

# THE INDIAN ARCHIVES

April, July & October, 1948



Volume II

Nos. 2-4

Published quarterly by the  
National Archives of India  
Queensway, New Delhi

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**Rs. 8** (in India)

**12 sh.** (abroad)

All communications should be addressed to the Chief Editor,  
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New Delhi.

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## RECORDS AND ARCHIVES: WHAT ARE THEY?

PURNENDU BASU

*National Archives of India*

**P**ERHAPS a word of explanation is necessary for foisting on readers of an advanced technical journal, who are professionals in the field, an article which can at best be considered as elementary. In theory, this would be unpardonable and to genuine professionals I make my apologies. But the actual situation is something like this. In India the number of professional archivists can be counted on one's fingers on one hand and then leave a large margin. This is not a rash statement ; nor could it be otherwise. In a country where there are no railroads, you are not likely to meet with railroad engineers. Similarly where there are only a few organized archives, the number of archivists is bound to be limited. In the India which was under direct British government until 1947, organized central archive offices existed at the Centre (in New Delhi), in Madras, and in Bengal. Of the rest of the provinces, some had central record offices in an incipient form as in the Punjab, some none at all, while in a few some sort of half-hearted attempts were being made to establish such offices. Of the Native States, some had fairly well organized record offices, like Baroda, Kolhapur, Puddokottai, Patiala, Alwar, Hyderabad, Bhopal and a few others. Others like Jaipur, Udaipur, Travancore, Mysore, etc., had combined record offices and manuscript libraries, and the little that is known of their organization and management suggests that they were more general repositories hardly following any definite archival policy. There was, however, one common feature between all these existing records offices, from the one in New Delhi down to the least known one ; the emphasis in all of them, more or less, was

on archives as historical materials preserved primarily for the use of the research scholar. The place of archives in administration was hardly realized. The concept of archival institutions as service agency to administration has not yet been generally accepted in India. This was the situation generally in Europe till the last quarter of the nineteenth century, and continues to be so in most Latin American countries and in some states in the U.S.A. India, like the latter group, to this date holds mid-Victorian views about archives; in consequence the prevalent notions about records are also mid-Victorian, in total disregard of the development of more modern concepts which, incidentally, are not modern at all, but a renewed appreciation of the more classical concepts.

I propose to explain in this article the two terms 'records' and 'archives', those tangible or intangible qualities which give record or archive quality to certain documents and not to others though they may be very similar in form and content, and the extent to which archive material differs from library or other reference material, manuscript or otherwise. In a subsequent article I shall try to show the purpose which records should and can serve, their place in administration and their other uses. Finally, it is my intention to outline the procedure by following which those objectives can best be attained, to what extent such procedures are followed in India and what can be done to place archives administration in India on a genuinely sound footing.

First, the word *Record*. This comes from a Latin word *recordari* meaning to be mindful of. This again originates from the Latin *cor* (=heart), the only relationship between 'heart' and 'being mindful of' being that at one time the heart was believed to be the seat of one's memory, hence the expression 'to learn by heart'. *The Oxford English Dictionary* (1933 edition) gives a number of definitions of 'records', all of which emphasize that a record is something committed to writing in order to preserve the memory of a fact or event. From further descriptions and explanations it becomes clear that records can take almost any physical form—books, manuscripts, papers, maps, photographs or other documentary materials. The meaning in which the term is generally used today is somewhat more precise and there are certain conditions which a document must satisfy before it can be classed as a record. In the first place, records presuppose a record creator which may be an individual, a family, an institution, a commercial or other organization, or a government agency. In this list, government at all levels is by far the greatest

record creator. Secondly, records must be created for a specific purpose—either in pursuance of a legal requirement or in connection with the transaction of the creator's business. For instance, in a factory the law may require that certain standards of sanitation be maintained and that periodical reports on that subject be made to the factory inspection authorities. These reports are records created in pursuance of a legal requirement. On the other hand, policy papers, personnel papers, production charts, maintenance reports, sales promotion plans and sales records, budgeting and accounting papers, and so on, constitute the records created in connection with the business of that factory. Similarly with government agency records. Finally, only such documents which satisfy the above conditions and are, furthermore, preserved (or are appropriate for preservation) by the creating agency (or its legitimate successor) are deemed to be records proper. Their claim to be preserved, of course, depends on their utility, for no one in his senses is going to clutter up valuable space with documents which have no value. This utility has been termed by many as "retention value" which seems to be a good descriptive term. What constitute retention values will be dealt with in the next article. To sum up: records are the books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, made or received by a government agency, institution or organization, family or individual, in pursuance of law or in connection with the transaction of its business and preserved or appropriate for preservation by that government agency, institution, organization, family or individual or its legitimate successors.

There exists some doubt in the minds of some people whether the papers of private individuals and families are records proper. The doubt is material, but it might be safe to give such papers the benefit of the doubt if they are found to have been preserved with the deliberate intention of keeping them permanently so that they may bear evidence to certain transactions and that they had been subjected to some rational organization with this purpose in view.

Among official records, two types are most easily discernible—first, those that are created deliberately, and secondly, those that grow up without any deliberate preconceived plan. In the first category would fall what are known as the Note Sheets in our governmental files, reports by experts and others, expenditure vouchers, and so on. In the second category come correspondence which are by-products of a transaction. These days quite a sizeable body of records belonging

to the second category do not come into physical being, business having been transacted orally over the telephone or across the luncheon table. Sometimes memoranda are kept of these transactions, often they are not, and it is only by referring to later records that one can sometimes infer that some communication was made between two or more persons relating to a particular transaction.

Our second term is *Archives*. This word is derived from the Greek *archeion* meaning that which belongs to an office. This again has its origin in the word *arche* which has a number of meanings and, consequently, a number of derivatives with different connotations. *Arche* means: (1) beginning, origin, first cause; (2) first place, power, sovereignty, empire, realm; and (3) magistracy, office. From the first of these sets is derived the Greek *archaios* meaning old, ancient, etc., and from this we have such derivatives as *archaic*, *archaeology*. From the second set is derived *architekton* (chief builder) from which we get *architect*, *archbishop*, etc. From the third set is derived the word *archeion* which, in turn, gives birth to *archives*. The word has had an interesting evolution. From the Greek was derived the Latin *archivium* from which was coined the French word *l'archive* (feminine, singular) and later the collective *les archives*. From the French came the English *archives* in the collective sense. Now even in English different uses are made of the word. For instance, Sir Hilary Jenkinson, Deputy Keeper of the Records of England, uses the singular form to mean a single document. Dr. Roscoe Hill of the United States has suggested a whole series of terminology originating from *archives*, e.g., *archive* = a depository; *archives* = the records in an archive; *archivalize* = to consign a record to an archive; *archivology* = the science of the administration of archives, and so on. Whichever of these terms one may find acceptable in whatever form, generally speaking in the English language the term archives signifies at least three distinct things—the records themselves, the building which houses the records, and the administrative set up responsible for the maintenance of the records and servicing them. For instance, in New Delhi by “archives” would be understood either of the three things: (1) the red and brown stone building on Queensway which houses the records of the Government of India; (2) the records inside this building; and (3) the office of the Director of Archives of the Government of India.

According to the old Greek meaning of the term anything belonging to an office would become its archives, including even furniture and equipment. Today, however, the meaning is restricted.

I shall leave out the two derived meanings of building and administrative set up, and confine myself to the body of records housed in an archival institution. An archivist's conception of archives has been stated to be as follows: the organized body of records created or received by a government agency, institution, organization, family or individual and preserved by that agency, etc., or its legitimate successors as evidence of its organization, functions, policies, decisions, procedures, operations or other activities or because of the informational data contained therein.

It will be seen from the above that an archivist's conception of archives is narrower than the meaning popularly attached to the word. Popular belief gives archive quality to things like an historical manuscript, in fact, any old manuscript, an isolated copper plate or stone inscription, letters of ancient rulers and important persons no matter for what purpose written and circumstances in which they survived, besides a host of other things. Strictly speaking, however, archives do not include them in their fold. Archives are essentially all records. But are all records archives? In English, archives is understood to mean only non-current records of permanent interest whether or not they have been transferred to a specialized central repository, but which have been segregated from the current records. In the Romance languages no distinction is made between archives in the English sense and current records. Eugenio Casanova, the celebrated Italian archivist and one of the pioneers in systematizing the science of archive administration, distinguishes the two by using the terms *archivio corrente* and *archivio di deposito*, the first meaning current records and the second archives. But that usage has not been common. Perhaps the English meaning of the word is the best. But trouble arises as soon as an attempt is made to define what is "non-current". It has to be defined more or less arbitrarily and non-currency may vary from agency to agency.

In this connection I may refer to what has been described as the Life History of Record, a concept spelled out, I understand, by Philip Brookes, of the National Archives of the United States. To illustrate the life history of records, he conceives of a diagram which has at one end all the elements which go to create records and at the other the archives. In between these two extremes come, successively, the stages and treatments through which records pass. The first stage is that of their use in day-to-day administration for the purpose for which they were originally created. This is the stage of currency. The next stage is that of their being "recorded" either with or

without an indication of how long they should be kept, their re-examination at the end of the preconceived period and the weeding out of the valueless material. Still retained by the creating agency, this may be called the stage of semi-currency. The files may be either very active during this period or they may be comparatively non-active, depending on the contents of the files and the agency concerned. But the crucial point is that they are no longer required for the purpose for which they were originally created, but for ancillary service to other transactions. In an ideal situation, these semi-current records would be segregated from the current records. Finally comes the stage when the semi-current files become practically non-active for administrative purposes. By that time all materials of ephemeral interest in them have been weeded out and only the cream remains. They are no longer required for reference by the creating agency frequently enough to warrant their being further retained by the creating agency, and they are then ripe to be transferred to the central archives as non-current records for indefinite retention. Care is taken to use the word "indefinite retention" instead of "permanent retention", for from experience it has been found that sometimes it happens that the information contained in a body of such records is duplicated somewhere else and that they can be destroyed without any loss either to administration or to scholarship. Archives then are records of enduring value no longer required by the creating agency for frequent reference.

I shall conclude this article by describing what are the characteristics of archives and how they differ from other reference materials. From the survey which has gone before, it is fairly simple to delineate the characteristics of archives. The first characteristic is the relationship that archives bear to a creating agency. The archives of a particular agency are intended to reflect the policies, functions, organizations and transactions of that agency alone and nothing else; and from this fact is derived the first major principle of archive administration, namely, *that the archives of a given creator should in no circumstances be intermingled with those of another creator.*

The second characteristic is the official character of archives or, in other words, the fact of their being the product or by-product of transactions having legal effects. From this characteristic flows the second major principle of archive administration, namely, *archives must remain in the custody of the creator or his legitimate successor in order to ensure that no tampering has been done with them from*



*outside so that they may be acceptable in the court of law as valid evidence of a transaction.*

The third characteristic of archives is their uniqueness, which is self-evident. A record is created for one specific purpose and none other whatsoever and, therefore, *qua* record it may not be repeated anywhere else.

The fourth characteristic is the organic character of archives. As a transaction progresses records relating to it grow naturally. Each piece in a file is a consequence of some preceding piece or pieces, and the former is explained and elaborated by the latter. Torn from each other or taken in sequence different from that in which they were created, records cease to tell a story or, what is worse, tell a wholly inaccurate story. In order to retain their quality of reflecting accurately what has gone before and how, the original order of records should in no circumstances be disturbed to conform to some logical pattern as followed in libraries or some fancy pattern to suit the humour of an individual. This *sanctity of the original order* is the fourth basic principle of archive administration.

The distinction of archives from library and other reference materials is that the latter do not have the above characteristics. Books in a general library or items in a historical manuscript library are *collections* of isolated pieces which have been, *after collection*, put in some sort of logical order. Archives, on the other hand, are *accumulations* rather than collections and their order and arrangement is determined as they grow and not afterwards. Other reference materials do not have the official character or relationship with a creating agency essential to archives. Nor are they unique, though they may be rare and not more than a single copy of a book or manuscript may be known to exist, in the sense in which archives are unique, namely, the former are created (published or written) for general use, the latter in the course of one specific transaction.

# CENTRAL AFRICAN ARCHIVES: SOME ASPECTS OF THEIR DEVELOPMENT

C. G. ALLEN

## *Central African Archives*

IT is not exceptional for a movement or an institution to grow out of beginnings in which its essential principles are obscured or only imperfectly realized, but if it is to develop along its proper lines, its organization and activities must sooner or later be reviewed in the light of those principles and modified or directed accordingly. Thus it is almost universally insisted that the *raison d'être* of archives is administrative, but with the notable exception of Great Britain,<sup>1</sup> most modern archives would appear to have sprung from an interest in history. Thus even now more than half the state archives of the United States of America show in their names and those of their officials an intimate connection with historical research. And some of the others have, like the Archives Department of Illinois, found it necessary to reaffirm the fact that they are interested not primarily in historical research but in good government.<sup>2</sup>

The Central African Archives, formerly the Government Archives of Southern Rhodesia, were formed as a result of popular interest in the colony's past. The occasion was a historical exhibition, organized in 1933 by Mr. V. W. Hiller, the present Chief Archivist, for the celebration of the 40th anniversary of the occupation of Matabeleland: the body most concerned with developing the idea of a national repository was the National Historical Museum Committee. Nevertheless those most intimately connected with the archival side of the project had no doubts about the principles governing their endeavours, and it is in accordance with those principles that each step in the development of the archives has been taken. Not that the general public (in which one must include Members of Parliament) have always been equally clear on the matter, or that

<sup>1</sup> By a tradition dating back at least to Edward III the Public Records of England were considered to be 'the people's evidences' and in speaking of 'the manifest importance of our having the most ready knowledge of the records of the country, in the daily concerns of government, legislation, and jurisprudence' the select committee which in 1800 inquired into the state of the public records reasserted an ancient principle. (Reports from the Select Committee, etc. pp. 3 and 19).

<sup>2</sup> Margaret C. Norton: "The Archives Department as an Administrative Unit in Government." *Bulletin of the American Library Association* Vol. 24, No. 9 (September 1930).

it is not necessary from time to time to state those principles unequivocally, as was done at the beginning of the recent report *Central African Archives in Retrospect and Prospect, 1935-1947*.

The laws governing the operation of the Central African Archives, the *Archives Act, 1935* and the *Archives Amendment Act, 1946* reflect clearly the two-fold nature of archives, the primary administrative and the secondary historical function. For although the Government Archivist was empowered to acquire 'all such original records, documents and other historical material as he may deem necessary or desirable', this power is subordinate to that of examining the public archives 'which are in the custody of any Government Department', advising on their care, custody and control and ensuring their periodical transfer to the Archives. Accordingly, one of the first activities of the Government Archivist was the institution of an enquiry into the public records, their distribution, bulk, state of preservation, order and accessibility, the vicissitudes they had suffered, and the measures taken by the various offices for their care and arrangement.

As a result of this enquiry, instructions were given that no records were to be destroyed without reference to the Archives. This was an immediate precautionary measure and was quickly followed by a consideration of the problem how the destruction of records was to be controlled and made to serve the process of government instead of hindering it. The resulting regulations were published as government notice no. 356 of 1938 and were amended in 1939 and 1941. In 1947 when the question of issuing similar regulations for Northern Rhodesia and Nyasaland was under discussion, the opportunity was taken of revising the regulations, making them clearer, more effective and more comprehensive.

The cardinal principle embodied in the original regulations and in all subsequent amendments and revisions is that records are preserved not primarily for purposes of historical research but for their possible administrative value. It is necessary therefore that the first assessment of the value of records should be made by the department in whose custody the records are. But departmental views are necessarily somewhat narrow, and it was therefore decided that records whose destruction was recommended by a department on the ground that they had not sufficient public value to warrant their preservation should be listed, and the list scrutinized by a committee known as the Records Destruction Committee consisting of the Government Archivist, the Government Statistician and the Auditor General (or

their deputies) and a representative of the department concerned.<sup>3</sup> The lists, with the recommendations of the committee, are referred to the Royal Commission for Central African Archives and thereafter to the Minister of Internal Affairs in Southern Rhodesia or to the Governor in the other two territories. If approved they then lie for inspection by the general public for periods of sixty and ninety days respectively; if no objections are received within that time the recommendations are put into effect; if objections are received the Minister decides what course is to be adopted.

The original regulations only provided for the selective destruction of existing accumulations. To prevent further unnecessary congestion, power was given to the Minister of Internal Affairs to issue, on the recommendation of the Archives Commission and after the same period of public inspection, standing instructions for the periodical destruction of valueless documents. In practice these instructions were extracted in the first place from the lists of records for destruction submitted by departments, by the omission of series of records no longer current and the insertion of recommended periods of retention for those that were. Recent series whose destruction had not been requested were then added by the department, with suggested periods of retention; and after confirmation or variation, the lists were forwarded to the Archives Commission.

The regulations as they existed up to 1947 had two drawbacks; first, they suggested by their wording that the functions of the Records Destruction Committee were negative, to "ensure that no document which it considers to be of historical, genealogical or antiquarian use or interest shall be destroyed". Secondly, when only those records are listed whose immediate destruction is desired, it is often difficult to decide whether a particular series should be destroyed or not, without knowing what records are being preserved; and departments are tempted to avoid effort by listing only those records whose destruction is obvious. To obviate these difficulties the present regulations require the preparation of a list of all records in the custody of a department, and empower the Chief Archivist to call for such lists at any time. Furthermore the Records Destruction Committee is directed to "consider the same and record its opinion whether the Public records referred to therein, or any of them, ought to be destroyed or not, and if not, as to the manner of their disposal".

As all the records of a department are listed (though not each

<sup>3</sup> In Northern Rhodesia and Nyasaland under the 1947 regulations, the committees consist of the Chief Archivist, the Auditor and the Attorney General.

individual file) and a representative of the department concerned is present at each meeting of the committee, it becomes less necessary to issue elaborate instructions stating which types of records are to be preserved and which destroyed. If the selection of records for preservation were an exact science, it would doubtless be sufficient to list the types of records for preservation or destruction, describing them unequivocally, and leave it to departments to place their record series under the right heads: but in fact it is not so. Some records fall into well-known types—*e.g.* covering letters, counterfoils of receipts and so forth—but most require an individual decision. Elaborate instructions tend to be ignored or to stereotype procedure and therefore only broad directions are given, and more elaborate discussion left for the meeting of the committee.

The same regulations provide for the transfer to the Archives of records of an age of fifteen years or upwards which are no longer required for departmental purposes. This would mean at the present moment the transfer of the records of all departments up to the early part of 1933. Except in emergencies, however, such transfers have not been carried out, for there is a natural break in the administrative history of Southern Rhodesia at the end of September 1923, when the country ceased to be administered by The British South Africa Company and became a self-governing colony.

It is wisely remarked by Muller, Feith and Fruin<sup>4</sup> that the question whether a change in the organization of the administrative body warrants the beginning of a new division of the inventory, depends on the extent of that change. In other words the rule is one of those whose difficulty lies entirely in the application. The constitutional change which took place in Southern Rhodesia in 1923 was in some respects sweeping, in others it left almost no trace. The local administration of native affairs was practically unchanged: the native commissioner remained immediately responsible to the superintendent of natives of the circle within which his district lay, and it did not concern him that the ultimate authority was no longer the Administrator but the Prime Minister in his capacity as Minister of Native Affairs. But at the higher levels, especially those where connexion with the legislature was closest, the changes were more marked. The divisional heads—the Administrator, the Attorney-General, the Secretary for Mines and Works, the Surveyor General and the Treasurer—who had hitherto been members both of the executive

<sup>4</sup> *Manual for the Arrangement and Description of Archives.* Sect. 51.

and the legislature, lost their legislative functions and were replaced in this capacity by responsible ministers. Within the executive functions and responsibilities were altered. In particular the office of Administrator was abolished and no one departmental head inherited all his functions. Even before this the records of the Department of the Administrator had begun to be not divided but dismembered. Innumerable files and volumes were destroyed; others were sent to London on instructions from the head office of the British South Africa Company; the bulk was transferred to the Department of the Colonial Secretary, even though some of the files so transferred related to matters controlled directly by the Prime Minister; lastly, sundry parcels of records were distributed to subordinate departments according to their subject matter, irrespective of the fact that these departments had their own records dealing with the subject on their own level.

In view of this chaos it was decided to restore so far as possible the arrangement of the Administrator's records existing before the dismemberment and to make a break in the inventory at 30 September 1923. Although this did not solve all the problems of the inventory, for some records have a way of evading classification, it did provide a tenable basis for the broader divisions; for the disposition of records and functions among the departments and of the departments in their divisions at the given date could be ascertained, and the many earlier migrations related to them.

Thus the immediate objective was definite and limited, namely the systematic centralization of the records of all departments up to the end of September 1923, beginning with what might be described as the *ligne principale*, the records of the Department of the Administrator. The records of each department, thus received in their entirety, have been sorted into their natural divisions in the light of evidence, internal and external, available. For this period the divisions are mostly formal—in letters, out letters, correspondence, registers, reports and the like—and are further subdivided into series either as a result of changes in the system of record-keeping or by differences of originator, recipient, purpose or subject as the case may be. Despite the pronouncements of the *Manual* it has been found practical, for these entirely modern records, both to tabulate the inventory and to set out the individual volumes of a numerical series, and the description of series of correspondence has in most cases been carried down to the individual file or group of related files. For it is not of much practical use to those who wish to consult the records

to be confronted by such an entry as: 572 files dealing with every subject connected with land and surveying, 1890-1923.

The greater part of the records of the Company's regime have now been transferred to the Archives, and the end of this phase of the programme is therefore in sight. The concluding operation will necessarily be a revision of the work already done on the Department of the Administrator, for as already indicated, stray parcels of records are received with those of almost every other department: not only have they to be fitted into the existing scheme, but the fresh evidence supplied by them may cause major modifications of that scheme.

Simultaneously with these systematic transfers, *ad hoc* transfers have been made up to the latest permitted date, of records considered to be in danger and of records of temporary bodies such as commissions, immediately after their termination. But of these records only a rough temporary list is made at this stage: the final inventory, involving as it does many difficult problems over the solution of which archivists are not yet agreed, must await the systematic centralization of records later than 1923, records of a still changing administrative system.

The above remarks apply to Southern Rhodesia. When temporary depots were opened in Northern Rhodesia and Nyasaland in 1947 to carry out the weeding and centralization of the records of those two countries it was found that no such drastic changes in administration had taken place and that therefore the records from the beginning until the present must be treated as homogeneous. The programme for the depots therefore envisages a rapid centralization, an elastic arrangement and a preliminary inventory, and the eventual transfer of the records to the projected new building in Salisbury, where the final inventory will be prepared.

Although the care and custody of public records is the primary duty of the Central African Archives and a clear distinction is drawn between archives proper or public records and historical manuscripts, it was considered advisable to group round the public records ancillary collections of "other historical material". These collections comprise the Library, the Historical Manuscripts Collection, the Map Collection, the Pictorial Collection, and a limited number of exhibits. In the biggest archival institutions, such as the Public Record Office or the National Archives, such an arrangement is impracticable, but it is not confined to Central Africa. Other countries, notably Canada, have found it equally convenient to house the different types of historical material together and thus enable one to throw light on another:

Thus the task of the Library was at first the collection and arrangement of all printed matter relating to the territory which is now Southern Rhodesia, from government publications to ephemeral pamphlets and popular novels, and of all other printed matter necessary to place the life and history of Southern Rhodesia in its proper context. From its centre, Southern Rhodesia, the field of interest spread geographically with diminishing intensity over the whole of Africa and extended to such general subjects as native policy or colonial development. Even as thus conceived the task was no light one, and until a separate staff for the library was available the emphasis had necessarily to be on collection rather than arrangement. But since the creation of the Central African Archives in 1946 Northern Rhodesia and Nyasaland have received the same treatment as was formerly reserved for Southern Rhodesia, and countries such as Tanganyika, the Belgian Congo and Angola, hitherto somewhat remote, have become neighbours and need to be covered more fully. It was not until 1947, therefore, that a start could be made on classification and cataloguing; and as development and the routine of the Printed Publications Act<sup>5</sup> must not be neglected, it is unlikely that this task will be completed for some years.

The official record and the printed word are both somewhat reticent; to complete and in some cases to correct the picture, private manuscripts are essential. Indeed, Central Africa cannot be understood without them, for the diaries of missionaries, traders and hunters antedate the establishment of European government. For this reason there is being assembled in the Archives as complete and varied a collection of manuscript material as possible—diaries and correspondence of individuals from the beginnings of European penetration to the present day and papers and accounts of corporate bodies other than government agencies. From this collection the material published in the Oppenheimer Series is drawn.

