spaced typescript throughout—including footnotes at the end of the text—on white bond paper 8 ½ x 11 or 8 x 10 ½ inches in size. Margins should be about 1 ½ inches all around. All pages should be numbered, including the title page. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript.
2. Each manuscript should be submitted in two copies, the original typescript and one carbon copy or durable photocopy.
3. The title of the paper should be concise and distinctive rather than descriptive.
4. An abstract of approximately 100 words, brief, concise, and complete in itself without reference to the body of the paper, describing purpose, methodology, results, and conclusions where applicable, should be submitted with each manuscript.
5. Illustrations, photographic or drawn, are welcome. Photographs should be 8 x 10 inch glossy prints; other illustrations should be professionally drawn to a scale about twice the size of the final copy to be printed.
6. References and footnotes should conform to accepted scholarly standards. Ordinarily, the *American Archivist* uses footnote format illustrated in the University of Chicago *Manual of Style*, 12th edition.
7. The *American Archivist* uses the University of Chicago *Manual of Style*, 12th edition, and *Webster's New International Dictionary of the English Language*, 3d edition (G. & C. Merriam Co.), as its standards for style, spelling, and punctuation. Variations from these standards are permitted but should be minimal and purposeful.
8. Usage of terms which have special meanings for archivists, manuscript curators, and records managers should conform to the definitions in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," *American Archivist*, vol. 37, no. 3 (July 1974). Copies of this glossary are available for \$2 each from the Executive Director, SAA, University of Illinois at Chicago Circle, Box 8198, Chicago, Ill. 60680.

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