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Author(s): Sanka Knox

Article Title: U.S. Suit Claims Old Documents: Government Asks Ownership of Lewis
and Clark Notes - Wide Effect Is Seen

Journal Title: *New York Times*

Volume Number:

Issue Number:

Date: December 11, 1955

Page Numbers: 63

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Author(s): New York Times

Article Title: History meets Delay: Legalities Hold Up Decision on Captain Clark Papers

Journal Title: *New York Times*

Volume Number:

Issue Number:

Date: December 18, 1955

Page Numbers: 10

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Author(s): Wayne C. Grover

Article Title: Role of the Archivist

Journal Title: *New York Times*

Volume Number:

Issue Number:

Date: December 19, 1955

Page Numbers:

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Author(s): L. H. Butterfield

Article Title: Ownership of Clark Papers: Government Intervention Said to Be in Interest
of Publication

Journal Title: *New York Times*

Volume Number:

Issue Number:

Date: December 19, 1955

Page Numbers:

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Author(s):

Article Title: U.S. Urged to Print Presidents' Files: Truman Advises That Papers Be
Available to Public - Cites historic Losses

Journal Title: *New York Times*

Volume Number:

Issue Number:

Date: December 13, 1954

Page Numbers: 18

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Author(s):

Article Title: Abilene Library Planned for Eisenhower Papers

Journal Title: *New York Times*

Volume Number:

Issue Number:

Date: March 9, 1955

Page Numbers: 35

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Author(s):

Article Title: Kansas Library Sought for Eisenhower Papers

Journal Title: *New York Times*

Volume Number:

Issue Number:

Date: March 15, 1955

Page Numbers: 31

FEDERAL RESERVE AND OTHER BANK ARCHIVES - THE LIBRARIAN'S RESPONSIBILITY

by Marguerite Burnett

Research Associate, Committee on the History of the Federal Reserve System

Address before Financial Group, Special Libraries Association, Detroit,
June 14, 1955, as moderator of panel discussion on archives

If I look familiar to you as a librarian-veteran of many conventions you are harboring an illusion. For I am now librarian-turned-archivist, like the lady-into-fox of that strange novel several years back. I want to bring you word of my explorations in this fascinating new field.

Federal Reserve Committee

Since my retirement last year I have been privileged to take part in the very interesting project of the "Committee on the History of the Federal Reserve System." This is so new I feel sure most of you do not know about it but you will hear more in the future. It is an extensive five-year project financed by the Rockefeller Foundation and is under the joint supervision of the Brookings Institution. The Committee has eight distinguished members, prominent in the financial and educational world, and the chairman is Alan Sproul, president of the Federal Reserve Bank of New York. Miss Mildred Adams is executive director and I am one of the research staff at our headquarters in the N.Y. Reserve Bank.

The prime work of this staff is to uncover archival material and in general lay an elaborate groundwork for a comprehensive history of the Federal Reserve System, which will eventually emerge in the form of books and monographs written by scholars. This should be welcome news to financial librarians who have been aware of the dearth of authoritative literature on the operations of the Federal Reserve System.

Federal Reserve Archives

My own job has been varied, but chiefly concerned with finding out what is available in the 14 Federal Reserve libraries and in certain New York bank libraries, and also in locating private papers of important

Federal Reserve Archives (cont.)

persons connected with the Federal Reserve System. This information is carded and eventually will provide a comprehensive index to the available raw materials for the historians who will write studies on Federal Reserve operations and history.

Interviews and Papers

Two important sub-projects of the Committee involve the discovery of unpublished material that will help illumine episodes around which conflicts have swarmed and the inter-play of personalities in the formulation of policies. This is done in two ways, through interviews with living persons who can be induced to reminisce, and through search for papers left behind by important leaders now dead.

Our Executive Director has already interviewed many persons, recording their recollections on tape or in memorandum form. Officers of many years' standing recall scenes in their careers that stand out vividly, or tell revealing stories of activities and personal idiosyncrasies of men who were responsible for policies. Older employees at Federal Reserve Banks, now retired or about to retire, have supplied colorful tales of the early days. There were the very first days of organizing the Federal Reserve Banks in 1914, when member bank subscriptions poured in so fast that the money spilled over from boxes on to the floor as the small band of workers tried to cope with the flood. Similar scenes occurred in the first days of the Liberty Loan campaigns of the First World War, when officers and clerks frequently worked all night sorting piles of Liberty Bonds and records. Then there were the frantic day and night secret sessions of bankers under the leadership of the Federal Reserve trying to save the Bank of United States from its colossal collapse; also the unprecedented events of the Banking Crisis of 1935.

Thus is amassed research material. There is a sense of urgency about the project as many outstanding personalities are disappearing through death, taking their memories with them.

Papers

However, many have left behind voluminous files of correspondence, journals and other private papers that throw light on events in which we are interested. Such collections have often been scattered among libraries in different institutions throughout the country, or stored in warehouses, or buried in cellars and attics of homes, almost forgotten by the family. To ferret these out, following various clues as they are uncovered, makes an exciting treasure hunt. I assure you, one feels a sense of triumph when the location of some collection, with descriptive data, can be added to the bibliographical records.