Neither government departments, however, nor individuals are given as a rule to elaborate and exhaustive descriptions of their surroundings; and if they were those who are not gifted with pictorial imaginations would hardly thank them. Maps and pictures must therefore be added to the things necessary to the complete and ready understanding of the life of a country. As regards Central Africa the Map Collection like the Library aims at completeness—every available

<sup>5</sup> The Printed Publications Act, passed in 1938, requires the deposit of a copy of every book published in Southern Rhodesia, and the registration and deposit of newspapers. Similar legislation for Northern Rhodesia and Nyasaland became effective from 1 March 1948.



independent map of every type and scale; outside the three territories only such maps as are necessary to the fulfilment of the purpose of the collection. The Pictorial Collection, the core of which consists of some 3,000 negatives and the corresponding enlargements, has been built up by the acquisition of original negatives, prints, drawings and the like, and by the production of copy negatives from illustrative material in books or external to the Archives. The purpose of the illustrations is historical and therefore pictures of merely scenic interest are excluded. Typical collections of negatives which the Archives have been fortunate in acquiring are the Ellerton Fry collection, illustrating the occupation of Mashonaland in 1890 and the Strachan collection dealing chiefly with buildings and public events in Salisbury since the 90's.

In the acquisition, custody, arrangement and exploitation of these varied types of material as well as of the exhibits—historical paintings by Baines, relics of the Moffats and of Rhodes, and the like—the Archives strive to keep in mind the principles governing their existence. In the present staff position (governments, alas, must be brought to swallow one camel at a time) not every section can receive ideal attention, and those principles inevitably establish a hierarchy with the public records at the top. In times of less financial stringency it is hoped that each will have its due care and all will be housed in that new building which has been so lovingly and painstakingly planned but whose erection lies still in the future.

# MANUSCRIPT REPAIR IN EUROPEAN ARCHIVES<sup>1</sup>

L. HERMAN SMITH

## I. GREAT BRITAIN

Public Record Office (London)

AS late as the beginning of the reign of Queen Victoria, the national archives of England were scattered in some sixty different places, such as the Tower of London, the Chapel of the Rolls, the Chapter House and the Chapel of the Pyx at Westminster, and the State Paper Office, but an act passed in 1838 had for its object the eventual concentration of them in one building, under one management, and an Order in Council in 1852 increased the scope of the records which were to be transferred to the proposed central repository.

The Public Record Office now contains the greater part of these archives, including records of the Chancery and Exchequer, the Justices Itinerant and the Clerks of Assize, the High Court of Admiralty, the Supreme Court of Judicature, special and abolished jurisdictions (such as the Court of Requests and the Star Chamber), the Palatinates of Chester, Durham, and Lancaster, the Copyright Office, the State Paper Office (comprising the domestic, colonial, and foreign series of the secretaries of state), and Public Departments.<sup>2</sup>

The distinctive feature of this vast collection of documents, which extend over a period of more than eight hundred years, is that they are of a more or less official character. The great majority of them have remained in official custody ever since they were

<sup>1</sup> Reprinted by kind permission from *The American Archivist*, Vol. I, No. 1, January 1938.

The following article is the first of a series intended to summarize the results of an investigation into methods of manuscript repair in some of the principal archive repositories of Europe. The writer was a member of the staff of the Department of Manuscripts in the Huntington Library, San Marino, California, who in September, 1935 was assigned to make a year's study of these methods in archives and libraries abroad prior to the establishment of a repair laboratory in the Huntington Library. The major portion of his time was spent in the Public Record Office, London, but visits were also paid to other institutions in Great Britain and on the Continent. One month was spent at the Vatican Library. These summary descriptions of the various repositories which Mr. Smith visited include, in each case, notes explanatory of the nature of the archives, the general style of stack construction, and the methods of storage of documents which he observed, owing to the direct bearing of these factors on the problem of repair and preservation. [Some of the informations contained in the article, particularly about personnel and organizations, are naturally out-of-date having been written more than 10 years ago. Effort has been made as far as possible to point these out.—Ed. I. A.]

<sup>2</sup> M. S. Giuseppi, *A Guide to the Manuscripts Preserved in the Public Record Office* (London, 1923), 1, iv-v.

written, others are addressed to officers of state, others relate to property with which the crown or a court of law has at some time been concerned. Periodical transfers of records from the various public departments have increased the archives to such an extent that certain classes of documents, mainly recent records not open to public inspection, have had to be transferred to a branch repository at Canterbury. Mr. A. E. Stamp is the deputy keeper of the public records.<sup>3</sup>

The repairing department in the Public Record Office consists of a staff of some twenty men, the most extensive establishment of its kind in Europe. It is under the general supervision of Mr. Hilary Jenkinson, and Mr. J. Gilkes is foreman of repairs.<sup>4</sup> These men, all skilled craftsmen, are capable of undertaking all types of repairs, but there has been, inevitably a certain amount of specialization, due to some individuals' development of particular skill along certain lines. One may excel in the repair of wax seals, another in the laying out of large parchment documents, and yet another in the roughening of parchment used in repair. Thus there are many individual differences in technique, although the general methods of repair in the office are kept uniform.

The quarters occupied by the repairing staff consist of three large rooms for straight repair work, one room for seal repair and moulding, and a bindery, not to mention storerooms for supplies, etc. These rooms are actually converted strong rooms with few windows, usually only on one side, and thick walls. The natural light is therefore none too good at the best of times, and on dark days (notoriously frequent in London), it is quite inadequate and must be supplemented, rather unsatisfactorily, with electric lights suspended above each bench. An open coal grate usually occupies one side of the room and serves not only as a source of warmth but as a place to heat size, cook paste, etc. The floor is of closely fitted wooden blocks. Tentative plans have been put forward to add a new wing to the building to house the administrative offices and repairing department, thus allowing the rooms at present occupied to be turned back into strong rooms.

Each repairer has a bench topped with large, heavy wooden board, worn smooth, as a working surface, and a set of requisite tools including string bound paste brushes, earthenware paste bowls, paring stones, knives, bone folders, and sponges. There are several

<sup>3</sup> Sir Hilary Jenkinson is the Deputy Keeper now. *Ed. The I. A.*

<sup>4</sup> Mr. R. H. Ellis succeeded Mr. Jenkinson. *Ed. The I. A.*

iron book-binder's presses, both of the standing and bench type ; so that it is possible to leave documents overnight under varying degrees of pressure, depending on how dry they are. A very large, low table, covered with a rubber composition, is used for laying out and repairing documents which are too large to be pressed in the ordinary manner. It can be completely covered with a set of heavy wooden panels lined with rubber on the underside, which act as weights and prevent documents from curling as they dry. It is necessary to descend to the lavatory in the basement for water to clean paste bowls, brushes, and other tools (a rather inconvenient arrangement).

The materials for the repair of paper documents in the Public Record Office are two, handmade rag paper and transparent silk gauze. The paper is specially made for the office according to definite specifications as to linen rag content, tearing strain per square inch, etc. It is a laid paper, cream colored, with no watermarks, obtainable in sheets of twenty by twenty-eight inches. There are two weights, of twenty-two and thirty-one pounds to the ream, respectively. The contract for its manufacture has been let on two different occasions to Spicer's, 19 New Bridge Street, London, E.C. 4 ; and to Waterlow and Sons (manufacturers of papers for English bank notes). The silk gauze, variously called tissue, chiffon, crepeline, or, more properly, mousseline de soie, is French made. It can be obtained from Combiar Silks, Ltd., 252, Regent Street, London, in lengths of forty yards, forty inches wide (quality 383/568).

Damaged paper documents are backed, patched, edged, or framed with the new paper, depending on the extent of the damage and the general condition of the document. Complete backing is possible only if there is no writing whatever on the verso of the document. Patching, edging, and framing serve to strengthen and reinforce worn folds, tattered edges, and tears. If there is writing on both sides of a fragile document, transparent silk gauze is applied.

The usual steps in the procedure for repairing a paper document in the Public Record Office are as follows:

1. *Dampening of the document, with a sponge dipped in water.*
2. *Silk gauze (if required) laid on dry and paste applied from above.*

The paste, freshly made at frequent intervals, is of wheat flour and water, with powder resin and thymol (as a preservative) added. It is thinned considerably for use with silk gauze,

3. *Repairing paper dampened and pasted on where needed—surplus paste removed with a sponge.*

In some instances it is preferable to tear the paper into strips or pieces of the size desired before dampening it; in others, the complete sheet of new paper is applied, then carefully torn away where not required as reinforcement. In either case the tearing is intended to furnish a featheredge, which is less noticeable than a sharp, cut edge, and less liable to become loosened from the document.

4. *The document is laid to dry between waxed tissue and absorbent cartridge paper, under a light weight.*

Waxed tissue prevents the damp, freshly repaired document from sticking to the pressing paper, but it tends to leave on the document a deposit of wax which is disagreeably streaked and even dirty in appearance. This deposit may be partially removed with warm water or benzine, on a sponge. It has been suggested that other types of paper, glazed or greased, might serve the same purpose more satisfactorily. The size of the sheets of pressing paper conforms with the size of the platen of the press. Seasoned wooden boards, proof against warping, are used as pressing boards.

5. *The document when dry is soaked with warm size and hung up to dry.*

The size is made by simmering waste scraps of repairing parchment in water for a period of two or three hours. When cold, the mixture has the consistency of jelly, it may be warmed up and strained for use. The size is applied while warm (not too hot) with a wide, soft brush, on one side of the document only; it soaks through immediately to the other side. The document is then hung on a wire in the sizing cabinet and left to dry, being shifted occasionally to prevent sticking.

The sizing cabinet, consisting simply of a wooden frame with the top, back, and sides enclosed and the front open, and with several rows of wires stretched from end to end, is not entirely satisfactory. In the first place, it collects dust and soot alarmingly, and always has to be cleaned carefully before use. In the second place, it is difficult to reach the wires at the back and bottom, when many documents are being hung at one time. Another handicap, not wholly connected with sizing, is that all documents except those in the presses must

be returned to the strong rooms every night. Thus it is impossible to leave documents overnight in the drying frame.

#### 6. *Final pressing ; trimming.*

Pressing is one of the most important steps in the repair of documents at the Public Record Office. It not only flattens the document but insures its proper drying out. The pressing papers, dampened by contact, must be changed frequently for dry ones. As the document gets drier, the pressure is increased. Silk gauze properly applied and pressed into a document is often practically invisible, being detected only by running one's finger nail across the surface of the document.

When the document is completely dry, it may be removed and the excess edge of repairing paper trimmed in the cutting machine. Care is taken to leave a slight margin of the new paper, as evidence that none of the document has been lost in trimming.

#### 7. *Guarding and filing.*

It is the usual practice here to bind or incase in file boards all loose paper documents—the form of the binding or file depending on the method of treatment of previous documents repaired in the same series or group. The tendency is more and more away from the old type of binding for loose papers for three main reasons: expense, time involved, and inflexibility. Documents bound up are absolutely fixed in arrangement, unless the binding be destroyed, while those which are sewed together and incased in file boards may be re-sorted or re-arranged at any time simply by removing the whipcord. Certain bundles of papers (for instance, the Commonwealth Exchequer papers) are filed in limp linen-buckram covers, in convenient sections. The sections forming one bundle are then put up together in glazed cloth and millboards.

Strips of toned paper (also called glazed cartridge paper), cut to the proper size, are used as guards. A standard size is set at the beginning of a series of volumes or files, and adhered to throughout, over-size documents being folded if too large to conform. These strips are pasted to the fold or free edge of the documents, depending on the size of the document and the extent of the handwriting.

The two materials used for repairing parchment documents are parchment and unbleached linen ("airplane cloth"). In the Public Record Office the size and importance of the document to be repaired determine the choice of the repairing material. Linen is

much cheaper than parchment, so that it is generally used for very large documents, such as Chancery proceedings. The comparative cost (approximate) is: parchment, six shillings a skin; and linen, two shillings a yard. The linen, designated "38 inch Aero Fabric" or "Brown Holland" is obtainable from Woods, Sons, and Company, 6 Milk Street, London, E.C. 2; and the parchment may be purchased from Band and Company, Plough Yard, High Street, Brentford, Middlesex, W. Parchment varies greatly in quality, some skins being very thick, tough, and greasy, and others almost of the thinness and transparency of fine paper. A happy medium between these two extremes is best for the average repair job, but in any case the skin chosen should be similar in weight and texture to the material of the particular document in hand.

The procedure in the repair of parchment documents follows:

1. *The parchment is first of all evenly roughened (on the flesh side) to insure its adherence to the surface to which it will later be pasted.*

Roughening of parchment was formerly accomplished at the Public Record Office by laboriously rubbing an ordinary file or rasp to and fro across the surface of the skin, which was firmly held on a rounded wooden block. There were, however, two main disadvantages to this method: (1) the length of time required; (2) the difficulty of roughening very thin skins without tearing them. One of the men in the repairing department, of a mechanical bent, therefore set to work to invent a machine to perform this operation, and he at length brought the contrivance, if not to a stage of perfection, at least to the point of practical usefulness. It consists basically of a cylinder covered with sandpaper and attached to an electric motor. The skin of parchment is passed between this rapidly revolving cylinder and a resilient, rubber covered surface underneath, which can be clamped up against the cylinder. The sandpaper thus performs the same function as the file in the manual method. In a large archive repository such as the Public Record Office, where thousands of parchment documents await repair, the time requisite for the repair of each individual document must be carefully considered, and it is a fact that the roughening of the new skins of parchment has hitherto occupied in some cases almost as much time as the actual repairing of the document. Thus the saving of time and the consequent increase in the annual number of manuscript repairs effected by the use of this machine is of the greatest importance. For an institution of more limited scope,

where early documents on parchment are comparatively few, such an apparatus would not be so vitally necessary.

2. *The new parchment, whether it is to be used for edging, patching, or backing, is laid on the document, marked out to the proper size, and trimmed.*
3. *The edges of the parchment patches, etc., are pared or beveled with a sharp knife, so that the new parchment will appear to merge into the material of the document itself.*
4. *It is wise not only to dampen but also to clean and flatten parchment documents preparatory to repair.*

Parchment is a much more difficult material to work with than paper, as it is more affected by water. Hence more time has to be devoted to preliminary preparation of parchment of documents before they are ready for repair. A paper document may often be cleaned with a rubber, then dampened with a sponge and repaired immediately, but in the case of parchment it is usually necessary to spend more time in cleaning and to resort to light pressure while the document is damp, in order to flatten it properly.

The frame devised by Mr. Douglas Cockerell for the stretching and flattening of parchment documents by a system of leaden weights is occasionally used in the Public Record Office, but it does not find favour with the repairers themselves. Their principal objections to it appear to be: (1) a long time is required to flatten a document on it, owing to the slow rate of penetration of moisture from the dampened felts suspended above and below the document; (2) only one document can be treated at a time; (3) the document when removed is not so flat as it would have been if pressed; and (4) for very large documents the leaden weights seem inadequate.

5. *Complete backing with new parchment or linen is the simplest method of dealing with documents on parchment, and the one usually employed in the Public Record Office, particularly in cases where the document is in a very fragmentary or rotten condition.*

Of course, complete backing is impossible if there is writing on both sides of the document, but if an endorsement is the only writing on the verso, that alone may be left uncovered. If a document is in fairly good condition, it is usually only partially backed or patched,



that is, where particularly weak. Parchment is always used for partial backing, never linen. It is cut to cover the weak sections, and the edges beveled. When it comes to pasting, the document (previously cleaned and flattened) is only slightly dampened with a sponge dipped in water, and the pasted bit of repairing parchment is laid on the section indicated. In other words, less water is used than in the case of full backing, where document and backing are laid down flat on the working surface. The paste is of wheat flour, as before, used slightly thicker than in work with paper.

6. *After a document has been backed or partially backed with new parchment or linen, holes and jagged edges are "filled in" on the recto—always with the parchment, never linen.*

The two main reasons for "filling in" are: (1) to make the backed document of a uniform double thickness throughout, not double in some places and single in others (where there were holes, for instance); (2) to improve the looks of the backed document by covering up exposed sections of the roughened parchment, which feels uneven and tends to appear dirty. In the old days this whole procedure was avoided by not roughening portions of the repairing parchment which would be left exposed because of holes or ragged edges in the document. That is, the cleaned and flattened document was laid on the repairing parchment and all holes and ragged edges were lightly outlined in pencil; then those outlined areas were left unroughened. Care had to be taken when pasting down the document later, to get the holes, etc., exactly over the unroughened areas. All the men of the old school at the Public Record Office declare that this method is much superior to "filling in", but the latter has certain advantages. In the first place, the backed document is thus of a single thickness in one place and a double thickness in another. Secondly, it is extremely difficult to get the document in exactly the right position when pasting (that is, to get the holes and the unroughened areas to jibe), particularly if the edges are especially jagged and irregular. Thirdly, the unroughened areas of parchment are rather inclined to crinkle after the document is dry. Perhaps the particular reason for the dropping of this practice was that the men became rather careless, sometimes leaving pencil marks showing where they had outlined ragged areas, thus causing the document to look somewhat shabby. Mr. Jenkinson suggested the new method. It is always necessary in the case of linen backing.

7. *Silk gauze is used on parchment documents only in rare cases. It cannot be pressed into the material as effectively as in the case of paper documents.*
8. *The repaired document is laid to dry between cartridge papers and under a light weight, which is steadily increased as the drying continues, as in the case of paper documents.*

Parchment seldom loses its life to the extent that it must be resized, but there are cases in which sizing is necessary. Sometimes it is well to apply the size even before repair, if the ink is flaking. The size does not penetrate the parchment very readily, as it is itself derived from parchment.

Certain special problems are encountered in work with parchment documents. For instance, they are often in the form of long rolls, consisting of membranes sewn end to end. These membranes must be carefully numbered, separated, and then, after repair, sewn together again (in the same holes). A wooden roller incased in linen is usually joined to the first membrane, for convenience in rolling up the document, and a limp piece of linen-buckram is sewn to the last membrane as a protection against dust and further damage. Many documents brought in for repair, such as Chancery Proceedings, are on usually large skins of parchment, too large even to put in the largest press. These are repaired on the special rubber covered table described above, and after repair they are kept flat in large straw-board cases which occupy the shelves of steel bins or cupboards. Coloured maps on parchment, not infrequently encountered, are usually backed with linen and mounted on boards, although very large documents of this sort must of necessity be rolled.

Mr. Anderson and Mr. Swain, of the repairing department, have worked out under Mr. Jenkinson's<sup>5</sup> direction a procedure for the repairing, moulding, and casting of seals, based on experimentation and incorporating certain practices of European archivists. It has proved eminently satisfactory. In the past few years this section of the repairing department has steadily grown in importance. Its principal function is to repair seals and documents to which seals are attached, but many other duties also devolve upon it. Not the least important of these is the making of plaster casts of seals for the purpose of photography (the casts, of a special yellow colour,

<sup>5</sup> Hilary Jenkinson, "Some Notes on the Preservation, Moulding and Casting of Seals", *Antiquaries Journal* (Society of Antiquaries of London), IV, 388-403.  
 Le Baron Harald Fleetwood, *Moulage et conservation des sceaux du moyen age* (Rikssarkivet, Stockholm, 1923).

photograph better than the seals themselves), for exhibition, or for comparison or identification. Also, whenever a particularly fine or rare seal is encountered in the ordinary course of work at the Public Record Office, it is customary to send it down to the seal department to have a plaster mould made for purposes of permanent record, in case the seal should ever be lost or a copy of it should be desired. Since documents with seals require particular care, another duty of the seal department is to construct special cases or portfolios or boxes to furnish the desired protection. In some cases the seals are simply wrapped in a padding of cotton wool inclosed in greased paper, then tied into a pasteboard box; in others, they are left unwrapped but kept from injury by placing the documents to which they are affixed in shallow wooden trays, one on top of another, with wooden strips underneath to prevent sliding. Every document is a law unto itself, despite the endeavour of the office to keep to certain standardized forms of storage for certain classes of documents. Every so often a document comes along for repair which because of extraordinary size or unusual character requires a special kind of container. This is to be expected in work with manuscripts.

The wax used for seal repair at the Public Record Office is as similar as possible to that used in early days for making the original seals. It is made by the men as needed in their work and consists simply of pure white beeswax and powdered resin, melted down together. The natural light brown colour is retained in most cases, although different colours may be obtained if desired by the addition of various substances, such as verdigris for green, ocher for red, etc. In no case, however, is any attempt made to match the colour of the seal, to fill out the missing portions of the design, or to disguise the repair in any way.

Sometimes the original silken braided cord to which the seal was attached is broken or almost completely destroyed. After patient practice the men in the seal department have discovered the manner in which the braiding was done, and they can, when occasion demands, repair cords which have been damaged.

In the repair of the larger seals, especially when they are broken into several pieces or badly cracked, it is often necessary to insert steel pins into the body of the seal to hold the pieces together, as the new wax alone is not of sufficient strength. In most cases, however, whether the seal is large or small, the method is simply to fill the cracks and supply missing portions with melted or very soft wax. The cleaning and polishing of the seal is almost as important as the

actual repair, since the mixture used (white beeswax and turpentine dissolved in benzol) serves to restore to the old wax some of the life which it has lost in the course of the centuries and prevents brittleness or flakiness.

The restoration and repair of damaged volumes in the archives of the Public Record Office is in the charge of Mr. T. E. Hassell, Jr., a sound and able craftsman and a real expert in the restoration of old bindings to their original style. As in all branches of repairing at the Public Record Office, insistence is made in the bindery upon the use of materials which have the combined qualities of strength, extreme durability, and freedom from injurious chemicals and acids. Thus natural tanned skins—calf,<sup>6</sup> pig, and goat—and vellums have been designated as the materials to be used in binding or rebinding. A note of exactly what has been done in the way of new sewing, repairing, and re-covering, is placed on the flyleaf of the volume so that original portions of the binding may be immediately identified.

There are approximately 140 strong rooms, of varying size, for the storage of documents in the Public Record Office. The shelving uprights are of steel and the actual shelves are of slate, though these last are being gradually replaced with teakwood (in the form of battens fastened with brass screws to three crosspieces). The space at the backs of the shelves is filled with tinned wire (not galvanized), which is painted with the rest of the metal work. Most of the rooms are divided into two levels with a connecting stairway, thus doubling their capacity. The great problem is proper ventilation, especially when the weather is wet, as the opening of the outside windows is the only means of freshening the air. Atmospheric readings are taken every morning, inside the office and out, to determine the humidity, and if it is not too great the windows are opened. Even so, the growth of mildew on parchment documents is of frequent occurrence and is checked only by wiping them with a cloth saturated in thymol. A move toward better ventilation has been made by cutting a series of holes through the walls, along the same level, and forcing air through by means of an electric fan at one end and permitting it to circulate and escape through other holes at different levels. This plan has been quite satisfactory. The soot and grime of the London atmosphere penetrates the strong rooms, settling so

<sup>6</sup> A new leather called "Hermitage calf", manufactured by G. W. Russell & Sons, Hitchin, Hertfordshire, is particularly favoured because in its manufacture modern injurious processes of tanning have been discarded in favour of the ancient methods, in the hope that it will prove to be as durable as the calf used for binding in the fifteenth and sixteenth centuries, most of which is still in good condition.

heavily on documents (particularly those not often used or brought out) that it is a constant problem to cope with it. A suction cleaning apparatus, which by means of a long pipe may be connected at various places and carried into the furthest corner of any strong-room, is the solution. This only removes surface dirt, and by the time the complete circuit of the strong rooms is made, the first ones cleaned are needing attention again, but it is at least an attempt to combat the difficulty. Another endless process is the clearing out, repainting, and in some cases remodeling of the strong rooms, one by one. Mr. Jenkinson has set aside one of the strong rooms as a "safe-room" for the storage of items of especial rarity and value or of an extraordinary character, such as ancient Exchequer tallies (notched wooden shafts once used as receipts for payments into the national Exchequer), fine seals and bindings, and a huge document containing the signatures of all the soldiers in Cromwell's army. Maps and plans are segregated in another special room designed for their safekeeping.

The three public reading rooms in the Public Record Office are termed the literary, government, and legal search rooms. The literary search room, familiarly called the "round room" from its style of architecture, is the general reading room.

A museum occupies the site of the former Rolls Chapel, known originally as the Chapel of the House of the Converts, which was founded by Henry III in 1232 for the reception of Jews who had embraced the Christian faith. In 1377 the House of the Converts was assigned to the keeper of the Rolls of Chancery and his successors, and it remained in their possession until 1837, when it was surrendered to the crown. The Public Record Office was built adjacent to the chapel, the first block being completed in 1836. In 1895 the chapel was pulled down, but several interesting remains, including three large monuments and three memorial tablets were incorporated in the walls of the museum built on the site. The star exhibit in the museum is without doubt the Domesday Book, the two-volume manuscript compilation of returns from a general survey of England made by order of William the Conqueror in 1086.

Since the Public Record Office is the central archive repository in England, it is natural that it should be a model for many local organizations concerned with the preservation of records. Advice as to methods of administration and care of documents has always been freely given, and since the organization of the British Records Association this dissemination of information has been rendered

more effective and widespread. Repair of damaged documents is readily undertaken upon request, the repairers being commissioned to do the work outside of office hours. If local bodies desire to establish their own repairing department, arrangements can be made to send a representative to receive necessary elementary instruction at the Public Record Office. Among the many institutions which have benefited from this policy the following are cited which were personally visited:

1. Hoare's Bank, the oldest established private bank in London (still in the hands of the family who founded it in 1672), has a fine series of ledgers and letter books, dating back to the beginnings of the bank. Many of these manuscript volumes which were in a damaged condition have been repaired at the Public Record Office.

2. The Society for the Propagation of the Gospel, missionary organization of the Church of England, has preserved, since its foundation in 1701, a great mass of records and correspondence dealing with its work in all parts of the world. Until 1935 these records were practically inaccessible to students, being housed in a small, dark strong-room measuring only nineteen feet by twelve. There was no place available where research could be conducted. It was only after a generous grant had been made by the Pilgrim Trust (founded in 1930 by Mr. Edward Harkness, an American citizen, for the advancement of science, the preservation of ancient buildings, and other similar objects in Great Britain) that it was possible to endow a staff, under John W. Lydekker, archivist and provide for an archives room. The assistant to the archivist, Miss Thompson, paid several visits to the Public Record Office to gain a working knowledge of the simpler types of manuscript repair and set up a small workroom to deal with damaged documents in the society's collections.

3. The Hudson's Bay Company in London has recently become cognizant of the value of its original records and has taken precautions to insure their proper safekeeping and availability to students. Mr. Jenkinson of the Public Record Office was consulted in the matter of arrangement and other physical details, and a former foreman of repairs in the same office, Mr. Byerley, was commissioned to repair and rebind all material which was in bad condition. The earliest and most valuable items, including the original charter granted to the company in 1670, are kept in a modern vault, while the remainder of the records comprising ships' logs, letter books, and loose correspondence dealing with the company's far flung acti-

vities in Canada, are stored on steel shelves in the main archives room. The geographical classification of the records deserves mention. The key to the whole collection is a large map of Canada on which are indicated all the widely scattered trading posts and headquarters of the company, each named on a little tab and given a number. Each number refers to the pressmark of manuscripts relating to that particular post and indicates the slip-catalogue in which detailed descriptions of the manuscripts may be found. The manuscripts themselves are divided into four large groups lettered A, B, C and D; for example, A signifies manuscripts before a certain date, including all those in the safety vault, B signifies shipping records, etc. Each of these divisions has its own slip-catalogue, which is accessible to readers. Mr. Leveson-Gower is the archivist in charge.

4. There is housed in the London Guildhall a marvellous series of city records, almost unbroken in sequence since the twelfth century. The binder on the staff learned many of his repair methods at the Public Record Office. The strong-rooms, of modern construction, are lined with the latest type of steel shelving. An empty space is always left at the bottom in case of flooding. One room is set aside for some of the most valuable records, such as reports of meetings of the aldermen and council, Hustings Rolls (proceedings of a court of registry for land transfers), etc. All loose documents are placed in paper folders and boxed. The bulk of documents in the Guildhall is so great that they cannot all be listed or catalogued in detail. The very earliest are printed; some of the series, such as the Hustings Rolls, have a typed index to personal names; but most of them are only roughly listed or described, being gradually taken up in more detail as time allows.

#### BRITISH MUSEUM (LONDON).

The repairing establishment in the British Museum, in the charge of Mr. C. T. Lamacraft, is not as extensive as the one in the Public Record Office. From random observation of certain samples of repair work in the Department of Manuscripts, it would appear that a coarse-meshed silk gauze (called white malines) and a wove paper similar to Japanese paper are largely used in paper repair, while new parchment serves as reinforcement for damaged manuscripts on parchment. Mounting between glass is deemed the best treatment for papyrus.

The Codex Sinaiticus, famous Biblical manuscript for which the British Museum recently paid the Soviet government the fabulous sum of £100,000, was sadly in need of repair when brought to England. It was in an old tin box, wrapped in cotton wool, its pages torn and crumpled, and many of them loose. The delicate task of restoration was finally entrusted to Mr. Douglas Cockerell, who immediately set to work to determine the binding which would be most durable and at the same time most appropriate to the manuscript. The final choice was oak boards with a white morocco back. All the materials used, linen for guarding, thread for sewing, vellum for mending, and the leather, were specially made and, as far as possible, tested. Mr. Cockerell set up a shop in the Museum for the sole purpose of doing this work. The most interesting piece of apparatus he had was his frame for stretching and flattening the parchment leaves of the Codex, which of course had to be separated and repaired individually. It was a simple arrangement of strings on wooden uprights, some crisscrossed to form the bed of the frame and others fastened to padded steel clips and weighted at the other end. With this apparatus, damp felts were suspended above and below each parchment leaf in turn, while it was being pulled evenly in every direction by the clips and weights. There was no actual contact between the damp felts and the manuscript, hence no risk of causing the ink to run. A similar stretching frame is also used by Dr. G. Herbert Fowler, who is in charge of the Bedfordshire Record Office.

Mr. Cockerell maintains a bindery and repair shop at his home in Letchworth, Hertfordshire, which was later visited. For rebinding old manuscript volumes Mr. Cockerell specially recommends half-vellum with marbled boards and vellum tipped corners, which has the combined virtues of cheapness and strength. For repairing paper leaves, he uses extensively a wove paper manufactured by J. Barcham Green and Sons, Hayle Mill, Maidstone. Mr. Cockerell and his sons have evolved through experiment a variety of marbled paper (used for the ends and sides of books) which is well known in the book-binding trade for its beauty and utility. In their method, specially prepared ink colour is floated on the surface of a trough size (made from Carrageen moss) and combed into patterns, which are picked up on paper by laying a prepared sheet on top of the colour.

#### COUNTY ARCHIVES (BEDFORDSHIRE).

Special arrangements have been made in many English counties for the preservation and care of local archives. New and better



buildings have been erected, more adequate facilities for searchers have been provided, and scientific methods of storage and repair have been instituted. Bedfordshire may be said to have led the way, as it was the first county to form a local record office (in 1914), as distinct from the occasional collections of libraries and private societies. The reputation of the office is entirely the result of the pioneer efforts of Dr. G. Herbert Fowler, who, as chairman of the County Records Committee and honorary director from 1912 to the present time, has tried to carry out (so far as this was possible without the authority of the state) the recommendations of the Local Records Committee of 1902 and the Royal Commission on Public and Local Records of 1914-1919, long before most local authorities had begun to consider the matter.

During the writer's stay in London he paid a visit to Dr. Fowler's home in Aspley Guise, Bedfordshire, and subsequently to the County Record Office in Bedford. The little workshop which Dr. Fowler has fitted up in the attic of his home is very interesting. All the necessary equipment for the repair of manuscripts is there: work-benches (covered with white oilcloth), presses, a stretching frame for large parchment document (an adaptation of Mr. Douglas Cockerell's device), lines for hanging up sized documents to dry, a Bunsen burner for heating wax and knives used in seal repairing—in fact, a complete repairing department in miniature. The situation under the eaves is very pleasant and the light is good. Dr. Fowler, with the aid of an assistant whom he has trained, does a good deal of repairing of private documents here, also some of the official records, though most of the latter are attended to in a repairing room annexed to the County Record Office at Bedford.

Dr. Fowler's methods of repair are very similar to those used at the Public Record Office, although he is constantly making experiments in advanced technique. Among other things he has investigated the possibilities of artificial parchment (paper treated with strong sulphuric acid) and the use of a solution of shellac for binding the fibres of rotted paper before sizing or repairing it and for fixing the flaking surface of parchment. He has conducted tests of different kinds of paste to determine which has the most adhesive power (concluding that Canadian hard wheat flour and water make a better, stronger paste than starch, corn flour, Carrageen moss, or combinations thereof). For ink reviving Dr. Fowler prefers a fifty per cent solution of ammonium sulphide in distilled water, which he neutralizes after application with ordinary limewater.

The muniment rooms in Bedford are a fine example of efficient utilization of a small space. There are only three small rooms in the Shire Hall, one above the other (connected by a winding staircase), set aside for the Record Office, but careful planning and ingenuity have worked wonders. The lowest room is entirely devoted to storage, the floor space being taken up with sliding steel stacks on rails. On the second floor in addition to more shelves for storage, are located working quarters for one member of the staff, who is usually engaged in sorting and accessioning. The topmost room contains even more shelves and ingenious cupboards, a few tables and other facilities for readers, and the desk occupied by Mr. Emmison, clerk of records. With the constant influx of new acquisitions, it will soon be impossible to devise further means to overcome the handicap of lack of space. Negotiations are already under way, however, for the purchase of the building adjacent to the Shire Hall, which if carried through will provide for additional space for the county muniment.

The rapair room now used is in the basement, some distance removed from the muniment rooms, and the equipment is of the simplest, but it is sufficient to take care of all necessary repairing. The light is none too good and the table used as a workbench is much too low for comfort, but these are minor disadvantages. The clerk of records and his junior assistant have been trained in manuscript repairing by Dr. Fowler. They work at it only when other tasks are not too pressing.

#### COUNTY ARCHIVES (SUFFOLK).

Mr. Leonard Chubb, formerly of the Department of Manuscripts in the Birmingham Free Library, has for the past five years been in-charge of the Suffolk archives, which are housed in the Central Library in Ipswich. He has done wonders in the way of organization and arrangement, and has begun a loose leaf slip-calendar of the records, describing each document fully on a separate slip, in chronological order. Persons and places mentioned and seals affixed to these documents are indexed on cards. The overcrowded strong-room, in the basement of the library, is a vault with neither air nor light. Ventilation of a sort is obtained by leaving the heavy steel door open during the day, and for light an electrical connection on a long cord must be carried in from an adjoining room. Necessary repairs are sent to the Public Record Office,

## COUNTY ARCHIVES (NORFOLK).

Mr. George V. R. Hayward, the city librarian, is in charge of the archive repositories at Norwich. The records of the corporation (city) and of the county are kept separately, the former in an old Norman castle now partly used as a museum, and the latter in the Public Library (as at Ipswich). A new building is planned for the library, and when it is finished the corporation records will also be housed therein and will be more available for research students. The county records comprise, in addition to the usual land paper—deeds, transfers, etc.—correspondence and diaries of former prominent residents of Norwich, old maps (mounted uniformly), and a valuable collection of local photographs. The calendared documents are kept loosely in leather-board boxes which stand upright on the steel shelves. The present strong-room, in the basement of the library, is kept at a uniform temperature of 60°F. by pipes laid around the walls. The light is electric. There is a card catalogue of the archives available to readers on request.

## UNIVERSITY LIBRARY (OXFORD).

The Bodleian Library was the objective of a visit made to Oxford on April 5, 1936. Methods of manuscript storage and repair were, of course, of primary interest. The first was studied as thoroughly as a short stay permitted, during a tour of the manuscript rooms; and the second was discussed in some detail with Mr. Wilmot, who is in charge of binding and repairs. There are apparently about seven people on Mr. Wilmot's staff. Working quarters are very small and crowded. While there was no opportunity to watch closely the repairers at work, the general impression gained was that the average repairing done at the Public Record Office is on the whole superior to that at the Bodleian. For instance, fragile vellum documents at the Bodleian are not strengthened by backing with new vellum but are simply covered with silk gauze and resized. Much of Mr. Wilmot's time seems to be occupied with the restoration of old bindings. No seal repair has been done, owing to the fact that fire of any kind (necessary for heating wax, etc.) is prohibited inside the library buildings. In fact, when glue has to be melted or sealing wax affixed to a letter, it is necessary to go to a stokehole in an adjoining building.

The photographic facilities at the Bodleian were also inspected. In one end of one of the reading rooms, set aside for photographer,

are located a photostat machine, Leica apparatus, and other paraphernalia. There is a great deal too much light from the large windows in the room and the photographer has difficulty in keeping it out of the photostat machine, in spite of heavy draping. There is no dark room at hand, which means that the developing has to be done elsewhere. The photographer in charge is on the staff of the Oxford University Press.

Ultra-violet apparatus is available to readers at the Bodleian who experience difficulty with stained or indistinct writing on manuscripts. A mercury-vapour arc lamp has been installed in a tiny room formed by the recess in an unused doorway. It is enclosed in a wooden cabinet. The tilting bracket of the lamp has been attached to a chain which hangs from above. A table and chair are supplied. There is a door to this cubby hole observation room which can be closed to provide comparative darkness, but it shuts out air as well, so that one cannot work for very long periods without suffering physical discomfort. A member of the staff must be present when a reader is using the lamp.

#### UNIVERSITY LIBRARIES (CAMBRIDGE).

The Cambridge University Library impressed the writer tremendously with its modern architecture, well planned surroundings, and beautifully up-to-date equipment. Here airiness, light, and spotlessness prevailed, doubly welcome after the stuffiness, semi-darkness, and grime often encountered in older English buildings. Steel bookshelves, numerous elevators, comfortable chairs for readers, and all the other amenities of library construction have been incorporated. Reading rooms, stacks, catalogue rooms, offices, periodical and map rooms, and bindery were included in the tour. The manuscript collections here are not so extensive as at the Bodleian and consequently the question of manuscript repair has not been seriously encountered. The bindery is only a small one, engaged chiefly in the repair of bindings, all job binding is sent outside.

Visits were also paid to two or three of the college libraries in Cambridge, including Trinity, St. Johns, and Corpus Christi. At Corpus Christi a cursory examination was made not only of the fine collection of early manuscripts in the library but also of the college records, which date back to the founding of the college in the fourteenth century. Hitherto these records have been kept folded up, in bundles, and any which way, but Mr. Sanders, the bursar, has

assumed the task of putting them in order and storing them as best he can. He has secured the advice of Mr. Jenkinson, of the Public Record Office, with the result that numerous documents have been sent to the Record Office for repair. He endeavours, however, to deal with the majority of the documents himself, as in most cases all that is required is cleaning and flattening. The documents thus far arranged have been placed in manila envelopes and filled in steel cabinets. A card index is being made at the same time. Some particularly fine seals are attached to the early documents. The original silver matrix of the college seal is still in existence. It is oval in shape, about three inches long and an inch and a half wide. The design is cut on one side only; the other side is flat so that pressure can be applied to get an impression on the soft wax of the seal. Unfortunately, the quality of wax for sealing has sadly deteriorated since mediaeval times; and, sad to say, this fine silver matrix has of late been subjected to the indignity of being pressed on papered wafer seals. Just recently, however, a steel replica of the matrix was made, for fear the original might be damaged.

#### NATIONAL LIBRARY OF WALES.

The Department of Manuscripts and Records of the National Library of Wales at Aberystwith has grown steadily in size and importance since the library was created in 1909. Many bequests and transfers of manuscripts relating to Wales have enriched the collection exceedingly and made its scope truly national, so that it now includes material reflecting every aspect of Welsh history and literature. The manuscript department occupies a large share of the fine new library building. The "manuscripts" (bound volumes, as distinguished here from "records"—deeds, documents, correspondence, and other loose papers) are shelved in a series of wooden "bays", each with beautiful, carved doors and wooden shelves within. There are at present some 15,000 manuscript volumes in the library. Central heating provides for the maintenance of approximately the same temperature in winter as in summer. The "record rooms" are on the floors above the manuscript "bays". Here the shelves are open, and the documents, about 150,000 in number, are stored in various types of leatherboard boxes. Ecclesiastical records are kept in separate rooms. Various calendars, schedules, and lists are available to students. The printed book stacks are of modern all steel construction.

The most remarkable accomplishment of the repair staff at the National Library of Wales consists in the splitting of paper documents. To elucidate: When a fragile or damaged paper document contains writing on both sides of a single leaf, it is split into two sheets containing respectively the writing of the recto and verso, which are repaired and pasted back to back on a sheet of gauze or Japanese paper. At first thought this method seems extremely hazardous, but Mr. C. Hanson, the repairer at the National Library of Wales, has reduced it to a simple, everyday procedure. Even so, it should not be attempted by anyone except an expert. Mr. Hanson pastes a piece of cotton-linen on both sides of the manuscript, presses lightly till nearly dry, then pulls the two pieces of cloth apart, allowing half of the sheet of paper to adhere to each. Damaged portions are repaired with handmade rag paper, the two halves of the split sheet are pasted together again (silk gauze or Japanese paper being inserted in cases of extreme fragility), the pieces of linen are soaked off by brief immersion in hot water, and the document is finally resized. When there is writing on only one side of a leaf, the document is backed instead of being split, indeed, it should be added that splitting is by no means Mr. Hanson's sole method of paper repair. In some cases a document is split only partially, or sufficiently to repair the portion which is most damaged, such as a tattered edge. The technique of splitting paper is no doubt useful to know, but it should be employed only in extraordinary cases, when no other method seems suitable, because there is always involved a certain risk of damage to the document, no matter how skilled the repairer may be.

Among other examples of manuscript repair shown by Mr. Hanson were (1) parchment documents, repaired with new parchment and silk gauze and resized, (2) a manuscript on Sumatran bark, repaired with strips of similar wood obtained from Ceylon, and (3) certain charters and rolls belonging to the borough of Monmouth, for which special leather-covered containers had been devised.

Mr. Hanson's bindery and repair-shop is well lighted and admirably equipped. There are two rooms, with working space for three people, Mr. Hanson himself and his son and daughter who assist him. In addition to the usual presses and work tables, the equipment includes a guillotine cutter and a blocking machine (for lettering bindings, etc.). A more or less air-tight closet has been converted into a fumigating chamber for books. The books are slightly opened, placed on their foreedges on a shelf, in such a position that formalin fumes from

a tin below may penetrate them, and thus left in the chamber for several hours.

A photographic department adjoins the repair shop. Two mercury-vapour ultra-violet lamps (called fluorescence cabinets) are available here for use by students in reading faded handwriting, etc. The windows are fitted with sliding wooden panels for the purpose of darkening the room when necessary.<sup>7</sup>

<sup>7</sup> For additional material on the subject of this article see such general works as C. Graham Botha, *Report of a Visit to Various Archive Centres in Europe, United States of America and Canada* (Pretoria, Government Printing and Stationery Office, 1921) and *Guide international des archives* (Paris, Institut International de Cooperation Intellectuel, 1914).

With reference to England see G. Higham Fowler, *The Care of County Muniments* (2nd ed. Westminster, The County Councils Association, 1918), W. Haslam, *The Library Handbook of Genuine Trade Secrets and Instructions for Cleaning, Repairing and Restoring Old Manuscripts, Engravings and Books, as Practised by the Experts* (London, W. & G. Foyle, Ltd., 1923); Hilary Jenkinson, *A Manual of Archive Administration* (Oxford, 1912), pp. 57-65; and "Some Notes on the Preservation, Moulding and Casting of Seals", *Antiquaries Journal* (Society of Antiquaries of London, 1924), iv, 188-203, and Charles Johnson, *The Care of Documents and Management of Archives* (London, Society for the Propagation of Christian Knowledge; 1919).

# ARCHIVES OF THE SEINE AND THE CITY OF PARIS

F. DE VAUX DE FOLETIER

*Chief Archivist of the Seine and the City of Paris*

NEXT in importance to the Archives Nationales, which is housed in two magnificent buildings joined together by gardens, *viz.*, Hotel de Soubise and Hotel de Rohan, is the Archives of the Seine. It is more modestly located in a building on Quai Henri IV, which was constructed towards the end of the 19th century and forms one of the principal centres of public archives in France. It is very important not only on account of its functions, since it serves as the archives of the capital, but also on account of the enormous mass of papers preserved therein. It is, however, one of the most incomplete because from the very start it has had large gaps and also because it sustained heavy losses 75 years after its foundation.

When the Archives of the Departments were created by the Law of 5 Brumaire of the Revolutionary Year 5 (26 November 1796) to receive the papers of the suppressed administrations of the Ancien Régime, the situation in the provinces was entirely different from that in Paris. In fact, the Archives Nationales, previously organised, had inherited not only the right to the papers of the central institutions of the State but also those of certain local institutions, and more especially those of Paris. Thus it is in the Archives Nationales that one should look for the deeds and papers belonging to the city administration, Chatelet Law Court and many other authorities such as the diocese of Paris, the abbeys and priories of the parisian region. This original arrangement was fortunate because it has preserved a number of archival collections, while the archives in the Departments have been totally destroyed.

What happened was that on 24 May during the disturbances caused by the Paris Commune the rioters set fire to the Hotel de Ville and a neighbouring building located at No. 4 Victoria Avenue where the archives of the Seine had been kept since 1860. It was thus that the papers particularly of the Seine Prefecture and several offices attached to it disappeared. In the same way were lost the principal collections of all documents relating to the civil condition preserved in France, such as the registers of baptism, marriage and burial kept in the parishes of Paris ranging from the middle of the 16th century to 31 December 1792 and the civil registers properly



so called dating from this period to 1859. The duplicates of most of these registers had been kept in the Palais de Justice, but that building also was burnt by the rioters.

A few years later, in 1878, the reorganized archives of the Seine found a home in Quai Henry IV. It possessed a two-fold character. It was at one and the same time the archives of the Department of Seine and that of the City of Paris. The truth is that in Paris the provincial and municipal administrations are for all practical purposes merged together and managed by the same officers, since the Hotel de Ville is the seat of the Prefecture and the Prefect of the Seine is virtually the Mayor of Paris.

The archives of the Department of Siene and of the City of Paris consist of the records of a number of defunct institutions of the old régime as well as of the Revolutionary period, and the archives of the still existing administrations of the Department and the City of Paris (General Council, Municipal Council, the Prefecture of Seine and attached officers). There are also to be found the records of such field agencies of the State as are located in the Department of Seine. (Thus while the Ministry of Finance deposits its records in the Archives Nationales, the offices dealing with direct taxes, registration, and estates of the Seine, etc., subordinate to that Ministry send their papers to the Archives at Quai Henri IV).

For the period preceding 1871 the archives suffered from a number of unfortunate gaps. However the files and the registers belonging to a number of administrations lying outside the Hotel de Ville which were saved from the incendiaries of the Commune, later enriched the Archives. It is in this way that the Tribunal of Commerce has been able to save some interesting collections of records going back to the 16th century, particularly over 6000 registers of the business houses of the 18th century, which furnish abundant materials for economic history. It is also in this way that the Estates Office has been able to collect together the documents which help to reconstruct the history of most of the public and private buildings in Paris. Included in the same collection are numerous bundles of public records, and the personal and family papers pertaining to the Emigrés and to persons dying intestate, all constituting a most varied documentation. For instance, I have picked up among the family papers of Boureau des Landes, Director of the India Company and the family papers of Moufle de La Tuilerie and de La Sone who were connected by marriage, the reports on the voyages to the Indies at the beginning of the 18th century, letters sent from Pondichery, documents relating to the

missions to India and Siam and some notes compiled for a history of India up to 1817.

The most extensive and most consulted of the series are those of the Civil Registry. For out of 9 million certificates of birth, marriage and death about 3 million could be reconstructed officially from diverse sources, thanks to the efforts, between 1872 and 1893, of a special Commission on Reconstruction. A supplementary reconstruction was undertaken during the last few years which, it is hoped, will yield as good results.

Finally, it must be pointed out that gifts and purchases have helped to build up a collection of documents of all kinds from the twelfth century to our times and continue from day to day to make additions to it.

Thus in spite of the severe losses it has suffered, the Archives of Seine yet continues to be an important mine of first-hand information for biographical or genealogical researches, for the study of institutions, public buildings and private houses in Paris and its environs, for the history of literature and art, and the social and economic history of Paris and the area round it.

One may also sometimes glean from it, as the examples cited just now bear out, valuable information relating to the history of other provinces, other countries and even of overseas territories.