One such collection of papers that is especially important for Federal Reserve research is that of former Senator Carter Glass. He ~~is~~ not only had much to do with passing the original Federal Reserve Act but also with subsequent legislative developments for many years. These papers were deposited with the University of Virginia and under the stimulus and financing of the Committee a detailed and annotated listing of the contents of the many boxes has already been made. In prospect is an analytical index to this register which will make the collection readily usable by any scholar.

Indexes and Catalogs

Already our Executive Director has assembled a surprising amount of bibliographical research data, although the project is only about a year and a half old. Besides the continually growing catalog of published material on the Federal Reserve System, such as books, pamphlets, speeches, magazine articles and testimony at Federal Reserve Hearings, two indexes have especially aroused my admiration. I think they are both worth describing as suggestions to librarians who may have to undertake projects along this line.

Time File

One index, called simply the "Time File", is ingenious and useful. In the first place comfortably sized cards, 5" X 8" are used, rather than the cramping standard 3 x 5 cards of library fame. The arrangement is chronological

Time File (cont.)

by years 1908 to date. You will notice that we antedate the passing of the Federal Reserve Act by five preliminary years.

There are separate cards for 10 categories of information, including top personnel of the Federal Reserve Board and of the Federal Reserve Banks (officers and directors), U.S. Government executive officers, Banking and Currency committees of the Senate and the House, legislation, and the Hearings affecting the System. Thus, if you want to know what happened in 1935 you can by glancing through the cards get a birdseye view of all the officials and the events concerned with the System in that year. You can easily see how this index could be adapted by any librarian confronted with the task of assembling material for a definitive history of her organization.

Name File

The second useful tool installed by our director, which is in constant use by our own staff, is the name file index, on similar large-sized cards. This now contains over 2100 cards and is constantly growing. A card under a person's name is started with biographical data obtained from various Who's Who's and directories, and is added to as additional information turns up, such as location of the individual's personal and unpublished papers.

The names include, of course, all the officials listed in the Time File by years, arranged now alphabetically. There are also names of any other persons who have some particular interest for us, such as scholars who might be enlisted in the writing project or who could contribute in any way. Much labor was involved in collecting the data and typing the cards but the effort has been repaid many times over.

ARCHIVES AND THE BANK LIBRARY

Definition

Archives - just what are they? After working the good part of a year on an archives project I still feel like a modern Diogenes with his lamp, searching for a really satisfactory definition of archives.

Someone in the National Archives once remarked that many people when they encounter the word "archives" do not know whether one is supposed to eat them or use flit on them.

A popular misconception was brought out by a columnist on the Washington Post who defined an archivist as a "dead file clerk". He then played with the idea as to where the hyphen should be placed, i.e. dead-file clerk, or dead file-clerk. Both ideas are equally obnoxious to the trained archivist.

Files of old records must never be considered dead. They must be brought to life by intelligent arrangement and imaginative indexing. No mere file clerk could be entrusted with the major operation of organizing the vital records of an institution. It requires an executive with top-notch practical abilities and intellectual acumen as the over-all director.

Salaries

And it may surprise you to learn, as it did me, that very high salaries are commanded by experts in the archival field, particularly for what is called records management or administration. I really do not intend to lure any of you away from your chosen profession, but I am just dangling a little carrot in front of you, to sharpen your interest in this big, new field that is opening up right next door to the libraries. In fact, developments are occurring at such a rapid rate that librarians are in imminent danger of being confronted with archival responsibilities for which they are ill-prepared.

Literature on archives

For example, firms become suddenly aware than ~~an~~ anniversary, - 100th., 75th., 50th., whatever it may be, is looming, which requires for its celebration a delving into its past history, documented by old records.

Literature on archives (cont.)

It will be well worth your while to read all you can lay your hands on of the literature of archives. Thus, you will be ready at least to offer preliminary advice as to storage problems, arrangement and cataloging, and, above all, the even more difficult problem of selection for preserving and discarding. In no time at all, you may be surprised to find yourself regarded as an expert on archives, and then of course, if logic prevails, rewarded with the honored title of archivist and with a fabulous salary.

But, if in an imperfect world, logic should not prevail, my advice to you is to be prepared anyway, because the job, in some form, may be just naturally added to your present library duties, and you will be expected to rise to the occasion - as always.

Records

To return to the definition problem, you may not know that archives are made to include about every form of recorded information. As the National Archives puts it, they are "permanently valuable records, in whatever form, that have been created or received by a governmental body for its official documentation", and they add also, by a corporation or firm. These include all books, papers, maps, photographs or ~~other~~ documentary materials, regardless of physical form or characteristics. I want to point out that archives include not only what is created but what is received by the firm, as documentary evidence, and that the nub of the matter is that someone has to decide just what is #permanently valuable". Otherwise, practically nothing could be destroyed.

If anxieties arise in your mind as you visualize the magnitude of the problem of disposing of all the old correspondence and other bulky records of your firm I can reassure you that it is unlikely that you will be called upon to pass judgment on the mass of so-called primary or basic records, as to what should be preserved, what discarded, and then how to care for them. The trend seems to be to call in some outside concern specializing in records

Records (cont.)

management which knows how to box the records and set up a systematic arrangement. Under this classification come correspondence files, accounting and other operating records of a "housekeeping" nature, reports and data prepared for administrative use. I am sure other speakers on this panel will tell you more about this aspect of archives.