## RAMSAY MUIR ON ARCHIVAL ORGANIZATION IN INDIA\*

THE treatment of the records in India is and must be organized primarily for the purpose of administrative use, not for the purpose of historical investigation ; and, as the British official records are all of modern date, I can imagine that there are few of them which may not at some time be needed for administrative purposes, *e.g.*, for the discussion or determination of some ancient claims or rights. Theoretically, I suppose, it would be possible to draw a more or less arbitrary line, by date, between the records which may be needed for administrative purposes, and those which are only likely to be needed for historical purposes. In other countries such a line is attempted to be drawn ; and experience seems to show that it may generally be drawn, though not in all departments, some sixty or seventy years back. The documents earlier than the date selected can then be treated, for historical purposes primarily, under the charge of a Public Record Office, while the latter documents can continue to be dealt with in the way most convenient for administrative reference. Such a Public Record Office would, of course, be arranged to suit the needs of historical students, with facilities for consultation and for transcription on the spot, and with convenient access to necessary\* books of reference, in a way that is not, and I imagine cannot, be imitated in the archive rooms of the various Indian secretariats. But it appears to me that this method, which contemplates that historical students will in considerable numbers and with great frequency resort to the organized record rooms, is inapplicable to India, and this for several reasons.

(1) The organization of properly-arranged record departments at each of the provincial headquarters would be very costly ; the transference of all the historical documents earlier than the date chosen, to Delhi or any other single centre might sometimes be administratively inconvenient if, as may occasionally happen, early records have to be referred to and would certainly be resented, and

\* Extract from a Demi-official letter, dated the 7th December, 1917, from Professor Ramsay Muir, M.A., to the Hon'ble Sir E. D. Maclagan, K.C.I.E., C.S.I., Secretary to the Government of India, Department of Education. Professor Ramsay Muir happened to be in India when the question of the organization of the Indian Historical Records Commission was under the consideration of the Government of India. The Government referred this question to him for his opinion and also sought his advice regarding the manner the old records in the Imperial Record Department should be kept. His views expressed in the letter reproduced in these pages were to a large extent responsible for shaping the policy of the Government in these matters.

I think rightly resented, by public opinion in the provinces. Even if this device were adopted large masses of very important material which at present lie in the archives of Native States or are owned by the families of those who were once ruling princes would remain unavailable for the purposes of the student.

(2) The number of historical scholars likely to be working at any one centre would, I think, even if historical investigation develops rapidly in India (of which there is at present very little prospect) be always too small to justify an elaborate and costly organization for this purpose alone. Moreover, in so far as the investigator was dealing with large historical questions of the first importance, and not merely doing the work of a local antiquary, it would be necessary for him to resort to a number of different collections. Thus any investigator of, *e.g.*, the conflict between the Marathas and the British from the time of Warren Hastings onward would have to see (a) the Bombay archives, (b) the Calcutta archives, (c) the Madras archives at some points, (d) the Maratha archives at Poona and also those at Satara, Gwalior, Indore, Baroda and possibly Kolhapur, (e) the Nizam's archives, and (f) the archives of Mysore—if his study was to be complete. But under the conditions of travel in India any such study must be out of the question. For in India it is not as it is in England, where a man can easily run up to London from Oxford, or Manchester, or Edinburgh to consult the archives even during the course of his ordinary work. It seems to follow from this that the conditions existing in India must make it impracticable for historians to make frequent or habitual use of the archives rooms for any other purpose than the study, on the one hand, merely of local antiquities, or, on the other hand, for the editing and transcription for publication of a particular set of archives. While, therefore, it is obviously necessary that the various archive collections of India should be properly stored and arranged, and should be catalogued or press-listed in a more systematic and uniform way than is at present done, so as to be readily accessible for any purpose for which they are required, whether administrative or historical, it seems to me that it would be a mistake to attempt to organize them for historical investigation in an elaborate way such as is possible in Europe. The needs of the historian, as I think, can be met, and ought to be met, in other ways of which I shall have something to say presently.

(3) Another characteristic feature of the British Indian records, which must materially affect the mode in which they are treated, is their extraordinary voluminousness. In all countries official records

become unmanagable from at least the 18th century onwards, [in England] they are already beginning to be unmanagable in the 16th century. I think it is fair to say that the archivists and the historians of Europe have not yet worked out in a satisfactory way the method of making what is really important in this vast mass available for the historical student. The best work in the handling of archives has undoubtedly been done for the mediaeval period, when the archives are not super-abundant. But it is useless to attempt for the Modern Age the methods which are appropriate for the Middle Age—the methods of the systematic calendaring, or even the printing in full, of practically all the documents of various types. In the Middle Age the most minute routine order of government may be valuable as indicating methods of administration, just because other material is so scanty ; and the number of such documents is sufficiently small to make a detailed treatment of them possible. In the Modern Age some different method must be found ; and this is especially true of India, where, I suppose, the production of official documents has been, ever since the time of Clive, going on with an abundance unparalleled in the administration of any other country.

(4) This has a direct bearing upon the question of the policy that ought to be adopted in regard to calendaring and press-listing. In my judgement any idea of the systematic calendaring of the whole mass of official documents or even of the main classes of them must be ruled out as altogether impossible. It would take far too long, and it would cost far more than it would be worth. On the other hand, there ought to be complete press-lists, as bald and brief as is compatible with the fulfilment of the purpose they are intended to serve, that is, making reference easy. Such press-lists are necessary for administrative purposes ; they would be useful also for historical purposes, however bald they might be—and baldness cannot go much further than it does, for example, in the press-lists issued by the Bombay Government. In Calcutta Mr. Scholfield has worked out a kind of press-list which gives much fuller information, so that it is almost a compromise between press-list and calendar. It provides a summary of the main contents of all important documents ; and, even as it stands, this kind of press-list would undeniably have some value for the historian, and even for the historian who was unable to refer to the originals. My first instinct was to think that this model should be generally followed with a view to making available to the historian some idea of the actual contents of the archives. But the method has some drawbacks ; and on the whole I am inclined to come to the conclusion that it would be better

to reduce the lists to a balder indication of the contents of the collections ; (a) such lists must take a very long time to prepare ; and the completion of the essential working-index of the collection is thus delayed. (b) In the majority of cases the historical student dare not accept at second hand a statement from a mere summary of a document ; especially when, as must necessarily be the case, the summary is made by clerks who have had no historical training and therefore cannot be expected to be able to distinguish what is really important from what is unimportant.

(5) In dealing with the historical records of India I strongly feel that we ought not to limit our view to our own official archives. After all they are only a section of the material even for the British period ; and the Imperial Government ought to have in view the history of India as a whole, and not merely of the British administrative system. There are vast stores of historical material of Indian origin still available which ought to be properly treated before they are lost, and it seems to me to be the duty of the Imperial Government to ensure, so far as possible, that the whole body of evidence for the history of India is properly safeguarded and is treated systematically on a sound plan. Now these Indian materials are, of course, in many languages. The Nizam's records, for example, are in Persian, the Poona records are in Marathi (and, what is worse, are in the unintelligible cursive script), the records of Ranjit Singh at Lahore are in Gurmukhi, and so forth. That is to say, these records, as they stand, are to a large extent unintelligible even to Indian students belonging to any other province than that in which they were written ; and if the Indian student, not to speak of the English student, is to be able to compare these current series of records, and to utilize them for historical purposes, it seems essential that the most important of them should be not only published, but translated into English.

How can this big problem best be dealt with as a whole? I suggest that the best means would be the establishment of a permanent Historical Materials Commission, having its headquarters at Delhi. This Commission should include the officer in charge of the records in each of the British provinces, and also representatives from the principal Native States. Its chief executive officer should be a trained historian and archivist brought out from Europe—a man stronger (I venture to suggest) on the historical than on the archivist side ; and he should work in close conjunction with the heads of the School of Oriental Studies, which I understand it is proposed to establish. The Commission should have a substantial fund out of which to defray the

cost of editing and publishing those historical materials with which it decided to deal. This fund should be provided by the Government of India. But there should be an arrangement whereby provincial Governments and Native States should be enabled to contribute towards the cost of handling their own archives. The duties of the Commission, as I conceive them, should be—

- (i) To supervise the treatment of archives in all the provinces of British India, and to draw up general rules on this head, which the Native States also might be willing to adopt, including a plan for the proper treatment of press-lists, for, the making of press-lists should be regarded as an essential part of the proper care of existing collections. The Commission should endeavour to hasten the complete cataloguing or press-listing of the archives on a uniform scale, not too full, which it should define.
- (ii) To determine what sets of documents from the British archives should be printed, either in full or in calendar; and to fix the sort of scale on which various types of documents should be treated for this purpose, and the relative importance of each group. It would thus avoid the totally unsystematic method in which the work that has been already done has been carried on.
- (iii) In the same way to make arrangements for the printing, in full or in calendar, and in all cases with English translations, of important series of Indian documents, whether these documents were under British control (like the Maratha documents of Poona and the Sikh documents of Lahore), or in the possession of Native States (like the Nizam's collection at Hyderabad, or the Bikaner archives); and in the latter case to arrange, if possible, that the cost should be defrayed by the Native States concerned.
- (iv) To select from among the historical teachers or graduates of the universities and colleges of India the men who should be asked to undertake the editing, and, where necessary, the translation of various series of archives. And since most of these men are at present quite untrained for this work, it would be especially the duty of the executive officer of the Commission to give them instruction and to bring their work under effective supervision and guidance. He would thus in effect train them in the methods of research, without withdrawing them from their ordinary occupations; and the

honoraria that would naturally be paid to them for the work which they did would justify the bodies whom they served in reducing, to some extent, the amount of ordinary teaching work which they were called upon to undertake. To this suggestion I attach the utmost importance, because it affords a means of giving a real training in historical methods to the teachers of history throughout India ; a training which would have the most direct and healthy influence upon the character and quality of all their teaching. I am sure you will agree with me in a view which is not solely mine but has been often expressed to me by many observers, Indian as well as European, that one of the gravest defects of the Indian mind is its lack of the historical sense. We shall never remedy this by compelling Indian students to learn by heart any number of half-crown text books: we can only do it by introducing the method and spirit of historical enquiry and criticism, and that must be done, in the first instance, among the teachers. The remedying of this defect seems to me to be of primary importance, not merely from an intellectual but from a political point of view ; if educated India is to attain full political sanity, it must be by training in criticism and in the evaluation of evidence.

- (v) I should add to the functions of the suggested Commission the duty of not merely dealing with existing collections of documents, but of providing scholarly texts of what one may call the historical manuscripts of India—the chronicles, narratives and so forth, and in this also they would have the opportunity of doing what the Asiatic Society of Bengal has done in a certain degree but never systematically—stimulating scientific and critical treatment of the historians in the past.



## MANUSCRIPT MATERIALS ON MODERN INDIAN HISTORY IN THE NATIONAL LIBRARY OF SCOTLAND

**S**TUDENTS of modern Indian history are usually familiar with valuable records and historical manuscripts available in the Library of the Commonwealth Relations Office formerly India Office Library, the Public Record Office, London and the British Museum Library. There are also in existence several private archives and collections of correspondence of many well known British statesmen, civil administrators and naval and military officers who served in India or were otherwise connected with this country during the period of British rule. These semi-official and non-official sources help us to fill many gaps left by the official records and provide an objective understanding of the working of British administration in India. Such family records are unfortunately widely scattered though for some time efforts have been made to bring them together in libraries where they can be made available for investigation by scholars. The National Library of Scotland, formerly Advocates Library, Edinburgh, possesses a large number of manuscripts pertaining to modern Indian history.<sup>1</sup>

The most important among this collection are the *Melville Papers* which have found their way into this Library after their dispersal from the family archives of Henry Dundas, first Viscount Melville (1742-1811). Dundas played a very important role in shaping the policy of the Company's administration in India and for more than sixteen years, from the time of the establishment of the Board of Control in 1784, the management of Indian affairs was left in his hands. This collection in the Scottish National Library comprises private communications addressed to Dundas by Lord Cornwallis, Sir John Macpherson and Sir John Shore and copies of some letters from Dundas to Cornwallis and Shore. These papers not merely throw light on the political and administrative affairs of the Company, but also are of great value for presenting a clear picture of the economic changes which took place in India at the close of the 18th century. It is unfortunate that all the *Melville Papers* of Indian interest are not to be found at one place. They have been widely dispersed in many countries because of frequent changes of ownership.<sup>2</sup>

The second important collection of Indian interest in this Library is the correspondence of the Browns, chiefly that of Sir George

<sup>1</sup> Microfilm copies of all these manuscripts have been recently acquired by the National Archives of India.

<sup>2</sup> We hope to publish a detailed note on the Melville Papers in a forthcoming issue of *The Indian Archives*.

Brown, K.C.B., (1790-1865). Sir George was not himself directly connected with the Indian administration during his long military career but he was in frequent correspondence with his relations and friends who held appointments in this country. The letters written by these lesser-known men very often contain valuable evidence on Indian affairs.

Another group of papers bearing on Indian history is the correspondence of the famous Scottish Orientalist, Dr. John Leyden whose death in 1811 at the early age of thirty was a great loss to Asiatic studies.

The list reproduced below has been compiled by Mr. M. R. Dobie, Librarian of the National Library of Scotland and is being published by his kind permission.

*List of Manuscripts.*

- Ms. 12, ff. 187-90 (4 ff.). Melville Papers. Paper on the administration of justice in India, 1808-9.
- 971, (184 ff.). Letters of John Leyden, the Scottish Orientalist.
- 1041, ff. 115-18 (4 ff.). Melville Papers. Opinions on proposed importation of rice from India, 1810.
- 1060-7, 1070-4, (2343 ff.). Melville Papers.
1060. India.
- (i) Administration, defence, policy, and general, 1778-1815, n.d.
  - (ii) The Army, 1785-1811, 1828, Administration, etc., including the question of the relative rank of the Company's and King's officers.
  - (iii) Letters of George Smith, Member of the Bengal Council, 1785-91, to Dundas or his clerk, William Cabell, containing information and proposals regarding finance, trade, crops, China, and general matters.
1061. Dispatch of Cornwallis to Dundas, 1794, on the best mode of remodelling the Army in India.
1062. "Contents of Mr. Dundas's letters to the Marquis Wellesley . . . Governor-General of India", 1798-1800. There is an alphabetical index of subjects at the end.
1063. "Bengal". Letter-book, containing copies of letters of the 2nd Lord Melville to the Governor-General of India, the

Governors of Madras and Bombay, and other officers and officials in India, 1807-12.

1064. India.

(i) Trade, 1787-1812, n.d. Many of the papers deal with cotton (including resolutions, etc., of cotton-spinners and drapers in Great Britain). There is also material about the renewal of the Company's Charter, private trading, and the proposed importation of Indian rice into England at the time of the dearth, 1800. The cases of individual merchants are included.

(ii) The debts of the Nawab of the Carnatic, 1794, 1808-10.

1065. "A Breviate of a selection of passages from the Company's records, concerning the Nabob of Arcot, the characters of his sons, and the attempts to set aside the succession settled by the Mogul's Phurmaund", n.d.

1066. Eastern shipping, 1786-1817, 1825, n.d. The Company's shipping (ship-building, sailings, personnel, victualling, cargoes, harbours, the supply of timber in the East); also dealings of the Royal Navy with the Company and other matters connected with Eastern waters.

1067. "Memorial, containing a plan for the naval defence of the British possessions in the East Indies by ships of India construction, to be built out of the revenues and supported by the Commerce of Asia," by J. Prinsep (? John Prinsep, Indian merchant), 1796, with copies of correspondence, 1771, 1789-96.

1070. The Cape Route to India.

(i) Canary Islands, 1797.

(ii) St. Helena, 1788-1812, n.d.

(iii) Cape of Good Hope, 1782-1810.

(iv) Mauritius and Bourbon, 1787-1812.

1071. The Near East. Routes to India by the Red Sea and overland, the possibilities of a French or Russian attack on India from the north-west, the missions of John Malcolm and Sir Harford Jones to Persia, and affairs in Greece, Turkey, Afghanistan, etc., 1790-1810, n.d.

1072. India, individuals. Civil servants and other civilians who have already served or lived in India, 1785-1823.

1073. India, individuals. Army, including King's officers. Persons who have already served in India, 1783-1828.
1074. India and the East India Co., individuals.
- (i) Persons, civil and military, seeking posts in India or intending to proceed there, not having been there before, 1782-1828.
  - (ii) Directors and other persons on or connected with the home establishment, 1784-1828.
- 1855-8, (1109 ff.). Correspondence of the Browns, chiefly of Sir George Brown, K.C.B., and of his nephews George, John, and Francis William Brown, sons of Peter Brown, residing at Linkwood, Elgin, all three of whom served in the Army in India.
1855. Letters from India.
- (i) Letters of Major John Brown, 2nd Madras N.I. (killed at Assaye), to Lieut.-General John Brown describing Wellesley's operations against the Rajah of Bullum, 1802, and Mahratta campaign, July, 1803.
  - (ii) Letters of Colonel Orlando Felix, on the Madras Staff, to Sir George Brown, on Indian, Madras, and personal affairs, 1843-57, n.d.
  - (iii) Letters of Major Alexander Robertson, Bengal Artillery (fatally wounded at Fatehgarh, 1857), grandson of George Brown, Provost of Elgin, to Sir George Brown, 1845-53, chiefly describing the 2nd Sikh War and Burmese War ; with letters of Colonel Armine Mountain discussing the Sikh War, 1849, and criticizing Sir Charles Napier's *Defects, Civil and Military of the Indian Government*, 1853 and of Lieut. General Frederick Markham, on sport, 1849.
  - (iv) Letters of Lieut. George Brown, successively 7th Bengal N.I., Ramghur Light Infantry, and 10th Bengal Irregular Cavalry (d. 1847), to his family at Linkwood, Elgin, 1842-6, describing regimental life at Agra, Nimach, Delhi, Doranda, Chaibasa, Ferozepore, and Jullundur.
1856. Letters of Lieut. John Brown, 27th Bengal N.I. (d. 1854) to his family at Linkwood, and letters regarding his death, 1854-5. Although Lieut. Brown took part in no

fighting, his letters, written from Lahore, Ferozepore, Barrackpore, Benares, Ghazipur, and Agra, contain much matter about current events in India.

- 1857-8. Letters of Major Francis William Brown, successively 20th Bombay N.I., Jacob's Rifles, and Bombay Staff Corps, to his family, 1850-70. He took part in the occupation of Bushire, 1856-7, and in the operations against the Sawant rebels, 1858. Otherwise he was stationed at Satara, 1850-1, Sholapur, 1851-4, 1858, Belgaum, 1854-8, and other places in Bombay Presidency, at Jacobabad, 1858-61, and for a short time in 1864 at Ranchi, where he acted as civil magistrate. His letters relate to his own activities (including sport), current events, opinion in the Army, etc.
- 2234, (46 ff.). Journal of Captain (afterwards Lieut.-General Sir Frederick William Traill) Burroughs of the 93rd Regt., in India, Jan.-Sept., 1858, describing the March through Fatehgarh, Cawnpore, and Unao to Lucknow, with the capture of the Martinière and the Begum's Palace in Lucknow. Written in *Delaru's Improved Indelible Diary*, etc., London, 1855.
- 2257, ff. 21-59 (39 ff.) Letters, chiefly to the 1st Lord Melville, from Col. William Fullarton, on Indian regimental, and personal matters and the affairs of Col. Picton, 1783-1807; from and regarding Robert Haldane, with special reference to missionary enterprise in India, 1796-7; and from John Wauchope of Edmonstone, regarding Major-General Patrick Wauchope, 1807.
- 2420-1, (329 ff.). "Letters to India Governments" of Admiral Sir Thomas Cochrane, K.C.B., 1842-7, when he was on the East India Station.
- 2521, ff. 135-8 (4 ff.). Letter of Sir James Mackintosh dealing with Indian affairs; 1808.
- 2667, f. 195 (1 f.). Notes on the bottomry clause probably of the Public Act 7 Geo. I, c. 21, affecting voyages to the East Indies, 1721.
- 2842-54, (671 ff.). Correspondence of the Browns (see under MSS. 1855-8 above) on Indian affairs, 1842-58.
- 3116, ff. 55-140 (*passim*), 149 (87 ff.). Letters of and regarding an officer of the Madras Army, 1770-83.

- 3380-3, (454 ff.). Correspondence of John Leyden, the Scottish Orientalist.
3380. Miscellaneous correspondence containing material of Indian interest.
3382. Copy of a letter of Leyden, 1808, answering a charge of insolence brought against him as Magistrate of the 24 Parganas by Sir William Burroughs, a Judge of the Supreme Court, 'transcribed from the original sent by Dr. Leyden to Mrs. Raffles'. Summarized in *Bengal Past and Present*, 1936.
3383. Copies of letters and parts of letters of Leyden and notes of the contents of others, 1800-10, most of them written in the East. The original of some are in MS. 971 and MS. 3380. Not in order of date. They include Leyden's journals of his journey from Madras to Seringapatam with the Mysore Survey, 1804, and of his passage from Penang to Calcutta, 1806, besides long extracts from letters describing his journey down the West coast and voyage to Penang in 1805.
- 3385-8, (1278 ff.). Melville Papers. Letters written by Lord Cornwallis as Governor-General of India to Dundas, 1786-94 and copies of letters of Dundas to Cornwallis and his successors as Governor-General, 1786-99.
- Extracts from the correspondence of Cornwallis are printed by Charles Ross in his edition of *Cornwallis's Correspondence*, 2nd Edition, London, 1859, with some errors in transcription. The extensive portions not printed by Ross treat of all the affairs, civil and military, which are the subject of those retained by him, and of other matters, such as the advantages of station in and beyond the Bay of Bengal. The papers have also been used in A. Aspinall, *Cornwallis in Bengal*, Manchester, 1931.
3385. "Lord Cornwall: Letters to Mr. Dundas from 1786 to 1793". A list of contents is at f. ii. and the beginning of an unfinished index at f. iv.
3386. "Appendix to Lord Cornwallis's letters to Mr. Dundas", containing the documents sent by Cornwallis attached to letters in MS. 3385. They consist chiefly of copies of letters and reports addressed to Cornwallis by his subordinates, and include, for instance, a letter of

Captain Francis Light regarding Penang, 1788, and a long series of reports by magistrates on the administration of justice in criminal cases in their several districts, 1789-90. All letters bear a reference to the covering letter in MS. 3385.

3387. "Governor General." Copies of letters of Dundas to Cornwallis, 1786-92, Sir John Shore, 1793-7, and Lord Mornington, 1798-9. The book was not kept up and the last letter is unfinished.

3388. "Abstract of Lord Cornwallis's letters to Mr. Dundas", *i.e.* of the letters in MS. 3385, 1790-4.

Acc. 1869. 3 Vols. (737 ff.). Melville Papers. Letters and other papers of Sir Archibald Campbell, Governor of Madras, 1785-94.

Acc. 1965. Mackenzie Papers. Letters written from India—*Passim*.

# NEWS NOTES

## INDIA

### *National Archives of India*

As a result of the transfer of power to India in 1947 the office of the Crown Representative was abolished and the Residencies and Political Agencies were closed. The records of these defunct agencies started flowing into the National Archives of India in 1948. These accessions as well as the transfer of other records of the Political Department in large bodies have once again focussed the attention of the authorities on the problem of providing additional stacks area for properly housing the muniments.

The National Archives has recently bought a small lot of Persian manuscripts from Babu Girja Prasad Mathur of Aligarh. This family collection includes 64 *farmans*, *parwanas* and *sanads* of the latter half of the 17th century and of the 18th century, a manuscript history of Aligarh and Mathura by Munshi Sundar Lal and a *roznamcha* (diary) of the Mathur family from 1792 to 1863. The Delhi Regional Records Survey Committee has also deposited in the National Archives some historical manuscripts in Persian, including *Wakayat-i-Kashmir*, dealing with history of Kashmir, 1735-1746, and the *Mukatabat-i-Allami*, a collection of letters of Abdul Fazl.

The preparation of a descriptive inventory of *China Papers* for 1839-50 and 1855 was taken up some time back. These papers relate to the second China war between Great Britain and China, popularly known as the Opium War. The listing and cataloguing of the records of the Survey of India (1780-1890) has also been started.

The preliminary work regarding the execution of the project for building up a repository of microfilm copies of foreign records of Indian interest was entrusted to the Research Branch in the beginning of the year. At present data is being collected regarding the location and contents of the depositories which possess such documents and the availability of microfilm facilities in this connection. It is very pleasant to report that foreign records offices and libraries have been most helpful and are supplying the information which would be of much use in the fulfilment of the scheme. It is proposed to publish regularly the results of these enquiries in the pages of this journal.

As regards the setting up of a Map Room much preparatory work has been done. The National Archives has collected valuable information regarding housing, storage, arrangement and classification of maps and charts from several foreign repositories and institutions interested in this field of archival work.

The Publication Programme of the National Archives has recorded appreciable progress in recent months. The arrangements for printing of *Indian Travels of Thevenot and Careri*, edited by the



Director of Archives and *Fort William-India House Correspondence* Volume V, edited by Dr. N. K. Sinha, have been finalized and the materials will be shortly sent to the press. The Honorary Editors of four other volumes of *Fort William-India House Correspondence* have submitted their work. The National Archives also plans to publish a small volume, entitled *Indian Historical Records Commission : A Retrospect, 1919-48*, on the occasion of the Silver Jubilee Session of the Commission to be held in December next in Delhi.

Dr. S. N. Sen, Director of Archives, visited Calcutta in March, 1948 to inspect the Central Government records in the custody of the Government of West Bengal. It came to his notice that there was a proposal to divide these records between the Governments of West Bengal and East Bengal. He apprized the Government of India of this alarming move and through the intervention of the Central Government was able to save these records from dismemberment. During his visit to Calcutta, Dr. Sen also inspected the manuscripts and books in the custody of the Royal Asiatic Society of Bengal and helped the Society to prepare a plan for their proper preservation.

The National Archives does not enjoy the benefit of an archival museum or an exhibition hall ; but some of its records are displayed for the public on suitable occasions. At the exhibition organized on the occasion of the Jaipur session of the Indian Historical Records Commission photographic copies of more than a hundred documents, a considerable portion of which relate to history of Jaipur in the 19th century, were exhibited. At the invitation of the organizers of the All-India Exhibition, held at Calcutta in February 1948, the National Archives of India sent a number of documents for display at the Newspapers and Periodicals Court. These exhibits present a vivid account of the origin and early growth of the Indian press. Among them were documents concerning the activities of Hickey, a notable pioneer in the field of Indian newspaper press, and some famous minutes of Macaulay and Metcalfe on the freedom of press.

### *Indian Historical Records Commission*

The Indian Historical Records Commission held its 24th annual session at the Town Hall in Jaipur on 21 and 22 February, 1948. The meeting was inaugurated by His Highness the Maharaja of Jaipur. In the absence of Maulana Abul Kalam Azad, Minister for Education, Government of India, and *ex-officio* President of the Commission, Sir Shanti Swarup Bhatnagar, D.Sc., F.R.S., presided.

The President, in his opening address at the public meeting on February 21, made references to the death of Mahatma Gandhi, and the more personal losses to the Commission. He referred to the progressive work in the State of Jaipur and expressed the hope that the State would soon have a full-fledged records office. He was candid in admitting the failure of the Government of India to implement its

programme of archival development due to the political and other upheavals in the country.

With a short speech of welcome, the Maharaja then declared the session open. An historical exhibition, organized by the Jaipur Government, was opened by Sir V. T. Krishnamachari, Prime Minister of Jaipur.

Thirty-two papers were read and discussed at the public meeting.

On the morning of 22 February met the Research and Publication Committee of the Commission presided over by Sir Shanti Swarup Bhatnagar, *ex-officio* Chairman, and by Dewan Bahadur C. S. Srinivasachari, after the former left in the middle of the session owing to urgent business. The actions taken on the earlier resolutions of the Committee were reviewed (see *The Indian Archives*, 1947, Vol. I, No. 3, pp. 238-242) by the Committee. Further, it recommended that suitable provision be made by the Government of India for prompt and satisfactory printing of the volumes under the Five-Year Publication Programme of the National Archives of India. The Committee also approved the appointment of Dr. A. C. Banerjee as an Honorary Editor under the Programme. The substance of the remaining resolutions passed by the Committee was: that all Regional Survey Committees should submit a five-year programme of work with estimates of expenditure by the end of May, 1948 before the Sub-Committee consisting of the five expert members of the Commission; that the membership and scope of activities of the West Bengal Regional Survey Committee be restricted to that part of Bengal which is within the Dominion of India, and that Assam should set up a Regional Survey Committee of its own; recommended that official records of Bengal should not be divided up between West Bengal and Eastern Pakistan so as to break the integrity of any series, but that copies should be made available to the party not having the original; that a collection be made, through the Regional Survey Committees, of a list of records, published and unpublished, bearing upon the national struggle for freedom; that the Government of India and the Mahatma Gandhi Memorial Committee be requested to transfer all original writings of Mahatma Gandhi and records relating to him to the custody of the National Archives of India for preservation; that the pre-1902 confidential records of both Central and Provincial Governments be thrown open for research under usual conditions; and that the Regional Survey Committees should publish short annual reports so that important documents brought to light by them might be brought to the notice of a wider public.

In the afternoon of 22 February was held the members' meeting of the Commission. The proceedings started with the passing of votes of condolence on the death of Sir Shafa'at Ahmad Khan and Dr M. H. Krishna. The recommendations of the 11th meeting of the Research and Publication Committee were then reviewed and approved, followed by a review of the action taken by the Govern-

ment of India on the "Post-War Development Scheme of Archives Offices in India". Further, the following resolutions among others were adopted:

That the Government of India be requested to provide as early as possible necessary staff and building for housing and working the machinery at the National Archives of India and suggests that top priority may be given to the construction of a new wing for housing the laboratory and installing the new machinery.

That a Committee be appointed with the Honourable Minister for Education as Chairman, Secretary of the Commission as Secretary and the five experts nominated by the Government of India as members to advise the Director of Archives about the disbursements of funds to learned societies for the preservation of purchased documents.

That in view of the high cost of living prevailing at Delhi, the proposed stipends for trainees in the National Archives of India should be adequately enhanced.

That the Editors of the records in oriental languages should be treated on the same basis as the editors of English records and that they should be entitled to the proposed honorarium.

That the Indian Historical Records Commission conduct its proceedings in the language that may be officially adopted by the Government of India. Pending the decision of the Government of India on the subject the present practice should continue.

That a special grant be made for filling up the gaps of the Parliamentary Papers Series now owned by the National Archives of India, as well as for purchase of future volumes.

That the administrative control of pre-1902 records which were in the custody of late British Residencies should be transferred to the National Archives of India.

That the books, manuscripts, etc., in the possession of India Office should be brought to India and deposited in the National Archives of India.

That the provincial Governments in the Dominion of India should give adequate grants to historical research institutions in their provinces expressly for the preservation of the collection of manuscripts and historical documents in their possession.

The Commission also considered the letter addressed by Dr Solon J. Buck, Archivist of the United States, to Dr S. N. Sen soliciting his views on the proposal to establish a permanent international archives council, and Dr Sen's reply. It approved of the reply with the suggestion that of the five co-opted members on the Governing Body of the proposed international archives council, one should represent the "users" of archives.

The Commission unanimously elected Dr S. N. Sen as its representative on the Central Advisory Board of Archaeology.

*Regional Survey Committees*

*Delhi.*—Sir Arthur Dean, C.I.E., M.C., of the Delhi Improvement Trust brought to the notice of the Delhi Regional Survey Committee a collection of Persian, Arabic and Turkish manuscripts in the possession of Shamsul Ulema Khwaja Hasan Nizami. The collection comprises 240 manuscript books on different subjects *e.g.*, history, religion, philosophy, chemistry, geography, mathematics, etc. The Committee found three of the manuscripts of particular interest *viz.*, (1) *Shahjahan-nama* by Bahadur Singh dated 1279 A.H. (1862 A.D.); (2) *Tawarikh-i-Sorath* by Ranchhorji, a history of Kathiawar, especially Junagadh, dated Sambat 1892 (1832 A.D.); and (3) a comprehensive account of the invasion of India by Ahmad Shah Abdali. The Committee arranged to have these three manuscripts transcribed, the transcriptions to be deposited in the Library of the National Archives of India.

*Kalahandi.*—The Regional Survey Committee for the Kalahandi State (in Orissa) reports the following work during 1947 in collaboration with the Archaeological Department of the State. The Committee acquired some old records in Hindi relating to the Naga royal family of Chhotanagpur, of which the ruling Naga dynasty of Kalahandi is a branch. The Committee also studied 21 palm-leaf manuscripts written in old Oriya script, all relating to the history of the State. Besides these, the Committee examined some stone inscriptions, the period ranging from the 8th to the 12th century A.D. which throw much light on the earlier political and cultural history of the area comprising the Kalahandi State.

*Madras.*—The following report for 1946-47 was received early in 1948 from the Convener, Madras Regional Survey Committee:

“The Government of Madras, in the Education and Public Health Department, was requested in November 1945 to accord facilities for the members of the Madras Regional Survey Committee in bringing to light records in private custody, through the help of District and other officials, of the Zamin Offices, of Temple authorities and of the Hindu Religious Endowments Board. In December 1945 the Secretary to the Government of Madras called for reports from the President, Hindu Religious Endowments Board, and the Board of Revenue about the progress made in the classification, indexing, and preservation of old records of historical value in the custody of temples and mutts and zamins respectively. Further the Government called for a report from the Collector of Tinnevely (Tirunelveli) about the nature and value of the records in the possession of one Sankara Sastri of Sankaranainarkoil; but it is regretted that the attempt made to get at these records has not been fruitful; and inquiry showed that an attempt should be made to look into a large number of palm-leaf manuscripts in Sanskrit, Grantha and Devanagari characters, by persons authorised by Government to have access to them, in the presence of Sri S. Anantanarayana Aiyar, son of Mr. Sankara Sastri,

"A report from the President, Hindu Religious Endowments Board, Madras, made in March 1946 informed the Convener that information called for from all the important temples and zamins had been received only from 22 institutions. Thus the Ramnad Samasthanam has duly preserved an index of its records and the 25 copper plates of historical value in its possession. The Saranatha Perumal Temple at Tiruchirai (Tanjore District) is in possession of some stone inscriptions. The Kamakoti Pitam of Sri Sankaracharya Swami has 10 copper plates; it has classified the records and sent them for printing with an English translation. The temples in the Sivaganga Zamin state that they do not have records of historical value; and copies of their Stalapuranas are preserved in the Zamin Head Office.

"The Madras Government has assured the Committee that the Hindu Religious Endowments Board has been bestowing great care on the preservation, classification and indexing of old records of historical value in the archives of the Temples and Zamin Offices; and the Inspecting Officers of the Board have been circularised to see that these instructions are carefully carried out. An attempt was made successfully to preserve from destruction a good collection of manuscripts in Modi, Marathi, Telugu and Tamil scripts, of the days of the last Rajas of Tanjore, stored in the old *Sari-Khel* Office in the Tanjore Palace, and measures will be taken for their examination. In this connection Mr. J. M. Somasundaram, former Executive Officer of the Tanjore Temple and Mr. S. Gopalan, Hony. Secretary, Tanjore Maharajah Sarfoji Saraswathi Mahal Library, Tanjore, and the Collector of Tanjore are entitled to our gratitude.

"The President, Hindu Religious Endowments Board, further reported that copies of inscriptions of the Nelliappar Temple, Tinnevely and the Brahmatureswarar Temple in Nannilam Taluk, Tanjore District, have been sent to the Archaeological Department. Further, similar action was reported, in 1946, to have been taken in five temples including the two important ones of the Sri Ranganathaswami Devasthanam, Srirangam, and the Kallapiran Temple at Srivaikuntam, Tinnevely District.

"The Board of Revenue reference dated 22 October 1946 and communicated by Government on 6 December 1946 is very gratifying, as it embodies a statement showing the progress made in their respective districts by the Collectors in the matter of the classification, indexing and preservation of old records of historical value in the archives of the principal zamins. The statement refers to the districts of North Arcot, Kistna, West Godavari, Salem, Tanjore, Tinnevely, Madura, Guntur, Vizagapatam, Trichinopoly, Ramnad, Chingleput, Coimbatore, East Godavari and South Arcot; and the following Zamin Offices have reported the preservation and listing and in some places classifying and indexing, of their respective records:

1. Kistna District: South Vallur, Devarakotta, Sooravaram  
Munagala, Muktiyala, and Lingagiri.

2. Tinnevely District: Uthumalai, Sivagiri, Ettyapuram and Athangarai.

3. Vizagapatam District: Kurupam, Vizianagram, Bobbili and Salur.

4. Trichinopoly District: Marungapuri and Kadavur.

5. Ramnad District: Sivaganga, Ramnad and Seitur; also Sri Vaidyanatha Temple at Srivilliputtur.

6. Chingleput District: The records of the estates belonging to the Tirupati Devasthanam and the Wanapathi Estate are preserved in the head offices respectively at Tirupati and Wanapathi in Hyderabad. The records of Sri Viraraghavaswami Temple at Tiruvellore are with the head of the Ahobilapatam to which the temple belongs. Those of the Siva Temple at Tirupachchur are with the Trustees. The authorities of the Sri Bhashyakaraswami Temple at Sriperumbudur and the Alwar Temple at Tirumushia are being cared for. Those of the Sri Kandaswami Temple at Tiruporer, and the Sri Vedagiriswami Temple at Tirukazhukunram and Sri Boovarahaswami Devasthanam have been asked to preserve and classify their records.

"The Huzur Officer, Venkatagiri Samasthanam assures us that no record of importance has been destroyed, and that he would prepare a list of important selected documents in due course.

"The officers of the Tirumalai Tirupati Devasthanam and of the Zamins of Bangarupalaya and Pullicherlapalayam and the temples of Yedamari and at Paradarami have all been urged to preserve and classify their records. These are all situated in the Chittore District.

"The Government of Madras in their G.O. dated 20 February 1948 has very kindly arranged that instructions be issued to the persons in charge of the Zamin Offices to examine the lists already prepared by them and to prepare fresh lists of the records dealing with important events in the history of these zamins, their relations with the Nawabs of the Carnatic and the East India Company and succession lists of zamindars, as requested by the Convener. The Government requested the Board of Revenue to issue the necessary instruction to the Collectors and obtain and forward to them a consolidated list for transmission to the Committee. The Curator, Madras Record Office, and the Board of Revenue have recommended that the listing of records of religious establishments, temples, mosques and charitable institutions and family papers should be undertaken not by the persons in charge of those institutions, but by members of the Regional Survey Committee. The Government having agreed with these recommendations, its orders in the matter are expected early.

"Owing to the paucity of resources and to my having to work largely by myself, I have been able to collect only the following items of record material:

1. A Tamil Life of Sivaji.

2. Some family and official papers of the Tahisal (Tanksal, *i.e.*, Mint Masters) of the Tanjore Maratha Raj, and a few of their Sanads.

3. The family papers of the Christian Courtiers of Pondicherry from the time of Lazare De Motta, the Dubash of François Martin, the Founder and First Governor of Pondicherry, André Muthayappa, his successor, and of Pedro Kanakaroya Mudaliyar, the rival and contemporary of the well-known diarist Ananda Ranga Pillai.

4. Two Tamil manuscripts concerning the history of the Carnatic in the 18th century preserved in the Archives of Paris, and being copies of manuscript accounts of the Chronicler Narayana Kone who wrote in the first decade of the 19th century and whose history is among the Mackenzie Collection of papers.

"An attempt at the discovery and acquisition of other family papers of importance has been recently made."

#### *Partitioning of Punjab Government Records*

On the eve of the transfer of power and the consequent division of the Punjab in mid August, 1947 it was decided to partition the contents of the Punjab Secretariat (Anarkali's Tomb) Record Office between the East and West Punjab provinces. The physical division of the records, however, could not be effected before the specified date on account of the disturbed conditions. The matter was, therefore, taken up by the Punjab Partition Committee towards the end of 1947. The Committee agreed upon the apportioning of a few items of the contents of the government archives of the United Punjab. The disputed items were further referred to the Arbitral Tribunal whereon the final award was given in March, 1948.

The division of the government archives between the East and West Punjab has been made on the principle of primary interest in the case of materials of special historical and cultural significance and fifty fifty basis in regard to books and relics of general interest. Moreover, the partitioning has been effected with a view to maintaining, as far as possible, the integrity of different series of papers and preserving their entity as a whole for purposes of research and official use. In the case of objects of general interest due consideration was given for the requirements of either province and in the spirit of mutual give and take the division of the historical assets was brought about without any damage to their intrinsic worth.

In accordance with the decision of the Punjab Partition Committee and the Arbitral Tribunal's award the East Punjab has been allocated:

- (a) The district records—original case files (*mislats*) relating to certain districts of the East Punjab.
- (b) A complete set of Punjab Government Gazettes (1857-1947).

- (c) The original 132 rolls of *Khalsa Durbar Records*.
- (d) Files relating to the work of the Punjab Regional Survey Committee for Historical Materials.
- (e) Half share of library books, paintings, original documents, pictures, prints, lithographs, weapons and seals exhibited in the historical museum attached to the Record Office.

Nearly 21,000 original case files (*mislats*) form the primary research material. They relate to the districts of Karnal, Ambala, Gurgaon and Simla. They have a bearing on the early growth and organisation of the British administration in the Cis-Sutlej region consequent on the extension of the dominion of the East India Company in Northern India.

The complete set of Punjab Government Gazettes (1857-1947) is indeed invaluable as the official record of the proceedings, notifications and orders of all the branches of government ever since the gazette was regularly started.

By far the most important collections of pre-British Persian records are the famous *Khalsa Durbar Records* which comprise over a quarter million loose sheets tied into rolls of various sizes. They form the official records of the secretariat, civil and military, under Maharaja Ranjit Singh and his successors. These papers were taken over in bulk by the British after the annexation of the Punjab in 1849 and were formally catalogued some seventy years later. On the lines of the Mughal system of keeping state records, papers relating to various departments during an official year are placed together in a bundle, two ends of which are protected by Kashmiri painted wooden case boards and the whole tied together with cotton strings.

The *Khalsa Durbar Records* cover a period of thirty-eight years of Sikh rule (e.g. 1811—March 1849 A.D.). In addition to ministerial details they contain orders issued to government officials and voluminous correspondence between Maharaja Ranjit Singh and the Ludhiana and Ambala Agencies of the British government. The Records are arranged under the following heads:—

- (i) *Daftar Fauj*—relating to the army.
- (ii) *Daftar Mal*—relating to the general revenues.
- (iii) *Daftar Toshakhana*—relating to royal wardrobe and the King's privy purse.
- (iv) *Daftar Jagirat*—relating to the Jagir accounts.

The English files pertaining to the work of the Regional Committee for the Survey of Historical Materials in the Punjab contain information about the activities of the Committee and particulars about individuals and institutions in possession of materials of historical and cultural significance which is likely to be of considerable help in the work of the newly organised Survey Committee in the East Punjab.

The half share of the library has yielded to the East Punjab some 500 rare books and government reports valuable for purposes of reference and research.



The pictures, prints, lithographs and paintings allotted to the East Punjab include over one hundred contemporary and unique sketches, portraits of Sikh, Hindu, Muslim and British personages connected with the history of the Punjab during the periods of Sikh sovereignty and British rule. The most outstanding among them are a coloured large sized painting of Maharaja Ranjit Singh in *darbar* along with all his principal counsellors, portraits of Maharaja Sher Singh, Maharaja Dalip Singh, Raja Lal Singh, Raja Gulab Singh, Raja Dina Nath, Ahmad Shah Abdali, Bahadur Shah, General Nicholson, Sir Lepel Griffin, Sir John Lawrence and other British and Indian notables. A full size painting of Raja Teja Singh, a contemporary photograph of Lord Gough on the battle field of Chillianwala and a drawing on silk depicting Maharaja Ranjit Singh and Raja Hira Singh riding in a palanquin are other remarkable acquisitions. There are 27 Mutiny prints, 17 sketches by Dunlop, five prints of the historic Kangra fort and a complete set of the prints of the First Sikh War (1845) in addition to numerous sketches of landmarks, rotographs of memorable treaties and *darbar* seals. The exhibits are an interesting assortment of original documents, letters, declarations and old arms and weapons of the Sikh times.

All these historical assets acquired by the East Punjab Government are being brought to the newly organized Record Office at Simla so that they can be used by research students.

## INTERNATIONAL

### *International Council on Archives.*

A reference was made in October 1947 issue of this Journal regarding the efforts made by some leading archivists for the establishment of an international archives organization. The circular letter issued by Dr. Solon J. Buck in 1946 aroused a good deal of enthusiasm for the establishment of the proposed body. The preliminary conference, sponsored by the United Nations Educational, Scientific and Cultural Organisation in this connection was held in Paris from June 9 to 11. The UNESCO issued invitations to a small number of prominent archivists and the Committee thus assembled consisted of Dr. Charles Samaran, Director of the National Archives of France, who was elected as Chairman; Mr. Hilary Jenkinson, Deputy Keeper of Records (Great Britain), who was elected as Vice-Chairman; Dr. Solon J. Buck, Chief of the Division of Manuscripts, Library of Congress; Dr. D. P. M. Graswinckel, Director of the General Archives of the Netherlands; Dr. Vaclau Husa, Councillor for the National Archives of Czechoslovakia; Dr. E. Martin-Chabot of the Archives Nationales (Paris); Comm. Emilio Re, Director of the Archives of State, Italy; Dr. Julio Jimenez Rueda, Director General, National Archives of Mexico; Dr. Asgaut Steinnes, Director of the Royal Archives of Norway; with two observers, Major Lester K. Born (Office

of Military Government United States) present from Germany at request of Dr. Buck, and Miss P. Mander-Jones of the Mitchell Library, Sydney, Australia, invited by the UNESCO Secretariat. Dr. Herbert O. Brayer, State Archivist of Colorado, who had for some time served as Archives Consultant of the UNESCO was also present and acted as reporter for the meeting.

The proceedings of this Committee of Experts opened with a short speech by Dr. W. H. C. Laves, the Deputy Director-General of UNESCO. Immediately after that it took up the consideration of the proposal to set up an International Council on Archives and to draft its constitution. The Committee unanimously agreed to the establishment of the proposed body and its constitution was framed after three days of deliberations. The aims and objects of the new organization as given in the Constitution are:

- (1) To hold periodically an International Congress of Archivists;
- (2) To establish, maintain, and strengthen relations among archivists of all lands, and among all professional and other agencies or institutions concerned with the custody, organization or administration of archives, public or private, wheresoever located;
- (3) To promote all possible measures for the preservation, protection and defence against all hazards of the archival heritage of mankind, and to advance all aspects of the professional administration of archives by providing greater opportunities for the exchange of ideas and information on problems concerning archives;
- (4) To facilitate the use of archives and their more effective and impartial study by making their contents widely known, making reproductions more readily available, and encouraging greater freedom of access;
- (5) To promote, organize and co-ordinate all desirable international activities in the field of archival administration;
- (6) To co-operate with all organizations concerned with the documentation of human experience and the use of that documentation for the benefit of mankind.

There are to be three categories of members according to the draft constitution as finally adopted:

(1) National or regional archival associations, *i.e.*, associations of institutions or persons interested professionally or otherwise in any aspect of the conservation or availability of archives. Such associations may become full members and will be entitled to send two delegates to each Congress. Associational membership on the Council for any one nation is limited to a single association. The Executive Board may admit to membership international regional associations notwithstanding the fact they include within their membership members of national associations already represented separately on the Council, but in any case no country will have more than three votes in the Constituent Assembly. Special provisions have been

made for those countries in which there are more than one association within the country or where no associations exist at all.

(2) *Institutional and Individual membership.*

This class is divided into two parts: first, archival institutions, *i.e.*, bodies charged with the care of archives of any kind, whether public, semi-public, private or ecclesiastical which are entitled to send representatives to the International Congresses and to the Constituent Assembly, but have no voting right; second, individuals who are professional archivists.

(3) *Honorary membership.*

It is, however, specifically provided that such honour will only be conferred on individual members of the Council distinguished for eminent services to the archival profession.

The Constitution also provides for the calling of an International Congress at least once in every five years. It also gives in outline the procedure for calling these sessions and the functions to be performed at such meetings.

The authoritative body of the organization is the *Constituent Assembly* composed of the officers of the Council, members of its Executive Board, honorary members of the Council and the delegates appointed by the associational members of the Council. Institutional and individual members may attend all meetings of the Assembly without having the right to vote.