Historical Archives

There is one section of the archives field where I feel the librarian has an important role to play. That is in the matter of records that have great subject interest and value from an historical point of view. These records and documents might be termed in many case secondary archival material, rather than primary archives, since I want to stretch the term to include much that is lodged in library vertical files which is extremely important for the future historian.

It is difficult to describe adequately what the librarian should look for and how. The literature on archives is expansive on the subject of records in general but is strangely silent, or hesitant on pronouncements concerning the precise methods of spotting policy-making correspondence, memoranda and research studies, and of arranging for their segregation and permanent preservation.

But from long experience with librarians I have great faith in their resourcefulness in meeting this challenge.

Discarding

In the first place they have always been collectors and hoarders by instinct. It is only necessary to alert them to set their sights on more distant and broader horizons than they are accustomed to. In the operation of discarding, for example, instead of yielding to the urge to clear those choked files or crowded shelves by throwing out everything indiscriminately, say before an arbitrary date, like 1945, or 1940, the librarian must grasp firmly a mental geiger counter and test each piece of paper for historical uranium that the historian of the future may prize. There must be a constant

Discarding (cont.)

search for treasure in what seems like obsolete material, superseded data, and in general "junk" that accumulates so rapidly in files. Here may be buried clues to obscure incidents in the organization's history, or the background material for policy formulation that would be invaluable for a scholar doing research on the subject.

Speeches of officers that have long outlived their current or topical reference value often indicate a point of view on the firm's policy as of a certain date. Group photographs may list forgotten names. Private letters, and internal memoranda may cite amusing anecdotes and illuminating, frank comments on persons and events. These may transport the historian to a vanished time and bring to life again scenes and moods that accompanied important incidents. History, as you know, is more than just a chronicle of events.

Donations

There are a couple of practical suggestions that occur to me for emphasizing the archival side of your work. Something that you can do at once is to publicize a warm welcome awaiting all donations of discarded material from officers' private files when they are driven to clear out accumulations. Remember that the apparent "junk" may bring you treasure, even though you quietly discard 95% of the stuff. You can also turn pirate-raider, if you know an officer is about to retire, and get in your request early for old records, usually to the relief of the officer, and especially of his harassed secretary, who will welcome this easy solution of a worrisome problem.

Archival Indexes

Another important archival function that falls naturally in the domain of the librarian is to start a card index of archival material that is located elsewhere in the organization, some of which by its nature

Archival Indexes (cont.)

would never be consigned to the library, or even a special archives collection. Examples are the original charter (usually kept under lock and key in some vault), legal documents of various sorts, minutes of the Board of Directors, committee records, biographic data and personnel files on officers and directors. Important picture collections of the building in process of construction or renovation, and of events and persons, may be located in different departments.

Librarian's Attitude

This new attitude of acquiring what is old and preserving it in perpetuity, instead of concentrating on the new and discarding for efficiency, is not easy to cultivate, as I scarcely need remind you. The typical financial or business librarian has learned by experience that she must not only be on her toes in search for up-to-the minute current information, but ever gazing in the crystal ball of the future in order to anticipate future demands for information.

Now, in this new archival field, I am urging ~~you~~ upon you an entirely different approach. The librarian must now become Janus-faced, looking forward, of course, but also looking backward with equally discerning eyes. Not only must the past history of her own organization be kept in mind, but also local history as it impinges on that history and even national and international events. The full background of facts, color and atmosphere must somehow be preserved through paper evidence that will evoke them for the imaginative historian. Since few rules can be listed, as every organization's life history is different, it all ~~seems~~ to boil down to that intangible thing - the attitude and interest of the librarian. She must use all her resources of imagination and insight, to avoid destroying what is irreplaceable in the history of the firm's activities.

Historical Approach

In closing, may I ~~illustrate~~ this historical approach by telling you about one little incident in my own recent experience. It may help

Historical Approach (cont.)

you understand my zeal as a new convert to the austere role of preserving for the sake of history versus the joys of discard and destruction. Like Saul of Tarsus I have seen a great light! The case in point was a rich file of papers going back to about 1916, that belonged to a prominent New York banker who had much to do with early Federal Reserve operations. He had already been interviewed by our director, and a second appointment had been made, when one morning last fall we read in the papers of his sudden death. Not wishing to appear ghoulish we waited about six weeks before phoning his secretary to inquire about the disposal of his files. She announced briskly: "Oh, you are just two weeks late. They have all been destroyed." And she added reminiscently: "I saw a lot of letters that had to do with the Federal Reserve System."

So I cannot refrain from pointing a moral. Let us not find ourselves in the position of realizing too late, that too little was done of what was in our power to do, if we had the will.

RECEIVED



ELEUTHERIAN MILLS-HAGLEY FOUNDATION

INCORPORATED

101 WEST TENTH STREET
WILMINGTON, DELAWARE

MAR 7 1955

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

March 4, 1955

Miss Marguerite Burnett, Research Associate
Committee on the History of the Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Miss Burnett:

Thank you for your letter of March 2 inquiring about
our work with the du Pont Company archives.

Our Foundation has taken custody of the company records
prior to 1900 as part of a larger project which will involve the
restoration of early du Pont powder mills and the creation of an
industrial museum. We are currently unfolding, alphabetizing,
filing, and cataloguing these records. It is too early to determine
which, if any, of these records can be destroyed. I am afraid that
our experience would be of no great assistance to you in your work
with the Federal Reserve records.