The Officers of the International Council are the President, two Vice-Presidents (one from the Eastern Hemisphere and one from the Western Hemisphere) to be elected by the Constituent Assembly and the Secretary General and the Treasurer to be appointed by the Executive Board. The first bye-law passed by the Council provides for the appointment of two Deputy Secretaries, one from each hemisphere. The Constitution also provides for certain standing committees and professional committees *e.g.*, finance committee, committee on programmes and committee on admissions, to facilitate the work of the organization.

*The Executive Board* will carry on the work of the Council between the meetings of the Constituent Assembly. It will consist of the President, Vice-Presidents, Secretary-General, Treasurer and ten additional members elected by the Constituent Assembly from among the members who have served as delegates from associational or institutional members of the Council. No two of the ten elected members of the Executive Board are to be from the same country.

The Committee of Experts after having settled the draft constitution converted itself into the first Constituent Assembly formally to approve the constitution and elect office-bearers. Dr. Samaran (France) was elected the first President; Mr. Jenkinson (United Kingdom) and Dr. Buck (U.S.A.) were elected Vice-Presidents, Dr. Graswinckel (Netherlands), Treasurer and Dr. Brayer was elected as Secretary General.

## GREAT BRITAIN

*Public Record Office, London*

The 109th Report of the Deputy Keeper of Records presents a record of the good work done during 1947, in particular regarding the reorganization of the Public Record Office. Incidentally it is the first report by Mr. Hilary Jenkinson, the new Deputy Keeper.

Sir Cyril Flower retired from the position of Deputy Keeper on 31st March after a distinguished career in the service of archives lasting more than forty-four years. He came to the Public Record Office in 1903 after taking his degree at Oxford and but for a short break during the First World War he continued to serve the premier archival repository of the United Kingdom in various capacities. He became Secretary in October, 1926; Principal Assistant Keeper in November, 1935, and finally succeeded Mr. A. E. Stamp as Deputy Keeper in March, 1938.

On the administrative side of the Public Record Office, Sir Cyril did much valuable work during these long years, including the dispersal of the records during World War II to several places of safety and bringing them back to Chancery Lane after the war. On the editorial side his most notable achievement was the initiation of the series of *Curia Regis Roll*, eight volumes of which he completed between 1922 and 1938. He had also compiled materials for many other volumes before his retirement. The Public Record Office is to be congratulated on being able to retain Sir Cyril's services as Editor of this most important series. He has been the recipient of many honours for his meritorious services which included the conferment of Knighthood in 1946.

On retirement of Sir Cyril Flower certain important promotions have been made. Mr. D. L. Evans has become *Principal Assistant Keeper* and Mr. C.E.S. Drew has been promoted to the position of *Secretary and Establishment Officer*. A reorganization of the Record Office into new sections has been carried out. These are the *Secretariat and Establishment Section*; the *Section of Repository and Repairs* (including photography); that of the *Inspecting Officers*; and the *Search Rooms*; the *Museum and Public Relations*; the *Editorial and Training Section*; the *Section of Office Printing*; and the *Library*.

Of special significance is, however, the organization of the *Editorial and Training Section*. The Assistant Keeper directing this Section is charged with the duties of rendering assistance to the Deputy Keeper "in the choice of material for publications, in the selection and supervision of Editors and Indexers for the work involved, and in the formulation of rules and schemes governing Editorial Method, together with the supervision of the training of probationer Assistant Keepers." Though this Section has its separate staff, it has been decided that all officers of the Department should undertake some editorial work as a part of their regular duties, which

include preparation of indexes, catalogues, lists and calendars and making of transcripts or full texts of records.

In this connection it would not be out of place to make a reference to the inauguration of the *Consultative Committee on Publications* during this year with the object of establishing liaison with the History Faculties of the Universities of Great Britain and Northern Ireland so that the Department would remain well posted with the trends of historical research and the needs of the students regarding records publications. The members of the Committee who attended the first meeting were nominated by the Vice-Chancellors of sixteen Universities and it met on 27 November, 1947. They discussed various questions including the preparation of descriptive lists in place of elaborate reproductions of records, the appointment of external Editors, liaison with Local Record-Publishing Societies, publication of documents not in the Public Record Office and the publication of a new *Guide to the Public Record Office* in sections, of which each would deal in narrative form with one or more of the groups of records in the custody of the Department. The meeting closed with the election of a Continuing Committee which would meet more frequently and the appointment of two small sub-committees to report on some problems in regard to the publication of Medieval and Post-Medieval records. The consultations held with the Consultative Committee have enabled the Public Record Office to formulate its publication schemes which will best serve the requirements of students of history. It has been decided to initiate a new series of publications of *Exchequer Enrolments*. The first volume will be in the shape of General Introduction to the whole body of records concerned. In the publication of Post-Medieval records the series of *State Papers* and the *Calendars of the State Papers Foreign* and *State Papers Colonial* are to be continued; but the bulk of the records is so great that it will soon be necessary to change this method to that of descriptive lists.

The probationer Assistant Keepers are now required to undergo a rigorous training before taking up their regular duties in the Department. During the first three months they are instructed in principles of archives administration, the history of the Public Record Office, the nature and arrangement of its contents, the administrative history illustrating the growth of public archives and reading of the handwriting and forms of records of all periods. For the remainder of the probationary period they spend part of their time in other sections of the Department, receiving training in the work of those sections. Every facility is afforded to them to develop special aptitude for any one particular type of work within the department; but at the same time it is intended that they should be properly equipped for duties in any section.

Among the records deposited during the year were Embassy and Consular Records from Guatemala (1918-25), Honolulu (1895-1944), Mexico (1883-1908), Guanajuato (1854-67) and Sweden (1932-37). A

large body of the records of the office of the Clerk of Assize for the Midland Circuit consisting of Depositons (1891-1925), Indictments (1891-1925) and Minute Books (1889-1924) have been transferred to the Department. The Privy Council Office has sent: Minutes (1670-1928), Plantaion Books (1678-1806) and Entry Books, Irish Affairs Committee (1689-1691); and Orders in Council relating to Naval Affairs (1660-1674). From the Ministry of Supply have come the important Airframe Log Books of the GlosterWhittle Jetpropelled Aircraft.

The Public Record Office has also recently received a gift of two boxes of Cornwallis papers from Lord Braybrooke. These documents are supplementary to those papers which were given by his predecessor in 1880.

The Museum of the Department continued to attract large numbers of visitors. It was closed at the end of the year for renovation and rearrangement of the exhibits. A new catalogue of the exhibits has also been prepared in the changed form. Some temporary exhibitions of records were also held on special occasions during the year, including a selection of records relating to A.D. 1547; documents of South African History, Journals of the House of Commons and the records of royal marriages.

A welcome departure from the old practice is that since 1921 the Deputy Keeper's report has been printed for the first time to make it easily available to students and libraries both in the United Kingdom and other countries.

#### *British Records Association*

The fifteenth annual conference of the British Records Association was held in the Stock Room of the Stationers' Hall on 17 and 18 November, 1947. Its *Proceedings* which are now available in printed form vividly reflect the recent archival trends in Great Britain.

At the meeting of the Publication Section held on the morning of 17 November, Mr. Richard Stileman, Director, Messrs Butler and Tanner Ltd., read a paper on Printing in relation to the Publication of Records which was illustrated by technical exhibits. He gave the members a clear idea about the art of modern book-production in its different aspects particularly the printing of books with a limited edition. He explained that the major factor in determining the cost of such works was the cost of labour, i.e. in preparation of copy, composition, proof correcting, imposition and printing. He was of the opinion that collotype was the most suitable method for reproducing documents in small numbers. Mr. Russell, a paper merchant, was of the view that the use of art paper should be avoided for illustrations because of the high proportion of china clay in its composition which reduces its durability.

The afternoon session was devoted to the meeting of the Records Preservation Section when an animated discussion took place on the

subject of *Methods of co-operation between Local Organizations in the Preservation of Documents*. After the opening remarks of Mr. Hilary Jenkinson, the new Chairman of the Section, three papers were read describing what had been achieved in this respect in the counties of Lincolnshire, Staffordshire and Bedfordshire. Alderman J. W. F. Hill who spoke for Lincolnshire in concluding his address expressed the strong opposition of the local authorities to any suggestion that the local archives should be transferred to the custody of a central authority. He asserted that the local authorities were conscious of their duty in this respect and were quite capable of looking after their records as shown by the work done in Lincolnshire.

The scheme for co-operation between the newly constituted County Records Committee of Staffordshire and the William Salt Library was the theme of Mr. S. A. H. Burne's paper. The Library was founded in 1872 and lately for several years it has functioned as manorial repository for the County and as an unofficial record office. Under the new arrangement the Archivist of the County will also act as the resident librarian of the Salt Library. In the latter capacity it will be her duty to arrange for the preservation of family records which their owners might place in the Library in preference to the custody of a local authority. Miss J. Godber (Bedfordshire) tackled the subject from a different angle. She suggested the ways in which local societies should assist in arousing interest in both local history and preservation of local records, on which that history is based, by arranging frequent talks on the subject. Such lectures and organized visits to local record offices are bound to enlighten public opinion regarding the dependence of local history on records. A number of members participated in the lively discussion which followed the reading of papers. Mr. W. E. Tate drew the attention to the alarming conditions in which the records of many district and parish councils are still to be found and advocated legislation giving the custody of parochial records to the County Councils.

The second day's morning session was occupied by the meeting of the Technical Section of the Association. After the usual Business Meeting a discussion was held on *The Ideal Lay-out of a Records Repository*. Mr. F. G. Emmison, speaking first, pointed out that it was impossible to have new buildings these days and that the real problem was how to make the best use of the available accommodation for housing archives and their protection against loss by theft and fire. The advisability of adapting old gaols, workhouses and historic buildings for archival repositories figured prominently in the discussion. Mr. Slingsby regarded gaols quite suitable for the purpose because unauthorized persons would find it difficult to get into them. The provision of a separate search room in each depository was regarded as essential by Mr. Campbell Cooke because otherwise the record offices would be forced to admit students to the muniment rooms.

At the "Discussion Meeting of the Association" held in the afternoon of 18 November Mr. Hilary Jenkinson who had served as the Joint Honorary Secretary to the Association for fifteen years gave a review of the activities of the Association from 1932 to 1947. He outlined the events which preceded the formation of the Association and its growth and achievements during the period of its existence. Mr. Robert Somerville spoke on the future work of the Association in respect of preservation, custody and use of archives. He felt that the Association should work to remove ignorance and indifference about old records from the minds of individuals as well as authorities and make them "archives conscious" by means of education and publicity. This, Mr. Somerville felt, could be achieved by the personal influence and example of members of the Association. He also pleaded for the employment of trained archivists in records offices in the United Kingdom. Finally, he suggested the establishment of a co-operative records printing press run by records societies for the reproduction of manuscripts and printing other records publications.

The Conference was followed by the Fifteenth Annual General Meeting of the Association under the Chairmanship of the Right Honourable the Lord Greene, Master of the Rolls. Mr. Hilary Jenkinson and Miss Irene J. Churchill, the two Honorary Secretaries of the Association have retired after serving it for fifteen years since the date of its formation. To commemorate this first Joint Honorary Secretaryship the Association has instituted a *Churchill-Jenkinson Prize* to be awarded annually to the best student in the Archives Diploma Course of the School of Librarianship and Archives at the University College, London. Their retirement has also been marked by a slight change in the constitution of the Association. It has been decided to separate the work of the Secretary and Editor which had been jointly carried on so far by the two Honorary Secretaries by creating the office of an Honorary Editor. Mr. Robert Somerville and Mr. Roger Ellis were elected as Honorary Secretary and Honorary Editor respectively. The two elected positions of Vice-Presidents have been filled by Lord Wright and Dr. Solon J. Buck. Mr. R. L. Atkinson, Miss I. J. Churchill, Sir Cyril Flower, Colonel Le Hardy, Professor Le Patourel and Mr. W. E. Tate have been elected as members of the Council.

In his concluding address the Master of the Rolls, commending the work of the Association, made some general observations on the progress of various archival undertakings in the country. He noted with pleasure the inauguration of a Diploma Course in Archives in the University of London and a similar course at Liverpool University, both of which he believed owed their existence indirectly to the influence of the Association. Speaking about his own office he said that the time had come for the separation of his judicial functions which were very heavy from his administrative duties connected with the preservation of records.



*Historical Manuscripts Commission.*

This Historical Manuscripts Commission's latest publication, *Report on Manuscripts of R. R. Hastings of Ashby-de-la-Zouche, Volume IV, 1602-93*, edited by F. Bickley (London, His Majesty's Stationery Office, 1947) brings to a close the calendars of miscellaneous collections of papers. Among the important documents included in this volume are the papers of Sir John Davies, poet and attorney-general under Chichester, and John Bramhall, bishop of Derry and the primate of Ireland after the Restoration. These documents throw a flood of light on the religious and political history of Ireland during the seventeenth century. Some of Davies Manuscripts contain valuable information regarding Jacobean plantations in Ireland and Chichester's work to restore law and order there. Mr. Bickley's editing is very careful and the volume is provided with an adequate introduction.

*Annual Conference of the Library Association.*

The Annual Conference of the Library Association was held at Scarborough during the first week of May, 1948 under the presidency of Mr. Charles Nowell, the City Librarian of Manchester. In his presidential address Mr. Nowell expressed dissatisfaction with the inadequate progress made by the library service. He was of the opinion that local government boundaries should be rearranged to give larger library areas, capable of pooling books, staff and services. Among the advantages which he would expect from these new areas Mr. Nowell spoke of the possibility of increasing the number of specialist librarians and of widening the scope of the information services. The recruitment and training of staff was the subject of a group of lectures in which the work of recently established library schools was critically reviewed. In a paper on *Some Aspects of Microfilm Reproduction and Reading in British Libraries*, it was pointed out that microfilm having passed the experimental stage had become "an adjunct of normal library service".

*The Relation of the Library to the Community* provided the theme of an interesting discussion. The speakers laid special emphasis on the complementary role of the library in the country's educational services especially for the younger members of the community. It was, of course, felt that there were many handicaps to be overcome before the full potentialities of a public library can be realised.

*Society of Local Archivists.*

The Society came into existence in January, 1947 though some preliminary attempts were made to organize it in 1946. Originally it was intended to organize a local archivists' section within the British Records Association, but since the constitution of the Council did not permit the formation of such a group an independent body was set up. It, however, became from the very start an institutional

member of the British Records Association and it has representation on the Council of that body. The Society consists of practising archivists from the local bodies and records societies of England and Wales. Its membership is not confined to professional workers in the field; honorary archivists are also admitted into its fold. The Society of Local Archivists is organized on regional basis with its headquarters in London. Its main objects are to have informal discussion of practical problems concerning archival work and the promotion of better administration of local repositories of records. The membership of the Society has risen rapidly to more than seventy archivists who belong to fortyseven different repositories and records societies. This clearly illustrates the growing records consciousness in the United Kingdom.

Mr. R. Holworthy who took the leading part in the formation of this body was its first Chairman and he has been succeeded recently by Colonel W. Le Hardy. Among the other prominent members are Mr. F. G. Emmission of the Essex Record Office and Mr. R. Sharpe France, Archivist of Lancashire County Council. Major F. G. C. Rowe holds the post of Honorary Secretary with his office at 6 Perham Road, West Kensington, London, W. 14.

#### *The Essex Record Office.*

The growth of the record office of the County of Essex during the last ten years demonstrates what can be achieved by local initiative for the preservation of valuable records of historical interest. The County Council of Essex, being quite appreciative of the value of these records and their use for research, decided in 1938 to establish a Record Office with the purpose of providing a suitable repository for official as well as private archives of the county. They were fortunate enough to secure the services of an experienced archivist, Mr. F. G. Emmison, who had previously served with distinction as Archivist of Bedford County Record Office (1923-1938). An encouraging start was made by him, with the co-operation and help of the Essex Archaeological Society and Colchester Borough Library who agreed to transfer their collections of records and manuscripts to the new repository. The Record Office was officially opened at Chelmsford in May, 1939 by Sir Wilfrid (now Lord) Greene, Master of the Rolls. The new repository was planned from the beginning not merely as a county record office, but it was also envisaged that it would perform the functions of manorial and diocesan repositories. Besides, it was decided to accept gifts of private documents relating to the history of the County. The Records Committee appointed by the Council in 1938 realized that to carry out such heavy responsibilities it was essential to provide accommodation and staff for some years ahead.

Despite the setback caused by the last war the work of the Essex Record Office has made rapid progress and at present its archival collections number over a million documents which are properly

catalogued and classified. Among them there is a great mass of original material for historians, particularly those who are interested in social and economic history. This splendid collection is gathered round the nucleus of Quarter Sessions Records which begin from 1556 and are remarkably complete. Among the Archdeaconry records are series of Act and Visitations Books from 1540, Charity Deeds from 1246 and Church Warden's accounts from 1439. Some of the estate and family records are very old, dating back to 1115. They have come to the depository from every parish of the County and include court rolls of over 600 manors beginning from 1271. The old Corporation of Maldon has transferred to this depository its entire archival collection (1384-1835) except for the Charters. The owners of private documents gave their unstinted support to the Records Committee and made generous gifts of their collections to the Council and the first year's accessions included such important family records as those of Colonel Probert (Colne Priory and the de Veres) and Lord Petre (Ingatestone Hall). Both these accumulations are very rich in mediæval manuscripts. Even during the war period fresh deposits were received because the Record Office was regarded as comparatively safer for their preservation. It should be pointed out that the work of acquisitions has been greatly facilitated by the survey of records in every parish undertaken by the staff of the office. Thus with the support of an enlightened Council and public it has been possible to bring together in the repository all important series of local records, official and private, for the use of students.

The physical well-being of the records and manuscripts is only one aspect of the duties of the Essex Archivist. He has succeeded to a remarkable degree in making useful the papers in his custody. The Record Office staff gives generous help and guidance to beginners as well as advanced students who come to consult the records at the County Hall of Chelmsford. Every paper deposited there is at least to be found on the typescript catalogue which is sufficiently detailed to make any item accessible within a few minutes. In the post-war years Mr. Emission has published the *Guide to the Essex Record Office* in two parts (1946, 1948) and in 1947 brought out a *Catalogue of Maps*. Many of the documents have been fully calendared and indexes, too, have reached an advanced stage. The Library attached to the office furnishes the reader with printed matter, both of local and general interest. The Record Office is also equipped with a photographic studio so that reproductions of documents are supplied to students at cheap rates.

A novel feature of the organization of this office is the employment of a history lecturer since 1946. His main function is to popularize the study of the local records by delivering lectures in the County Hall or elsewhere in the County by using appropriate documents. The County Council intends to extend its activities to make its full contribution to local education. In particular may be mentioned their decision to open before long a museum of records.

The achievements of this small Record Office within a short space of time can serve as an example to local archival repositories in India as well as the regional records survey committees.

#### *The University of Liverpool's Diploma*

The growing need for trained archivists is reflected in the introduction of a diploma course for the study of Records and Archives administration at the University of Liverpool, shortly after such a course had been initiated at the London University. The courses for the Diploma have been planned in such a way as to prepare fully trained and qualified staff for archival agencies. The subjects of study for the course include Palaeography, Chronology, Diplomatics and Principles and Practice of Archives Administration. It also provides for the study of machinery of local and central government and practical training in the preparation of calendars and editing of documents. The students are required to be proficient in French and Latin.

The diploma course can be completed in one year by whole time students and after two years by part-time students. The students are required to work at an approved County Record Office for purposes of practical instruction.

#### *Exhibition of French Books on History*

In 1946-47 a selection of recent publications of Oxford, Cambridge and Manchester University Presses toured Paris and other University centres in France with a view to revive Franco-British intellectual co-operation which had been interrupted during the war. In return the Directorate General of Cultural Relations of the French Ministry of Foreign Affairs organized an exhibition of French books on history published since 1936. Their first display was made in January this year at Bentley House, the London premises of the Cambridge University Press. The exhibition visited Oxford, Glasgow, Manchester, Cambridge and other University centres. The books displayed numbered 1,250 volumes, selected out of 4,000 volumes published since 1936.

#### *Institute of Historical Research ; University of London*

Professor V. H. Galbraith resigned from the position of Director of the Institute from December 31, 1947 on his appointment as Regius Professor of Modern History in the University of Oxford. He has been succeeded as Director by Dr. J. G. Edwards who has been given the position of Professor of History in the London University.

#### *Register of Henry Chichele, Archbishop of Canterbury*

The recent publication of the fourth volume of the *Register of Henry Chichele, Archbishop of Canterbury, 1414-1443*, edited by Dr. E. F. Jacob, (Oxford University Press, 1947) brings to consummation a project undertaken before the war to commemorate the quin-

centenary of the foundation of All Souls College in 1438. The volume contains a number of commissions, many of which relate to judicial matters and appointments, licences of various kinds, dispensations and the ordinations held by the bishop, admirably illustrating his jurisdiction and administration. The work is a valuable contribution to the study of the ecclesiastical history of England and its merit has been greatly enhanced by Dr. Jacob's flawless editing.

### *The Navy Records Society*

The Navy Records Society was founded in 1893 for the purpose of printing rare or unpublished works of British naval interest. It aims at producing one or more volumes a year. By rendering such records accessible it has, over the past half century, laid the foundations of the history of the Royal Navy, and also rendered service to students of diplomatic and administrative history.

The range covered by the eighty seven volumes hitherto published may be estimated from the following list: papers relating to the Spanish Armada and editions of Tudor administrative records; logs of the great sea fights; narratives of the Dutch wars; papers from the Pepysean manuscripts; fighting instructions and signals; extensive records of the eighteenth century, including the Byng, Sandwich, St. Vincent and Barham papers; letters from Drake, Blake, Hawke, Hood, Nelson etc.; the official correspondence of the Crimean war. The collection of English sea songs and ballads and the entertaining autobiography of J. A. Gardner are examples of other volumes of general interest. The Society has in hand similar volumes of reminiscences, as well as important contributions to the study of the Stuart Navy, the China Wars, and selections from the Keith papers, one of the largest collections in the country.

It is only due to the existence of this Society that such records can be made available to the public. It depends entirely on voluntary subscriptions for its support. The annual subscription is two guineas, the payment of which entitles a member to receive one copy of any volume issued by the Society for that year.

### GERMANY

The German librarians are faced with the very difficult task of reconstruction because of the heavy losses suffered during the war, but they have set about it with purposeful determination. According to the reports now available the Prussian State Library of Berlin, now known as the Oeffentliche Wissenschaftliche Bibliothek is making good progress in developing its former services despite the difficulties caused by the international status of the city. The western wing of the library has been completely repaired and the restoration of the eastern wing is being carried out. It will not be possible to renovate in the near future the middle wing which was seriously damaged during the war because of shortage of building materials.

The Library is a copyright depository for all zones of Germany and is recognized as the central exchange agency for the whole country. The present staff numbers 190 which is about half of the pre-war strength.

The books and other holdings of the Library which were stored during the war in 24 different places have all been reassembled as far as the Soviet zone is concerned; but about a million volumes including many precious manuscripts and incunabula are still lying dispersed in the United States and French zones. It is not known what has happened to the manuscript material of the unpublished *Gesamtkatalog der Preussischen Bibliotheken* and other material which were evacuated to Pomerania and Silesia.

The Library has taken up a project to prepare a union catalogue of new foreign acquisitions of German libraries since 1939. The old systematic classification has been discarded, since January 1947, in favour of shelf list catalogue by which books are registered in 19 groups in order of acquisition. An alphabetical catalogue on slips is prepared for the use of readers.

In Western Germany there are signs of a marked revival of archival activity. Professional archivists have met several times in zonal and bi-zonal meetings to discuss their common problems regarding the reconstruction and rehabilitation of records in the state, municipal and church depositories. Their efforts have resulted in the opening of a bi-zonal school for archival training at Marburg in the spring of this year and the creation of the Union of German archivists. The publication of a journal has also been started under the title of *Der Archivar: Mitteilungsblatt für deutsches Archivwesen*. The journal is published from the State Archives of Dusseldorf. Its first number published in August 1947 gives full information about 12 state archives, 33 municipal, 11 church and 13 business archives in the British zone of occupation.

### CZECHOSLOVAKIA

To the *Bulletin of the Institute of Historical Research*, London and the *American Archivist* we are indebted for the following account of the present state of Czechoslovakian archives. It appears that the Czech archivists did their utmost to protect the documents in their care from air raids as well as attempts made by their German conquerors to disperse or dismember them. Particularly affected were the archives in Bohemia and Moravia, which the Germans pilfered recklessly in order to build up an archives office in Liberec for the territories separated from the Republic in 1938. Other documents were sent direct to Germany under the pretext that they had to be protected from air raids. The archivists, we are told, risked their personal freedom and safety in hiding the documents or getting them photographed before the Germans could lay hands on them. It is therefore not surprising that the leading archivists were among the first

victims of German terrorism. Among the chief casualties were Dr. B. Jensovsky, Director of the Archives of Bohemia and Professor B. Mendl, Director of the State Historical Institute in Prague. Among the archives seriously tampered were those of the chief Government Departments, especially those of the Ministry of Foreign Affairs and the Ministry of National Defence, which were dispersed and partly destroyed. The Schwarzenberg Archives were transferred from Trebon in Southern Bohemia to Krumlov, which was occupied by the Germans in 1938. The libraries and archives of the Slovany Monastery in Prague were despoiled of all their treasures.

With the termination of German occupation, three separate Departments of archives were set up by various National Committees in Bohemia, Moravia and Slovakia. The members of these Departments inspected and arranged for the safe housing of a huge mass of documents which might otherwise have been destroyed. A National Council of Archives, as the supreme organ of archivists for the whole area of the Republic has since been established and a bill has been drawn up providing for the preservation of archives and training of archive-staff. The Council has also reopened the State School for Archivists which started work in 1946 after an interruption of several years. The school provides for a three year course in archival training.

Czechoslovakia has a Society of Archivists which serves the needs of the whole Republic and promises to become a focus of archivist activities. All archivists, qualified or unqualified, are its members.

The archives of Czechoslovakia fall into three broad classes: Archives of Ministries and other government offices; Archives of self-governing regions, zones, districts and towns; and church Archives.

The *Archives of the Ministry of Interior in Prague* (Archiv Ministerstva Unutra-Ustredni Statni) contains not only the records of the Ministry itself, but also those of the former Austrian Governor of Bohemia and some of the records of the Central authorities in Vienna which were transferred to Czechoslovakia under the treaty of 1918. The archives of this Ministry has therefore the strongest claim to be regarded as the National Archives of Czechoslovakia. The archives are partly located in an 18th century palace and partly in the secularised crypt by the nearby St. Nicholas Church. The buildings have excessively high ceilings and Major Lester K. Born, Archives Officer of the U. S. Military Government for Germany, who recently visited the buildings reports that these have resulted in shelving whose top levels can be reached only by means of a ladder as there are no intervening decks to divide the stacks into two tiers. Labyrinthine passages, and rooms and wooden construction with consequent fire hazard are some of the other difficulties which impede the archivist's work. The collections have suffered no war damage. Some of the older collections are arranged by subject and not by provenance. Some of them are in book form, while the majority are in loose fascicles. The latter

are kept in sturdy paper cartons and filed vertically. The task of placing each document in its own folder within the carton is in progress. Compilation of a detailed index has been taken in hand.

The records in the palace are stored on wooden shelves, the *diplomata* being kept in envelopes and in drawers. The records in the church are kept either on shelves or in wooden cabinets which date from the time of Maria Theresa. The task of cleaning and examining the mass of records has been taken up. The books with illuminated backs have been covered by dust jackets. But open-backed boxes with top-legs are being introduced. Face cream is used as leather preservative. The archives has also developed a new method of repair which consists in the light application to the back of the sheet to be repaired of a paper pulp chemically the same as the sheet and then subjecting it to pressure. The process has been tested only for six months.

*The Archives of the Ministry of Foreign Affairs* (Archiv Ministerstva Zahranicnich Veci) are located in the Ceruin Palace, a seventeenth century building which has been remodelled to provide stack space for archives. The muniment area has been furnished with decks of steel and concrete and steel shelving whose tops are easily accessible. The shelves are made of iron grills with a view to allowing passage of air. Most of the documents are stored in carton boxes and are vertically filed. Valuable materials are kept in a large vault which is protected by an armoured steel door and microphones affixed to the ceiling. The treaties are filed in steel cabinets about 5' x 3' x 2' having a number of shallow drawers easily openable. The whole stack area has been provided with reference media both in the form of books and cards. There are three card catalogues, chronological, geographical and topical. The muniment area has been provided with automatic fire alarms. No records in this collection seem to have suffered during the war. Dr. Karel Kazbuřda is the archivist of the Ministry of Foreign Affairs.

*The Archives of the Military Historical Institute* (Vojensky Historicky Ustav) are housed in three different places. The records of the two World Wars are stored in a modern fire-proof structure erected shortly after the creation of the Republic. The stack area is a high ceilinged room divided into two levels by a steel and concrete deck. The records are arranged according to the Combat Units in the field and are provided with descriptive finding media. Work tables are provided in the stacks. Very large windows glazed with transparent white glass and protected by steel shutters run the whole height of the two-deck room. The upper floor of the building houses a reference library, the main search rooms and numerous study rooms. Besides the archives of the two Wars the Institute also has in its custody the old records from the Austrian period as well as the regular army records.

*The Museum of National Resistance* was started to commemorate the first struggle for Czechoslovak independence in 1914-18. It already possesses documents and objects illustrating that struggle. The



collection is shortly expected to be enriched by materials relating to the resistance movement during 1939-45.

*The Archives of Bohemia* (Archiv Zeme Ceske) occupy a unique position among the records of the country, as they contain the collections of the Archives of the Crown of the Medieval Kingdom of Bohemia. The Archives take protective care of all unofficial archives in Bohemia. They are housed in a building which combines in a single structure both the stack and the administrative sections of the archives. The offices, reference library, search rooms, photographic equipment and restoration sections are housed in outside rooms. The stacks consist of two parts, a basement area and an area above ground. The basement is subject to excessive humidity and thus presents a problem which archivists are finding difficult to solve. The stack walls have no windows, but only light panels built of heavy, hollow glass bricks most of which are coloured. These blocks however tend to crack with sharp changes in temperature during winter months thus causing considerable disturbance. The artificial ventilation system adopted for the stacks is also reported to be not working satisfactorily. The records are kept either in bundles provided with a bottom or top-board or in carton boxes. They are arranged according to provenance and have been furnished with finding aids. The Director of Archives of the State of Bohemia is Dr. Otokar Bauer.

The Archives of Moravia in Brno and those of Silesia in Opava and of Slovakia in Bratislava have also resumed their normal activities and a net work of local archives is being set up with the object of concentrating available feudal records and filling in gaps in them. The Municipal archives are also receiving attention and Professor V. Vojtisek has undertaken the rebuilding of the archives of the City of Prague. The major portion of these were destroyed during the last war.

Among recent works published on archival subjects may be mentioned *Archiv Koruny Ceslie*, Vol. I which describes the archives of the State of Bohemia, and *Die bohmische Landtafel* which deals with a special series of records with ornamented decorations on their bindings.

## UNITED STATES OF AMERICA

### *Society of American Archivists*

The eleventh annual meeting of the Society of the American Archivists was held at Glenwood Springs amid beautiful mountainous surroundings, in the State of Colorado from September 3 to 5, 1947. The conference was attended by members representing twenty-seven states, Hawaii and Canada. The various sessions were devoted to the discussion of important local as well as general problems connected with archives and records administration; but the most noticeable feature of the programme was the special emphasis laid on the inter-

national aspects of archival work. Mr. Arthur H. Leavitt, Archivist for the United Nations Relief and Rehabilitation Administration, described the archival work of the UNRRA in various theatres of its activities in Asia and Europe and pointed out how difficult it was to centralize the administration of large bodies of its records in several languages and scattered in different countries. Mr. Robert Claus, Archivist of the United Nations Organisation, contributed an interesting paper on the *The Archives Programme of the United Nations*, which contained a succinct account of the work which was being done by him. Mr. George Simpson, Archivist of the Province of Saskatchewan, spoke on the growth of archival institutions in Canada, indicating the slow and steady advances made in this field both by the Central and Regional administrations of the Dominion. The unanimity with which Dr. Solon J. Buck's proposal for an International Organization for Archives had been received was reflected in Mr. Oliver W. Holmes' paper on *Planning of an International Archives Organization*. The first day's proceedings concluded with a lively informative roundtable discussion on *A Proposed Archival Programme for UNESCO*, held under the chairmanship of Dr. Ben M. Cherrington, Director of the Social Science Foundation at the University of Denver. Among those who participated in the discussion were four well-known figures in the United States archival world, Dr. Solon J. Buck, Dr. Ernst Posner, Mr. Oliver W. Holmes and Mr. Herbert O. Brayer. Dr. Posner advocated that the UNESCO should assist in bringing about an international agreement for accessibility and use of records within the depositories of member nations.

On the second day of the conference a joint luncheon meeting was held with the American Association for State and Local History under the chairmanship of Dr. S. K. Stevens. The subject of discussion for this occasion was *Some Aspects of the Training of Special Personnel for Park and Museum Positions with Emphasis on the use of Archival and Historical Materials*. Mr. John Andreassen of the Library of Congress gave an account of the *Archives in the Library of Congress* and Mr. Emmet J. Leahy spoke on the *Progress in the Management of Business Records*. The last paper read at the meeting which aroused special interest was by Miss. Maude Jones, Archivist of the Territory of Hawaii, on the *Hawaii Territorial Archives in the War*.

The annual report of the Secretary of the Society for the year 1946-47 reveals a steady progress in the growth of the Society in membership and its manifold services to the development of archival theories and practice. It is to be, in particular, congratulated for the efficient manner in which its several committees have functioned during the year. The Committee on International Relations has done a particularly splendid job in respect of the organization of an international archival body.

The new office-bearers of the Society elected at the annual general meeting are: President, Christopher Crittenden, North Carolina

Department of Archives and History; Vice-President, Herbert O. Brayer, Archivist of Colorado; Secretary, Lester J. Cappon of the Institute of Early American History and Culture at Williamsburg Va; and Treasurer, Helen L. Chatfield, Records Officer of the Budget Bureau.

The twelfth annual meeting of the Society is scheduled to take place at Raleigh, North Carolina, on October 27-29, 1948.

### *National Archives, Washington*

Dr. Solon J. Buck resigned at the end of May, 1948 from the post of the Archivist of the United States to take up the position of Chief of the Division of Manuscripts at the Library of Congress and incumbent of the Chair of American History rendered vacant by the retirement of Dr. St. George L. Sioussat. Dr. Buck came to the National Archives in 1935 as Director of Publications and six years later succeeded Dr. R. D. W. Connor as the Archivist of the United States. He took charge of his position of great responsibility when the National Archives was still in its infancy and in an experimental stage. World War II in which U.S.A. was soon directly involved added much to the difficulties of his job. He lost a considerable number of his experienced staff and drastic cuts were made in the appropriations for the National Archives. But Dr. Buck courageously faced those difficulties and by the end of the war the records holdings in the National Archives had doubled in volume and it had begun to play an active role in administration. One of Dr. Buck's most significant achievements was that the National Archives began to take an active share in the administration of current records by assisting and encouraging other federal agencies, particularly war agencies, in adopting records administration programmes. His efforts in this respect were so effective that in 1947 the President ordered all Federal agencies to conduct records retirement programmes. Dr. Buck also sought to make some changes in the existing archival legislation in order to simplify control over records retirement and succeeded in getting passed the Federal Records Disposal Act of 1943 and an amendment to it in 1945. The scheduling devices which were authorized by these laws have been greatly responsible for the orderly retirement of the huge volumes of war records. Another important aspect of Dr. Buck's stewardship of the U.S. archives has been the reorganization of record groups with proper regard to their provenance and the preparation of many useful finding aids which facilitate the work of the administrator as well as of the research student. Since the war began the use of records deposited in the National Archives increased tremendously both for the needs of the Government and private individuals. Recognizing the importance of trained staff in running archival agencies, Dr. Buck gave his full support to the introduction of a course in archival administration at the American University (Washington D.C.) and also offered generous facilities for

training in this work at the National Archives. He was elected, in 1945, President of the Society of American Archivists, and in 1946, too, continued to enjoy this honour. In the international field, Dr. Buck helped very much in the programme for the protection of records in war zones. He also took a very active interest in the establishment of the International Council on Archives, of which he has been elected as Vice-President for the Western Hemisphere.

Shortly before his departure from the National Archives, Dr. Buck undertook a tour of the Caribbean area which was sponsored by the Interdepartmental Committee on Scientific and Cultural Co-operation as a part of an "Exchange of leaders Programme". He visited Cuba, Haiti and the Dominican Republic.

Dr. Buck's successor in the situation of the Archivist of the United States is Dr. Wayne C. Grover whose appointment was confirmed by the Senate on 2nd June. Before his promotion to this position Dr. Grover had served with distinction as Assistant Archivist of the United States since July, 1947. A consequent change in the personnel has been the appointment of Robert H. Bahmer as Assistant Archivist in place of Dr. Grover.

Among the recent acquisitions of the National Archives the most voluminous are the records of the emergency agencies established during the war. As a result of an elaborate system of records administration in these agencies only carefully selected records have come for accession and permanent preservation. The most notable of such agencies who have transferred their records are the Petroleum Administration for War, Office of Price Administration, War Production Board, the War Manpower Commission, the War Mobilization and Reconversion Office, the Solid Fuels Administration for War, the Office of Defence Transportation, the Office of Scientific Research and Development, the Foreign Economic Administration, Price-Decontrol Board, and U.S. Strategic Bombing Survey. The older records which have recently been transferred to the National Archives include the files relating to the granting of patents, 1836 to 1900 ; records of nine custom houses in the United States and the Virgin Islands, 1789 to 1799 ; files of the District Court for the District of Columbia, 1833-39 ; records of the Post Office Department, 1876 to 1905 and Journals, 1884-1905, of the Post Master General ; and records relating to the rehabilitation of disabled soldiers of World War I, 1918-28.

The National Archives has undertaken to serve as caretaker of large accumulations of enemy records captured during the war. Apart from the documents of the war period several series of archives of Japanese ministries of Army and Navy have been brought to U.S.A. It is hoped that most of these records will be transferred to the new governments of the former enemy states. Among the sound recordings recently received by the Agency are those of the speeches by Hitler, Goebbels, Mussolini, and Ciano which were captured by American soldiers during their operations in Europe. An item of Indian interest received by the National Archives from Mr. Alfred Wagg is the gift

of recordings of the proceedings of the Inter-Asian Relations Conference, held in New Delhi in the spring of 1947, including a recording of a speech in English by Mahatma Gandhi.

The most important of the recent publications of the National Archives is the *Guide to the Records in the National Archives*. This provides a description of 'more than 224 record groups as on June 30, 1947 and it supersedes the guide of 1940. The information available in the new *Guide* would certainly be of great help to scholars, government officials and others interested in the use of the records in the custody of the Archivist. We hope to publish a review of this book in the next issue of *The Indian Archives*.

### *The National Archives Act*

The National Archives Act of 1934 was further amended in March, 1948. The main part of the fresh amending act relates to restrictions regarding the use of public archives. The heads of agencies creating records have been deprived of their powers to place such restrictions on the use of records in the Archivist's custody. It has been laid down that the Archivist only would place restrictions at the time records are transferred if the head of the agency transferring records specifies in writing that the restrictions are necessary or desirable in public interest. The Archivist cannot remove or relax such restrictions without the consent of the transferring agency. The restrictions operative before the passing of this amending act will also continue until removed or modified in accordance with the terms of the Act.

### *The Franklin D. Roosevelt Library*

The functions of the Franklin D. Roosevelt Library and the scope of its acquisitions were recently defined by the Archivist of the United States. These functions are "to acquire by gift, loan, purchase, or exchange historical material related to and contemporary with material received from Mr. Roosevelt; to preserve and arrange material in its possession; to prepare and to publish finding aids and textual reproductions of materials in the Library; to make material available for use under regulations prescribed by the Archivist of the United States; and to exhibit material that is appropriate for display". As regards the scope of acquisitions the Library can acquire only such material which pertains to national and international aspects of history of America from 1933 to the end of the Second World War and important background material of earlier date, beginning about 1910, that relates to the political, social, economic and other developments in the United States during the later period.

Among the recent acquisitions of the Library are the personal correspondence of Mrs. Roosevelt relating to her social activities as First Lady. She has also deposited her personal correspondence files

and other papers for the period December 1946-September 1947 which include papers relating to her duties as a delegate to the United Nations.

### *The Freedom Train*

The American Heritage Foundation is to be congratulated for successfully initiating an educational programme which offers an opportunity to millions of American citizens to see a unique collection of historic documents, belonging to many institutions and individuals, aboard the Freedom Train. Probably no other method of bringing the symbols of American history to the homes of the people of the nation has matched the Freedom Train's appeal.

The novel idea was originally sponsored by the United States Attorney-General, Tom C. Clark, and it was due to his initiative that the nucleus of the American Heritage Foundation, a private, non-partisan and non-profit group, was formed in 1946. The main object of the Foundation is to awaken the interest of Americans in the heritage of their freedom. Mr. Winthrop W. Aldrich, Chairman of the Board of the Chase National Bank, became the Chairman of this Foundation which is financing the Freedom Train and is responsible for its operations.

The train was designed by Edward E. Burdick, an industrial designer of great reputation. It consists of three exhibit cars, a baggage car and three pullmans to hold civilians and members of the U. S. Marine Corps. The latter are responsible for guarding the exhibits and also for looking after children and old ladies who come among the crowds of visitors to see the train.

The documents which the Freedom Train carries are encased in transparent plastic, under pressure, so that the papers be perfectly preserved. They are exhibited against shatterproof windows, and a complete fire protection system has been installed in the train. The condition of the documents to the humidity of the train is checked constantly by a government archivist travelling with the train. The exhibits are spaced through the three cars in a sort of baffle arrangement that helps the visitors to pass before every document with very little crowding.

The selection of the documents displayed in the train, numbering more than 120, was made by experts. About one third of the exhibits have been lent by the National Archives and all were assembled there before they were installed in the train. These documents are certainly the finest collection of materials on American history ever assembled for exhibition purposes. Among the most significant of them are: an early copy of the letter addressed by Cristopher Columbus to Lord Rhaphael Sanchez, Treasurer of the Kingdom of Spain, describing his first voyage to the New World (1493); a fourteenth century copy of the Magna Carta which became a landmark in the history of constitutional liberty even across the Atlantic; a copy of the Compact of the "Mayflower" Pilgrims (1620); the Pennsylvania Charter of

Privileges granted by William Penn (1701) in the original; Thomas Jefferson's draft of the Declaration of Independence with interlinear annotations and changes by Benjamin Franklin and John Adams; the Bill of Rights (1787); original copy of the Treaty of Paris (1783) by which Great Britain recognized the independence of the United States; early copies of Thomas Paine's *Common Sense* and *The Crisis*; George Washington's manuscript copy of his Farewell Address; Washington's personal copy of the Constitution; Francis Scot Key's "The Star Spangled Banner" in his own hand (September 14, 1814); the Emancipation Proclamation of President Abraham Lincoln (1863); and copies of John Peter Zenger's *New York Weekly Journal* which in colonial times fought a winning battle for the freedom of the press. Some of the twentieth century documents displayed in the train include: President Woodrow Wilson's own typescript of draft Covenant of the League of Nations (1918); Declaration by the United Nations signed by 24 nations on January 1, 1942; and a scrawled note by President Franklin D. Roosevelt which made General Eisenhower Chief of Staff in Europe.

The Freedom Train started on its nationwide journey on September 16, 1947 from Philadelphia. Though originally planned to run for 12 months it will probably be kept on rails for three years. It is scheduled to visit 300 cities and towns in the first year. The popularity of this exhibition among people of all ages can be well imagined from the fact that thousands are turned away daily without having an opportunity to see the relics of America's moments of glory. A factor which has very much contributed to this successful venture is a widespread advance publicity by a team of men who work weeks ahead at centres to be visited by the train. A very ingenious idea in this respect is that of "Rededication Week". At every town visited by the train, the citizens spend the week before recapitulating the thoughts on American history. An attractively brought out book, *Heritage of Freedom*, by Frank Monaghan (Princeton University Press, 1947, pp. 150) describes the documents in the Freedom Train and supplies correct historical background for understanding their implications.

#### *Library of Congress*

The Prints and Photographs Division of the Library has been enriched by the accession of a fine collection of documentary photographs received through the generosity of Mr. Herbert E. French, proprietor of the National Photo Company. The collection consists of just under 100,000 negatives, mainly relating to Washington history and famous people who have worked in the Congress. It also contains many photographs of street scenes of the metropolitan city, of notable public events, including sports, horse-shows, visits of colourful personalities and a variety of other events and persons. The collection will serve as a historical documentation of a very high order parti-

cularly for the study of social life of Washington during the early decades of the present century.

Another notable collection of photographs received by the Library is that of Hermann Goering containing 81 albums and portfolios illustrating his life. Among them a series of 41 albums gives a chronological pictorial account of Goering's major activities from 1934 to 1942. There are also some pictures of young Goering during World War I and those of his special trips of state.

The third item of significance recently acquired is an extensive collection of 1750 prints relating to George Washington. These have been presented to the Library by Mr. L. M. Rabinowitz of New York on condition that duplicates of prints already in the Library's collection are to be given to Yale University. Although the greater part of the collection consists of portraits of George Washington there are numerous pictures of important events in his life, such as scenes of his early boyhood, his activities as a surveyor, marriage and family life, his military career and his death.

The Division of Maps is the recipient of 34 charts of the Atlantic Coast presented by the British Admiralty. These were issued between 1774 and 1784 by British engineers and are among the earliest detailed surveys of American harbours and coastal areas. The Library has also acquired a fine copy of the World atlas, *Il Corso Geografico, 1692*, by Father Marco Vincenzo Coronelli. It includes some 180 double plate maps, 12 of which relate to America. The individual maps are beautifully executed and the atlas is in excellent condition.

Among the recent publications of the Library are: *The Story Upto Now: The Library of Congress, 1800-1946* by David C. Mearns (a reprint from the Annual Report of the Librarian of Congress for the Fiscal year ending June 30, 1946, with addition of illustrations and slight revision of text); *An Album of American Battle Art, 1755-1918*; *A Guide to the Law and Legal Literature of Chile, 1917-1946*, by Helen L. Clagett; *A Guide to the Law and Legal Literature of Argentina, 1917-1946*, by Helen L. Clagett; and *a Bibliography of Periodical Literature on the Near and Middle East, IV*.

## CANADA

### *Department of Public Archives, Ottawa*

The Report of the Department of Public Archives of the Dominion of Canada for 1947 reveals that the normal activities of the department which had been drastically cut down during the war have been resumed. Dr. Gustave Lanctot, the Keeper of Public Records visited United Kingdom and France during the year to reorganize the London and Paris offices for making copies of the documents of Canadian interest available in the repositories there. These offices were functioning before the war, but with the beginning



of hostilities the work of the London office was suspended and the Paris Office was destroyed.

The Dominion archives is very fortunate in receiving recently a gift of valuable records from the Public Record Office. These consist of 17 volumes of original correspondence of the Board of Trade (1734-1773) relating to political and commercial questions concerning the American colonies and the correspondence of Sir William Johnson regarding Indians relations.

#### *Hudson's Bay Record Society, Toronto*

The Hudson's Bay Record Society is to be congratulated on the publication of a new volume entitled *Minutes of the Hudson's Bay Company, 1679-84* (Part I, 1679-82), which incidentally constitutes the 8th volume in the Hudson's Bay Company series. The volume is edited by E. E. Rich and is furnished with an introduction by Professor G. N. Clark. The records reveal in a vivid manner the hand-to-mouth character of the Company's business during the early days of its struggle and fill a blank in the history of English trade enterprises in the New World. The same high standard of printing and editing as shown in the previous volumes has been maintained.

### AUSTRALIA AND NEW ZEALAND

The Archives Department of the Libraries Board of South Australia has been enriched by acquisition from various sources of the following items: Dr. Alfred Austin Lendar's Autobiography; Diary kept by James Kennedy during a voyage from England; Records of Northern Territory Survey Expedition, 1868-70; Diary kept by G. W. Goyder, January-September, 1869; Record of the principal architectural works executed by E. G. Woods, 1886-1944; and four letters written by Lt. Colonel George Palmer to Rev. Mason concerning the interest of Duke of Wellington in the bill to erect South Australia into a British Province, 1834. The total collection now comprises 358, 647 documents, 20,681 views and 2,175 maps.