Although I am not personally familiar with the work of
the National Records Management Council, I believe that this
organization would be able to advise you in this matter. The
address is 50 East 42nd Street, New York 17, N.Y.

I am sorry that I can be of no personal assistance to
you in this matter.

Yours very truly,

Walter J. Heacock
Director of Research
and Interpretation

WJH/C

ans. 3/4/55

March 2, 1955

Dr. Walter Heacock
Eleutherian Mills - Hagley Foundation
2056 Du Pont Building
Wilmington, Delaware

Dear Dr. Heacock:

Your name has been given to me by Mr. H. T. Bush, Jr., of E. I. du Pont de Nemours & Co., in connection with an inquiry of mine about the Du Pont archives collection.

Our Committee is primarily concerned with the records of the Federal Reserve Banks that have historic value, particularly in connection with the development of the Federal Reserve System. This eliminates the operating records of the Reserve Banks, for which a manual specifying retention periods has already been set up for all the 12 Federal Reserve Banks.

We are seeking to define, for the guidance of the Reserve Banks, what is meant by archives in the historical sense. Since each of these Banks is a distinct entity, serving its own Federal Reserve District, it is difficult to draw up a general schedule that will somehow take into account records of developments that are characteristic of, or confined to, a particular District.

I do not know whether you have dealt with similar problems in your Foundation but if you have any advice or suggestions to offer, based upon your experience, we would be happy to have them. Also, copies of any addresses or papers on the subject that you may have available for distribution would be very welcome.

May I thank you in advance for any help that you may be able to give us.

Very truly yours,



Marguerite Burnett
Research Associate



E. I. DU PONT DE NEMOURS & COMPANY
INCORPORATED
WILMINGTON 98, DELAWARE

SECRETARY'S DEPARTMENT
RECORDS DIVISION

Copies to: Dr. Walter Heacock
Eleutherian Mills-Hagley
Foundation

Mrs. Marie S. Goff
Technical Library

*Letter to Dr. Heacock
3/2/55*

February 17, 1955

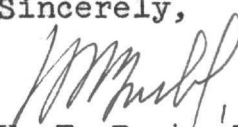
Miss Marguerite Burnett
Committee on the History of the
Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Miss Burnett:

Mrs. Goff has referred to me your letter of February 14, 1955, inquiring about the du Pont archives collection. As this Division is primarily concerned with active records, I believe that your most helpful contact would be with the Eleutherian Mills-Hagley Foundation. Therefore, I suggest you write to Dr. Walter Heacock, C/O the Foundation, at 2056 Du Pont Building, Wilmington, Delaware.

We do have a Record Center for which we are responsible that has recently been reorganized. This reorganization, however, was primarily for the purpose of reference and establishing retention periods for current records. If this field is of any interest to you, we will be glad to try to help you out if you will advise us of any specific problem.

Sincerely,


H. T. Bush, Jr.
Manager

HTB:mh



E. I. DU PONT DE NEMOURS & COMPANY
INCORPORATED
WILMINGTON 98, DELAWARE

SECRETARY'S DEPARTMENT
TECHNICAL LIBRARY

February 16, 1955

Miss Marguerite Burnett
Committee on the History of the
Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Miss Burnett:

I'm referring your letter of February 14, 1955 to Mr. H. T. Bush, Jr., Manager of our Records Division, under which unit our Records Safeguarding Section operates. He will be very glad to help you in any possible way.

In the meantime, I'm sending you a copy of a paper by Mr. R. H. Darling, Assistant Manager, Records Division. It may interest you, too.

Your new work sounds challenging and I'm sure you're going to enjoy it. The project does not sound much like "retirement" though.

*in file
archives
Reports +
plan*

Sincerely,

Mrs. Marie S. Goff
Librarian

MSG:rl

RECEIVED

FEB 17 1955

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

Ans. —

February 14, 1955

Mrs. Marie S. Goff, Librarian
Technical Library,
E. I. Du Pont de Nemours Co.,
3155 Du Pont Bldg.,
Wilmington, Del.

Dear Mrs. Goff,

On December 31 I wrote you a letter asking for information about the Du Pont archives collection. I am now wondering whether it ever reached you as I have discovered that I made a couple of errors in the address.

May I therefore repeat my inquiry in brief. I am anxious to obtain whatever information is available about the reorganization and indexing of your company's archives, which I understand were consolidated quite recently. If you could give me the name and address of the person in charge I could write direct.

One of the concerns of the above Committee is with potential archives material in the twelve Federal Reserve Banks. We wish to locate historical material and then make some kind of index for the use of scholars and future writers of Federal Reserve history. That is my particular assignment and as this sort of thing is new to me I am trying to get what advice I can, based on others' experience.

Any information you can give me will be much appreciated.

Sincerely yours,

Marguerite Burnett

see also 2/14/55

December 31, 1954

Mrs. Marie S. Goff, Librarian
Technical Library,
E. I. Du Pont de Nemours Co.,
3153 Du Pont Building,
Wilmington, 78, Delaware.

Dear Mrs. Goff,

As you will see from the letter head I have a new job - since I retired as librarian of the Federal Reserve Bank in August. It is only part-time and I enjoy the combination of freedom and interesting new work.

It occurred to me that you might be able to direct me to the proper person who could tell me about the Du Pont archives collection. I have been told that four big collections of old Du Pont records were consolidated and a system installed to preserve those of historical importance.

This is of interest to us because, among other things, the above Committee has a project to locate and preserve material of archives nature in the Federal Reserve Banks. I have been making inquiries about methods of initiating such a project and indexing the material. At present we are not concerned with problems of physical storage. If you know of any article or report describing the Du Pont archives system in detail I should very much like to have a copy.

I should be most grateful for any assistance or leads that you can give me along this line.

With best wishes for the New Year, I am

Sincerely yours,

MB
Marguerite Burnett

P.S. I miss seeing my out-of-town friends at the annual S.L.A. Conventions. I will no longer have the pleasure of watching for and admiring the chic little hats you usually contribute to the audience-landscape.

MB

RECEIVED

JAN 4 1955

*Ford Motor Company*COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM3000 SCHAEFER ROAD
DEARBORN, MICHIGAN

December 31, 1954

Miss Marguerite Burnett
Committee on the History of the
Federal Reserve System
33 Liberty Street
New York 45, N. Y.

Dear Miss Burnett:

Some time ago Mr. Ruddell passed along to me your letter of November 5 in which you raised certain questions regarding our operations; an explanation of which might be useful as a guide in certain aspects of the work of the Committee on the History of the Federal Reserve System.

I am sorry to now have to tell you that the letter was drafted but I failed to get it off in the mails to you. I should tell you first off that the Ford Motor Company Archives has no connection with the Ford Foundation, Greenfield Village, the Henry Ford Museum, or any other institution or enterprise which carries the Ford name, but which administratively falls outside the Ford Motor Company.

Our principal holdings are the permanent and valuable records of the Company dating from its founding down to near current operation. The personal papers of Henry Ford, other members of the Ford family and personal papers of many Ford executives and people closely connected with the development of both the Company and the automotive industry, have also been deposited with us. I cannot, in a letter, hope to give you all of the elements of our objectives or any great detail respecting actual operations. I can, however, tell you something about our organizational structure and in general terms suggest the functions.

The Archives is organized as a department with four sections:

Mr. Fred Fairfield is Supervisor of our Administrative Section. His activities embrace all of the usual house-keeping activities. This is a large responsibility in view of the fact that we maintain our own building and grounds as a distinct Company location.

Miss Marguerite Burnett

Dec. 31, 1954

Mr. Richard Ruddell is Supervisor of our Records Section. He is responsible for accessioning, processing and servicing the permanent and valuable non-current records of the Company plus such non-Company records from private sources which bear directly on the Ford enterprises or the automotive industry.

Mr. Stanley Graham is Supervisor of the Reference Section. He is responsible for all aspects touching on the use of the records by Company and non-Company researchers.

Mr. Owen Bombard is Supervisor of the Oral History Section. His principal responsibility is to capture through tape recorded interviews those segments of the Ford story which have escaped the usual forms of documentation.

My job as Manager of the Archives is to provide total direction for the overall program.

It seems to me that you have made an excellent start in pursuing the materials published in the American Archivist. I know of nothing that is superior in the way of literature. On the other hand the scope of your undertaking is so large that I am bound to recommend that you visit two or three archives. If you could spend a day with Herman Kahn at the Roosevelt Library in Hyde Park it would be infinitely more fruitful than any literature that I can recommend.

We would be very glad to have you spend some time with us here in order to see first hand all of our operations. I might mention that during the past two years something over a hundred people, most of whom are located in top management jobs, have made special trips to Dearborn to observe our procedures. Finally and perhaps foremost, if you could spend some time in Washington at the National Archives where there are literally a dozen people who can be of great help to you, I would strongly advise you to do so.

For the most part our operating and procedural materials are for internal use only, consequently I am unable to send them along to you. However, I have enclosed some published materials which I hope you will find of interest even though they fall short of the answer to many of your questions. So far as the so-called Bahmer report of 1950 is concerned, I have acknowledged that as the beginning of the archives idea at Ford. On the other hand more than anything else it served

Miss Marguerite Burnett

Dec. 31, 1954

as a point of departure, as the archives in concept and operation as of today bears little resemblance to those early recommendations.

I am most anxious to do whatever I can to be of help to you. I hope you will write regarding any specific questions if you find that you are unable to pay us a visit. Again let me apologize for the delay in replying to your letter.

Sincerely yours,

Henry E. Edmunds
Henry E. Edmunds
Manager
Archives Department

December 28, 1954

Mr. Richard Ruddell,
Ford Foundation Archives,
3000 Schaefer Road,
Dearborn, Michigan.

Dear Mr. Ruddell,

May I enquire about my letter to you of November 5, seeking information on the system used in the archives of the Ford Foundation to preserve material of historical importance?

In talking to Mr. Katsaros this morning I learned that you had actually received the letter and were planning a reply. I now wonder whether this could have gone astray in the mail.

However, if you are still in the process of searching for references or actual articles to send me I shall of course be glad to wait further for your reply if you notify me to that effect.

Very truly yours,

MB

Marguerite Burnett

Ans. 12/31/55

November 5, 1954

Mr. Richard Ruddell,
Ford Foundation Archives,
3000 Schaefer Road,
Dearborn, Michigan.

Dear Mr. Ruddell,

At the suggestion of Mr. James Katsaros I am writing you in regard to a project in which I am participating, to locate archival material in the 12 Federal Reserve Banks. Since I understand you are in charge of the collection of personal papers, as opposed to the business records, of the Ford Company I feel you are in a special position to give us advice. We are not concerned with the preservation of the operating records of the Reserve Banks, for which provision has already been made, but with making available to scholars who will be writing the history of the Federal Reserve System, documentary material on its policy-making phases.

I should appreciate your suggestions on how to outline our objectives of determining what is of historical importance, and arranging for the preservation of past, current and future records. Our problem is one of classifying and indexing available documents for research purposes, and not one of assembling and organizing actual material.

Do you have available reprints of any of your own or others' articles on the subject that you could send me, or references to articles that might be helpful? I have been referred to the file of the "American Archivist" and have already found some informative articles.

Mention was made of the assignment of Dr. Robert H. Bahmer, of the National Archives, to appraise the problem of assembling at one point the permanent records of the founder and the Ford Company itself, and to provide a formula for its solution. Can you tell me whether this report, which was accepted in 1950, contained any practical directions or outline of policy which would be of use to us in formulating our own policies? If so, could we borrow a copy to study?

Any assistance that you can give me would be much appreciated.

Very truly yours,

MB
Marguerite Burnett

HARVARD UNIVERSITY

Lovett of Harvard

GRADUATE SCHOOL OF BUSINESS ADMINISTRATION

BAKER LIBRARY

ARTHUR H. COLE

Librarian

SOLDIERS FIELD

BOSTON 63, MASSACHUSETTS

October 14, 1954

Miss Ellen C. Singer, Federal Reserve Bank,
33 Liberty St.
New York, N.Y.

Dear Miss Singer:

It is not easy to work out a definition of business archives, since each situation is different. In the last analysis, what any one institution or company keeps is determined by what the top officials think should be kept, and by the money they want to put into such an activity. Of course there are obvious things, such as the records which you are required by law to keep, the "treasure-trove" items (for example, a charter, citations, or the like), and minutes and other top-policy documents. I suppose any company would keep its ledgers and other general accounting records. The real problem comes in winnowing the masses of correspondence, reports, memos, and the like.

This is why Records Management today emphasizes the organic nature of the records problem, from the point of creation of a given record to its final disposition. The ideal is to segregate the truly important (the policy letters, reports and memos) from the ephemeral as easily and quickly as possible. And to insure that one set (and one only) of the significant material is permanently preserved. Another difficulty is to insure that records which will be of use to historians are created in the first place. The old-fashioned method of keeping office diaries is not a bad one, and annual reports or summary statements are useful things. It is also difficult to get top men to keep personal and official matters separate, and when they leave, they may want to take their files with them or destroy them as being too personal. Historians would probably be glad to find some personal material in otherwise "dry" files.

I am enclosing a copy of a statement, "Recent Developments in the Care of Business Records", which I drew up recently. About all I can recommend definitely is that a committee be gathered in each institution to consider what should be kept, how and where, and how much

HARVARD UNIVERSITY

GRADUATE SCHOOL OF BUSINESS ADMINISTRATION

BAKER LIBRARY

ARTHUR H. COLE

Librarian

SOLDIERS FIELD

BOSTON 63, MASSACHUSETTS

can be expended on it. The committee should include representation of legal interests, of administrative, historical and perhaps archival interests.

Sincerely yours,

Robert W. Lovett

Robert W. Lovett



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THE LIBRARY OF CONGRESS

JAN 11 1955

WASHINGTON 25, D. C.

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

PROCESSING DEPARTMENT

DESCRIPTIVE CATALOGING DIVISION

January 10, 1955

Dear Miss Burnett:

I have your letter of December 30 in which you ask about our rules for cataloging manuscripts.

The rules for cataloging single manuscripts are still under discussion, and we are therefore not yet ready to publish the rules in a preliminary edition. We are, however, preparing to distribute in multilith form the rules for cataloging manuscript collections and shall send you a copy of these as soon as possible.

1 rec'd
3/24/55

Sincerely yours,

Richard S. Angell, Acting Chief
Descriptive Cataloging Division

Miss Marguerite Burnett
Committee on the History of the Federal
Reserve System
33 Liberty Street
New York 45, New York

*Ans. Richard S. Angell
Descriptive Cat. Div.
11/10/55*

December 30, 1954

Descriptive Cataloging Division,
Library of Congress,
Washington, D.C.

Gentlemen,

We have been informed by the A. L. A. Publishing Department that your Division is engaged in a revision of rules for descriptive cataloging of manuscripts. Can you tell me whether this revision will be issued in a publication that can be purchased, and, if so, how soon and where it will be made available?

Robert H. Land in the *American Archivist* for July 1954 stated that cataloging rules for manuscripts had been submitted to the A. L. A. in March 1954 and it was hoped to win early approval. Since the A. L. A. Publishing Department writes that no such manuscript has been submitted to them for consideration for publishing I surmise that it might have been sent to some A. L. A. Committee for comment.

Any information that you can give us about the availability of these rules to the public so that we can obtain a copy for our own use would be gratefully received.

Very truly yours,

hwb

Marguerite Burnett



AMERICAN LIBRARY ASSOCIATION

EXECUTIVE OFFICES: 50 EAST HURON STREET, CHICAGO 11

*See Letter 12/30/54
to Lib. Cong. - Des. Cat. Div.*

December 28, 1954

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DEC 30 1954

**COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM**

Miss Marguerite Burnett
Committee on the History of the
Federal Reserve System
33 Liberty Street
New York 45, New York

Dear Miss Burnett:

In answer to your letter of December 15 addressed to the American Library Association: Our publication, A.L.A. Cataloging Rules for Author and Title Entries has five pages on cataloging manuscripts.

No manuscript on cataloging rules for manuscripts has been submitted to us for consideration for publishing and we have no knowledge of such a manuscript having been submitted to any other publisher.

We do understand that the Descriptive Cataloging Division of the Library of Congress is revising the rules about descriptive cataloging of manuscripts. Since this Division works closely with the Descriptive Cataloging Committee of the American Library Association's Division of Cataloging and Classification and usually refers its proposed revisions to that Committee for comment, Mr. Land may have been referring to some such action in his article. Information on what the Library of Congress is doing in this area, or what it is proposing to publish, can probably be obtained by writing to its Descriptive Cataloging Division.

Sincerely yours,

Pauline J. Love

(Mrs.) Pauline J. Love
Chief, Publishing Department

PJL:GR

Ans. 12/28/54

December 15, 1954

American Library Association,
50 E. Huron St.,
Chicago, 11, Illinois.

Gentlemen,

Will you please inform me whether you have available any publication giving cataloging rules for manuscripts.

In an article on the "National Union Catalog of Manuscripts" in the American Archivist for July 1954, Robert H. Land stated that cataloging rules for manuscripts had been submitted to A. L. A. in March 1954 and that early approval was expected.

If this work is to be published elsewhere I should appreciate any information that you can give me as to the publisher, price and expected date of publication.

Very truly yours,

Marguerite Burnett



THE LIBRARY OF CONGRESS

WASHINGTON 25, D. C.

REFERENCE DEPARTMENT
MANUSCRIPTS DIVISION

September 20, 1954

Dear Miss Burnett:

I am glad to have your letter of September 10th and to know that you are to be one of Miss Adams' assistants.

You will find in most of what you read about archives and personal papers, a certain shyness about giving "a simple and concise definition!" But maybe you would find it worth while to go back through some of the issues of The American Archivist in connection with your problem. You will find there, for example, bibliographies of writings on archives, current records, and historical manuscripts (the October issue, each year). Many of the books and articles will be too technical for your needs, but some of them may interest you. You may want to look over the description of the Firestone Archives and Library (October, 1953) and of the Ford Motor Company archives (April, 1952). And I am enclosing, as of possible interest, a brief reprint of an article from the April, 1953 issue on our handling of recent manuscripts here in the Library of Congress. Even though you are not going to be dealing with the arrangement of papers now, I believe you will find it valuable to know how various kinds of manuscript materials are handled.

When it comes to locating material you will want, I suppose, to consult the American Historical Review, the Mississippi Valley Historical Review, and similar scholarly journals, most of which report, in a section toward the end of each issue, manuscript acquisitions in various repositories.

The Library of Congress Quarterly Journal of Current Acquisitions publishes in its May issue each year an article about its manuscript acquisitions during the year, and the printed guides and reports described on the attached sheet are available, I believe, in most libraries of any size. You may find helpful, too, R. A. Billington's "Guides to American History Manuscript Collections in Libraries of the United States," which appeared in the Mississippi Valley Historical Review for December, 1951.

If I can help you further, please let me know.

Sincerely yours,

Katharine E. Brand

Katharine E. Brand
Head
Recent Manuscripts Section

Enclosures

Miss Marguerite Burnett
10 West 15th Street, Apt. 36A
New York 11, New York

Library of Congress, Manuscripts
Division Manual, July 1950

SUPPLEMENT B—PUBLICATIONS CONCERNING MANUSCRIPT HOLDINGS OF THE
LIBRARY OF CONGRESS

General

✓ Library of Congress. Handbook of Manuscripts. 1918. xvi, 750 p.

Library of Congress, Division of Manuscripts. ~~Accessions of Manuscripts, Broad-sides, and British Transcripts. 1922-26.~~
5 nos. Lists accessions from July 1, 1920 to December 31, 1925.

✓ Curtis W. Garrison. List of Manuscript Collections in the Library of Congress to July 1931. 1932. P. 123-249. Reprinted from American Historical Association, Annual Report, 1930, vol. 1.

✓ C. Percy Powell. List of Manuscript Collections Received in the Library of Congress July 1931 to July 1938. 1939. 33 p. Reprinted from American Historical Association, Annual Report, 1937, vol. 1, p. 113-145.

✓ Librarian of Congress. Annual Reports for the fiscal years 1897 to date. Contain varying amounts and types of data concerning manuscript acquisitions for the year covered by each report. For the fiscal years 1900-1 to 1919-20, inclusive, lists of manuscript accessions are published as appendixes. For the period from July 1, 1938, to July 1, 1943, the reports help to fill the gap between the Powell List and the Quarterly Journal. See especially 1938, p. 41-55 (1-16); 1939, p. 39-61 (1-23); 1940, p. 92-111 (1-20), 433-442 (26-35); 1941, p. 96-109; 1942, p. 105-114; 1943, p. 115-130. The numbers in parentheses refer to pages of reprints of the Manuscripts-Division sections of the reports, which were issued for the fiscal years 1929 to 1940 inclusive.

Ans. 9/20/54

September 10, 1954.

Miss Katherine Brand,
Manuscript Division,
Library of Congress,
Washington, D.C.

Dear Miss Brand,

At the suggestion of Miss Mildred Adams, who, I understand, talked to you about the project to locate Federal Reserve archives material, I am writing to you for some advice in starting my work as one of her assistants.

Could you please refer me to a few books or periodical articles that would help us arrive at a definition of archives that we can use in our special project? It is necessary for us to instruct people about the nature of the material that we expect to locate and we should like to start with a simple and concise definition.

I have a background of information about the Federal Reserve System through my position as librarian of the Federal Reserve Bank of New York for 3 1/2 years. But I know nothing about the technical aspects of archives and wish to acquire some background in this subject as quickly as possible.

We are not interested in the handling of the actual material but in the problem of locating it in the first place, and then in indexing and classifying the information we receive.

Another problem is to outline a system for preserving currently material that will have future archives value. We should like to know of any organizations or corporations that have done this sort of thing.

Can you suggest titles of a few current periodicals that are worth watching for articles on archives? Where are they usually indexed? A search through a couple of volumes of Industrial Arts Index did not seem to produce the kind of articles we want.

Perhaps I am asking you questions somewhat outside your regular field but I should appreciate any suggestions or leads you could give me.

Very truly yours,

WB

Marguerite Burnett

P.S. Could you please reply to my home address: 10 W. 15 St., Apt. 36 A,
New York, 11, N.Y.

GENERAL SERVICES ADMINISTRATION



Office of the
National Historical Publications
Commission

National Archives and Records Service
Washington 25, D. C.

February 14, 1955

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FEB 15 1955

COMMITTEE ON THE HISTORY
OF THE
FEDERAL RESERVE SYSTEM

Miss Marguerite Burnett
Committee on the History of the
Federal Reserve System
33 Liberty Street
New York 45, New York

Re: Guide to Depositories of Archives
and Manuscripts

Dear Miss Burnett:

As requested in your letter of February 9, I shall be glad to notify you when our one-volume guide to depositories of archives and manuscripts is published. We expect that this will be in the latter part of the present calendar year.

Our information is not in such shape that we could conveniently make a search for the names of Secretaries of the Treasury and Comptrollers of the Currency who were important participants in the establishment and development of the Federal Reserve System. Our information is organized primarily according to libraries and depositories and information about the papers of particular persons can be conveniently found only after the index to our volume has been prepared.

I shall keep your interests in mind, however, and may be able to make special note of any groups of papers of particular interest to you.

Sincerely yours,

Philip M. Hamer
Executive Director, National
Historical Publications Commission

Ans. 2/14/55
(Reply sent 2/16)

February 9, 1955

National Historical Publications Commission,
General Services Administration,
Washington, D.C.

Gentlemen,

We note on p.31 of your excellent report "A National Program for the Publication of Historical Documents", published last year, that you have under way a one volume guide to depositories of archives and manuscripts in the United States. We should like to be notified when this valuable reference work is ready for distribution. If indexed under names of persons whose papers are on deposit it would be most helpful in the work of the above Committee.

In the meantime it seems probable that the information being compiled for the guide is accessible in your files or on cards. If it is in accordance with your policies may we ask you to check your records for the names of certain Secretaries of the Treasury and Comptrollers of the Currency in whose papers we are interested? They are:

Secretaries of the Treasury

George B. Cortelyou, 1862 - 1940

Leslie Shaw, 1848 - 1932

Lyman Judson Gage, 1836 - 1927

Fred M. Vinson, 1890 - 1953

Franklin MacVeagh, ___ died 1934

William H. Woodin, 1868 - 1934

Comptrollers of the Currency

J. W. McIntosh, 1873 - 1952

J. F. T. O'Connor, ___ died 1949

Any information or clues as to the whereabouts of the papers of the above would be much appreciated.

Very truly yours,

MB
Marguerite Burnett

This document is protected by copyright and has been removed.

Author(s): Bess Furman

Article Title: Papers of Great Listed for Study: Panel Reports to President on Project to
Add Variety and Richness to History

Journal Title: *New York Times*

Volume Number:

Issue Number:

Date: November 14, 1954

Page Numbers:

May 5, 1955

Miss Marion E. Wells, Librarian
First National Bank of Chicago
Chicago, Illinois

Dear Marion:

Miss Adams has asked me to acknowledge, for both of us, the copy of your memorandum on your visits in the east in quest of archives information. We have read it with great interest and wish to thank you very much for sharing it with us.

This report convinces me more than ever that you should be on the archives panel at the Detroit Convention. Did you and Jo Ann decide in advance, for some reason, that you would not take part, or are you just being modest? If you still think you should not participate officially I warn you that you will unofficially, if I have anything to say about it! That is, you must be prepared to be called on from the floor to take part in the discussion. That may be just as effective, of course. I shall have plenty of leads from this report as to what you can contribute.

I shall be interested to learn what reaction there was to your report from Mr. Freeman and others. You already have such a well thought out plan that I should expect your bank to be in the forefront in establishing a well-rounded archives collection.

Sincerely yours,


Marguerite Burnett