It is gratifying to note that all the material deposited at different places during the war period has been brought back to the Archives Section. The Department, however, faces a serious difficulty regarding the storage stacks for the official records which can be transferred to it. The photo-copying room of the Department which has recently been completed is fitted with the most up-to-date equipment. Mr. J. McLellan, Assistant Archivist has been promoted to the position of Archivist and Mr. G. H. Pitt, Archivist has been appointed Principal Librarian of the Library Board.

The Australian records of the two wars are housed in the War Memorial Museum at Canberra, the magnificent building of which was completed in 1941.

The New Zealand Government has recently appointed Major-General Harvard K. Kippenberger, one of the country's most distinguished soldiers as editor-in-chief of the Dominion's war history. The preparation of this history will be easier compared to history of the First World War because of the properly organized system of records administration in every unit of the army. Early in 1941 an army archives section was set up with the New Zealand Division in Egypt and similar sections were set up in other areas of war and also with the home defence forces in New Zealand. These sections were mostly staffed with trained librarians, archivists and research scholars, with the result that the records of each unit are available in an orderly state for writing the history of the Dominion during the Second World War. The "daily diary" kept by the intelligence officer of each unit forms the basis of the war history. Most of the units of the army had their own historical committees and unit historians or others engaged in research.

During the Second World War similar historical sections were also set up in the Australian Navy, Army and Air Force to collect records and relics for posterity.

## JAPAN

### *National Diet Library*

The democratization of Japan in recent months under American influence has given a new incentive to the library movement in that country, leading to the establishment of the National Diet Library at Tokyo. After the inauguration of Japan's new constitution on May 3, 1947 the National Diet decided to have a library organized along the lines of the Library of Congress. Two Diet Committees were appointed for doing the preliminary work in this connection and General MacArthur was requested to arrange for the services of some American experts to assist in the planning of this significant project. The United States Library Commission, appointed in consequence of this request, consisted of Mr. V. W. Clapp of the Library of Congress and Dr. Charles H. Brown, Librarian Emeritus and Associate Librarian of Iowa State College. They visited Japan in December 1947-January 1948. During their stay of five weeks they discussed various problems connected with the organization and functions of the library with the two Diet Committees, with the presiding officers of the two Houses of the Diet and other officials of the Japanese government and representatives of the General Head Quarters of the Supreme Commander of the Allied Powers. As a result of these discussions a detailed plan was formulated and to give it a practical shape immediately the National Diet passed on February 4, 1948 two laws—the National Diet Library Law and the National Diet Library Building Commission Law. The former provides for a legislative reference service, printed catalogue distribution service and co-ordination of all governmental

libraries. The Librarian is to be appointed by the President of the House of Councillors and the Speaker and their selection is subject to confirmation by the two Houses. The selection of Tokujiro Kanamori, an expert in constitution and legislation, to fill this important position would be welcome to all concerned. He was for many years head of the Legislative Bureau of the Cabinet and more recently minister without portfolio in the Yoshida Cabinet where his duties related to the adoption of the new constitution.

The Library was officially inaugurated on June 5, 1948 in its temporary building, the former Akasaka Detached Palace which under the Imperial regime was exclusively used for the entertainment of visiting royalty. The Library employs 200 persons on its staff and there are 230,000 volumes on its shelves at present. The organisers' aim is to raise the number of volumes eventually to six million. They are also planning a project for microfilming in co-operation with the Library of Congress because it is very difficult to get books.

The Civil Information and Education Section of the General Headquarters of the Supreme Commander for the Allied Powers has recently carried out a survey of libraries in Japan, containing 3,000 volumes or over. The report issued by them regarding 874 such libraries contains the names, type, location, size, annual circulation, average budget and an estimate of the war damage in each case. The heaviest losses suffered by libraries during the war were in the Tokyo Metropolitan Area.

## PRESERVATION & PHOTOGRAPHIC

### *Book-binding with electronics*

A revolutionary electronic method of book-binding, developed by Forbes Parkhill of Denver, Colorado, has been reported in the *Book Binding and Book Production*. The new process claims to eliminate thread sewing and even folding and does away with the present type of cased-in book and case-making and casing-in production methods.

Parkhill's process has been made possible by the recent development of high frequency heating units and of plastics which can be heated, fused and formed electronically. The process, it has been claimed, can provide a simpler, stronger and more economical method of binding pages together without the use of thread or wire and can produce a more durable, simpler and stronger case which substantially reduces the operations necessary in case-making and casing-in.

The Parkhill process consists essentially of the following:—

“The application to the binding edges of the printed pages of a narrow film of plastic hot melt coat, or of a plastic ribbon film, during or after the printing process. The sheets thus treated are then submitted under pressure to electronic impulses which melt the plastic inter-laminations, forming a hot glue that binds the pages firmly and instantly. Molding on the backbone of the book a non-

rigid plastics cap, which under application of heat and pressure, melts, welds or fuses with the plastics inter-laminations to form a single homogeneous binding unit. A case consisting of rigid plastics front and back cover boards, connected by a flexible plastics hinge may be welded, fused or melted electronically to the cap so that the two form a single homogeneous unit".

During the printing process, a film strip approximately  $\frac{3}{8}$  inch wide of hot liquid plastic melt coat is applied to the sheet along the longitudinal channels between the adjoining rows of printed page impressions. The assembled and correctly aligned sheets are placed in an electronic heat sealer and the plastic laminations between the sheets are subjected under pressure to electronic impulses of 8.75 megacycles for about 10 seconds. The electronic heating does not affect paper but melts the plastic which permeates the pores of the leaves, securely and permanently binding them together. Plastic backlining, one-piece cases and cloth binding can also be made by various adaptations of the process.

The greatest saving in manufacturing costs to be brought about by the electronic binding process, Parkhill claims, comes through elimination of the many machine operations necessary under existing book-binding methods.

### *Microfilm Reader*

Remington-Rand announces a new Reader-Desk for microfilm records. The 14" x 14" screen is scientifically tilted to the proper angle to make reading easy and is specially coated to eliminate eye strain. Film can be run through the desk in either direction as fast as 150 ft. a minute and brought to a stop instantly. Loading, focussing and image positioning are all accomplished in a recess located at the base of the screen. At high speeds, the glass flats which form the film gate open automatically to prevent wear on the film.

### *Microfilming Outfit*

A new all-purpose, automatic microfilm camera called the "Micro-record" has been developed by Griscombe Corporation, 50, Beekman St., New York, N.Y., U.S.A. Material to be microfilmed is laid on a glass window on the Microrecord operation table and exposure as well as transport of film is effected by pressing a single button momentarily. Any graphic material, regardless of bulk which can be placed on the  $9\frac{1}{2}$ " x 14" window can be microfilmed. No book cradles are required as small books can be laid upside down and held flat by applying pressure, if necessary. The camera is, however, ideally suited for microfilming loose papers, office files and not too bulky bound volumes. Focus, aperture and illumination are fixed and little knowledge of photography is required in its operation. One can take up to 45 exposures a minute with this camera,

*Protection of Books in Tropical Climates*

The Division of Economic Entomology, Council for Scientific and Industrial Research, Australia, has developed new methods of utilizing boric acid for preservation of books (*Journal of Scientific and Industrial Research*, October, 1947). A solution of boric acid, 1 lb. in 1 gallon of commercial methylated spirit, is applied to the covers and binding of books by spraying. Even when applied liberally, the colour of the covers is not affected, it has been claimed, nor does it cause any sticking. The light white coating of dry boric acid is finally dusted off, but a substantial part remains absorbed in the paper and covers.

Treatment with boric acid is probably ineffective against attacks by termites particularly *cryptotermes* which form colonies in shelves and other wooden fittings of homes. These colonies may be destroyed by applying a 5 per cent solution of paradichlorobenzene in kerosene to the infested wooden shelves or to the galleries and runs of the termites. In order to prevent damages by cockroaches, boric acid or sodium fluoride dust should be scattered liberally and at frequent intervals on objects and in places frequented by cocroaches. Nothing has, however, been said regarding the effect of boric acid on the durability of paper and ink and it would be worth while investigating this aspect of the problem.

*Newsprint Manufacture in India*

The National Newsprint and Paper Mills, Ltd., has been established with a view to manufacturing newsprint. The factory is being planned for location at Chandni, Central Provinces, in the heart of a 375,000 acre forest tract. The factory which will produce 100 tons of newsprint per day will be equipped with up-to-date plant and machinery from Canada and the U.S.A.

The first newsprint industry in the country will utilise the hitherto unexploited Indian "broad-leaf" tree.

*Quarternary Ammonium Compounds as fungicides*

Quarternary ammonium compounds have been found to possess high antibacterial potency (*Biol. Abs.*, 1947, 21 1452). They have proved useful in controlling rope and mould infections in the bakery and found to be of practical application in the baking industry. This new class of fungicides can be applied conveniently as sprays and the solutions are odourless and tasteless. No information is yet available regarding the feasibility of using the new fungicides for the control of mildew growth on books and documents.

## BOOK REVIEWS

*The Dutch in Bengal and Bihar, 1740-1825 A.D.* by Dr. Kalikinkar Datta, M.A., Ph.D., (the University of Patna, 1948, Pp. 273).

**D**R. DATTA has made the History of Bengal in the 18th century his special field of study, and the fortunes of the Dutch in Bengal and Bihar during the 18th and early 19th centuries form the theme of this new book of his. With a preliminary outline of the history of the early Dutch Settlements and of the Council of Chinsura, the treatment takes us on to the critical months of 1756-57. The Indian and non-Indian factors that influenced the relations of the European powers among themselves and with the Indian powers are clearly brought out. Nawab Siraj-ud-Daula played fast and loose with the Dutch, who acted on the whole with great caution and prudence in their dealings with the Nawab on the one side and with the English on the other side, during the critical months before Plassey. Dr. Datta points out that the action of the Dutch in rendering assistance to the English fugitives at Fulda was not, in strict theory, consistent with the laws of neutrality; but it is perhaps stressing the validity of the principles of European Laws of Neutrality a little too far, in matters affecting the relationship of the European powers towards one another at a time of crisis and common danger for them in a non-Christian and Asiatic state. We learn how the Dutch offered to mediate between the English and the Nawab and found themselves in a delicate position during the English siege and capture of Chandernagore. A chapter is devoted to the details of the circumstances leading to the battle of Biderra (Bedara) whose reaction on the prosperity of both Batavia and Holland is well brought out. Then the narrative passes on to the post-Bedara period and notices the nature of the convention entered into by the Dutch in August 1760 and the diverse anxieties caused by the scarcity of the *tantis* (weavers) for the European companies.

Dr. Datta rightly lays stress on the extent of the responsibility of the European companies in bringing about the economic decline in the country, as well as the hardships and disadvantages which confronted the French and the Dutch in Bengal after the departure of Clive and which persisted on into the days of Warren Hastings. The main causes of dispute were over the fees to be paid to the officers of the Indian Government and the quantity of saltpetre to be supplied to the Dutch.

In the critical years of 1780-81 when the English fortunes swung dangerously low, interest shifts on to South India, and the English were now in need of active help from the Dutch and requested the Nawab of the Carnatic to negotiate a treaty with the Dutch Governor of Colombo for the services of a body of European infantrymen and artillerymen; but before the treaty could be properly implemented war had broken out between Great Britain and Holland. In this

connection the letter of Warren Hastings personally defending his policy with regard to the proposed Anglo-Dutch Treaty is instructive. An instance of the meticulous care taken by Dr. Datta in respect even of the most trivial details is sampled in note 298 (page 111) which discusses the exact dates of the capture of the Dutch possessions in Ceylon as soon as war broke out.

Detailed attention is of course paid to the capture of the Dutch possessions in Bengal and Bihar at the time, and to the regulations enforced for the conduct of the Commissaries who were put in charge of the captured places. The fortunes of the Dutch settlements in the epoch of the Napoleonic Wars, particularly of the Dutch factory at Patna, the Convention of 1814 and the final cession of the Dutch possessions to the English in 1824-25, conclude the narrative which is couched in easy, but a little florid language. The appendix matter is useful and that on the use of *cowries* as current coin is interesting. A bibliography, supplemented by a glossary of Indian terms and a small, but useful index, enhance the value of the book for the student. In some places the extracts quoted are unduly lengthy, but their relevancy is undoubted.

C. S. SRINIVASACHARI

*John Company at Work* by Holden Furber, (Harvard University Press, 1948 ; Pp. xi, 407, \$ 6.00).

**H**OLDEN FURBER is already well known to students of Indian history as the author of two excellent studies, one on Henry Dundas who had so much to do with the direction of the East India Company's affairs during his seventeen years' tenure of the Board of Control, and the other on the correspondence of Sir John Shore with Dundas (1793-98). The subtitle of his present work (published as the 55th volume in the series of Harvard Historical Studies) describes it as "A Study of European Expansion in India in the late 18th Century." He has selected the decade 1783/4-1792/3 as the sample for describing the social and economic forces at work in India and in Leadenhall Street throughout the period of consolidation of European power in India, 1757-1818. His selection of this decade is undoubtedly conditioned by his familiarity, even intimacy, with what we may call the Dundas period of the East India Company. Mr. Furber has undoubtedly taken pains to consult almost every source known to exist—including the archives of the *India Office in London*, the records of the French, Danish and Dutch East India Companies, the record offices at Madras, Bombay and New Delhi. Not only that, he has personally visited almost all the 18th century European trading centres in India. The result is a very detailed survey, with copious footnotes and useful appendices, of the course of European commerce in India during the decade, the relations between the various nations participating in that commerce, their interaction upon each other and upon the Indian economy during that period and on that of the home countries. If

all this mass of details crammed within the comparatively short space of 300 pages or so has somewhat taken away from the readability of the book, its qualities of erudition and reliability can hardly be questioned.

After a brief survey of the condition of India between the departure of Warren Hastings and the arrival of Lord Cornwallis, as affected by the impact of Europeans, Mr. Furber takes up, in turn, the courses followed by the French, Dutch and the Danish Companies, in their trade between India and Europe as well as the "country" trade (which means the trade between ports situated on the Arabian Sea, Bay of Bengal and the Indian Ocean), trade and politics in Madras, Bombay and Bengal, and rounds up the survey with an account of trade and politics in Leadenhall Street. It is an account of the gradual decline of French, Danish and Dutch commerce, their greater and greater dependence on the British who had emerged as the strongest of the lot, and finally their total disappearance from the scene. It is also a story of bonds and bills of exchange, agency houses and collusive contracts, private fortunes made and lost, all of which led to the winding up of the commercial activities of all but the English East India Company, the loss of credit and reputation the latter itself suffered, the efforts of Cornwallis to pull it out of dangerous waters. The essence of Mr. Furber's conclusion is that finally the continuance of the East India Company's activities in India was not so much a matter of profit to a certain joint stock company established in London, but that of expansion of British political power. It is true that under the protection of that power many a Briton made fortunes in India with which they retired to their homeland, but for the Company as a trading concern, it was hardly a profitable business. Had the China trade not been there to make up for the losses in India, the history of the East India Company may have been different.

Mr. Furber also seeks to explode certain beliefs hitherto held by many, such as the theory of the "drain of wealth from India". He establishes, from recorded statistics of voyages, cargo manifests and invoices, that what was transferred from India to Europe was in the shape of merchandise and the wealth they represented was the difference in their prices in India and in Europe. As against that this commerce provided many people, e.g. the spinners and weavers, etc., in India employment and subsistence. As to bullion and coins, Mr. Furber shows that the traffic was entirely one way, from west to east. It is certainly worthwhile thinking seriously what shape Indian economy might have taken in the centuries following the disintegration of the Mughal Empire had there been no European influx. Perhaps that is a mere academic question; India could not escape western impact at the time when she received it. But before accusations can be laid at the doors of others, such speculations may help one to get a more realistic view of things.

*John Company at Work* would make an excellent companion volume to C. H. Philips's *The East India Company, 1784-1834*, giving



the Indian end of the picture while Dr. Philips concentrates on the London end. Like the bibliography in Dr. Philips's work that in Mr. Furber's book will be of immense help to scholars.

P. BASU

*Thirteenth Annual Report of the Archivist of the United States, 1946-1947* (U. S. Government Printing Office, Washington, D.C., Publication No. 48-6 ; 92 Pp.).

THE first reactions of an Indian archivist on reading this short report would be of frank envy and yearning—envy for the volume of good work done by the U. S. National Archives, and yearning for the day when records administration would be taken as seriously and earnestly in this country as it is done in the U. S. Federal Government. As to the achievements, despite a cut in available funds, the list commands respect. The opening sentence of the report claims: "The records of World War II are now substantially under administrative control." In addition, a handbook of the records of World War II agencies was substantially completed. These alone are enough to make records administrators in other countries sit up. The explanation follows immediately after: "Never before have the records of our participation in a war been so managed that the worthless material could be promptly discarded and that of continuing value be assured of preservation. Never before, in fact, has a systematic effort toward this end been made. It might not have been made in World War II had not the National Archives *at the beginning of the War* inaugurated its records administration program." (the italics are mine). The moral is obvious, but unfortunately its very obviousness renders it liable to be overlooked.

The report is so instructive that one feels tempted to quote long passages from it verbatim. It says: "Neither a program nor the legal machinery for records administration nor the influence of the Budget Bureau would have enabled the Government to cope with its wartime records problems, however, had not a small but ever-growing group of professional records administrators in many Federal agencies put their hearts as well as their brains into their work." There is, however, a more fundamental requisite, that is the appreciation of the value of records at all levels from the top executive through major and minor officials down to the man in the street. In this connection the following words of Senator Homer Ferguson (quoted in the report under review) are offered for the attention of those who control the destinies of nations:

"Good public men are aware of the significance of public records. Each one knows that his own life and times are but brief moments in the infinite span of historical time. Each one knows that the present is the inheritor of the rich accumulations of the past. Each one seeks his utmost to light his path with the lamp of experience, which is history. Countless hours are spent in threshing over

materials of the past in hope of distilling a drop of wisdom useful in the present. Today's generation is enriched, strengthened, and guided by what it knows of countless generations before it, or impoverished by what has been for ever lost because it had been improperly preserved.

"Public records make up the backbone of history. All men with a deep sense of the historical know this to be so. Men of integrity are diligent in their efforts to see that the public records are as complete as possible, scrupulously safeguarded, and properly preserved where the people may have ready access to them. That is the real significance of public museum, libraries, and government archives."

Coming to details, of great interest to Keepers of Government Records is the Executive Order "providing for the more efficient use and for the transfer and other disposition of Government records," issued September 25, 1947 (No. 9784). This Executive Order drafted by the Budget Bureau in consultation with the National Archives makes the Federal agencies primarily responsible for the administration of their own records, and requires the conduct of an active, continuing records retirement programme in each of them. It also prohibits the transfer of valuable records from one agency to another. All such transfers are required to be made to the National Archives which in turn can give them on loan to another agency which may want them for administrative purposes. The existence of such a central clearing house is the backbone of successful control of records; in the absence of such a practice records are bound to be dispersed beyond redemption.

In the matters of Disposal, Accessioning, Preservation and Analysis and Description of Records, good progress is reported although not as much as could be desired. An interesting item under Accessions is that of maps and atlases, a total of nearly 175,000 of these two categories having been received during the year. This brings the total holdings of the Archivist to nearly 540,000 maps and more than 850 atlases, about 65 per cent of the maps being manuscript or annotated—a veritable treasure house for the research student.

The Archivist reports a sharp rise in the number of reference services rendered, the figure for 1947 was nearly 314,000, more than 60 per cent being for the Government. One cannot help remarking again that such service is possible only when the records are properly arranged and adequately described. Mere custody of records is not enough; to be useful they have to be under control. One feature of the inquiries received was the noticeable growth in those relating to business interest. However, the variety of subjects on which inquiries were received was as heterogeneous and interesting as any large archival institution experiences.

Very interesting reading is the account of the Freedom Train which was to begin its year-long and country-wide tour after the close of the year under review. The intention of this train was to bring to the very doors of Americans living in places wide apart in that vast

country, some of the documents which the whole nation cherishes, not in mere copy or even facsimile, but in the original. The idea would no doubt appeal to every nation which has documents in which they take pride; but what is instructive is the care and precautions that the Archivist of the United States took before permitting the priceless documents in his custody to go on their journey.

Among "Other Services", items of more than ordinary interest are the co-operation of the National Archives with the American University for training a body of archivists, and with the Civil Service Commission for preparing a register of various grades of archivists through examination. These are very commendable actions, but these can be useful only when there is a demand for professional archivists in a country, which, in turn, depends on whether or not records administration is taken seriously enough.

P. BASU

*A Guide to Manuscripts Relating to American History in British Depositories reproduced for the Division of Manuscripts of the Library of Congress* by Grace Gardner Griffin (Washington, The Library of Congress, 1946. Pp. xvi, 313).

THIS Guide published two years back should be of special interest to those in this country who are interested in the collection of materials for research of Indian history available in foreign countries. It may be noted that the Indian National Archives has undertaken a project, as a part of the post-war development programme of the Department, for the building up of a repository of transcripts and microcopies of documents pertaining to Indian history held by libraries and archival repositories abroad. This publication can certainly be of considerable help in the implementation of the scheme and those who have to execute it can profit much by the knowledge of the experiences of a sister institution in this field.

Though the Library of Congress is not the first one to take up a project of this nature, it possesses today a unique collection of copies of documents relating to the history of the United States of America. In the Preface of the book are recorded the experiences of the Library and the means adopted by it for the execution of the scheme during the past fifty years.

The beginning of this collection can be traced back to 1898 when the Library of Congress bought from Benjamin Franklin Stevens of London a large collection of facsimiles of documents in the British depositories pertaining to American history. A continuous scheme was initiated in 1905 and a start was made at the British Museum, London. A year later the activities in this field were extended to the Bodleian Library and the Public Record Office and the copying work was also begun in France and Spain in 1914 and in Mexico in 1919. The consummation of the project, it must be stated, has been greatly helped by private benefactors from time to time. In 1925, Mr. James William

donated a fund to the Library from the income of which reproductions from European repositories were to be acquired. This munificent donation enabled the authorities of the Library to set up photostat machines at the British Museum and the Public Record Office for making copies exclusively for the Library of Congress. In 1927 Mr. John D. Rockefeller Jr., recognising the importance of the scheme for American history, donated \$450,000 and followed it shortly afterwards by a further grant of \$40,000. Thus ample funds were available and under the direction of the Chief of the Division of Manuscripts of the Library of Congress the work made rapid progress. An officer was deputed by the Library to Europe for expediting the acquisition of copies and a unit was also established in the Library to process and index the materials they acquired. The total acquisitions under the Rockefeller grant amount to approximately two and a half million pages of manuscripts.

Another factor which was of considerable help in the fulfilment of this scheme was the availability of a number of guides and indexes which formed the basis of the selections made. We may in particular mention here Stevens Catalogue Index of Manuscripts in the Archives of England, France, Holland and Spain, relating to American History, 1763-1783 which is in 180 manuscript volumes and contains titles of 101,000 documents.

The Guide, as stated in the Introduction, "enumerates the material contained in the collection by (1) Archive or other depository; (2) volume number; (3) title of volume." The contents of each volume are also briefly described and the inventories of manuscripts of American interest held by each depository are preceded by a brief statement about the nature of the documents and a list of published guides and other finding aids. The collection covers the documents in the possession not merely of well known libraries and archival repositories but also those in private archives and manuscripts in the libraries of academic institutions of United Kingdom, Ireland and Canada.

The volume is copiously indexed and although the reproductions in the Library of Congress pertain to American history the index in this Guide contains some references to documents of Indian interest.

V. C. JOSHI

*Central African Archives in Retrospect and Prospect: A Report by the Chief Archivist for the Twelve Years ending 31 August 1947.* (Salisbury, Central African Archives, 1947, Pp. vi, 118).

**T**HIS report was prepared by the Chief Archivist, Mr. V. W. Hiller, at the request of the Royal Commission for Central African Archives which was appointed in 1946. It contains a concise and well written survey of the work performed in respect of the organization of the archival service in Southern Rhodesia and the aims, objectives and plans for its further development for the Central African colonies.

The significant developments recorded in this report will be of unusual interest especially in those countries where archival organization is in its infancy or even adolescence. For them the achievements of this small country within a short period of twelve years can help to arouse enthusiasm for the development of their own archives on modern lines.

The story of the Central African Archives begins with the establishment at Salisbury of the Archives of Southern Rhodesia in 1935. The first Archives Act (1935) followed closely the South African Act of 1922 and provided for the centralization of custody of public records, the acquisition by the government archivist of private historical materials and the appointment of an archives commission as an advisory body. It was twelve years later that the activities of the Salisbury Archives were extended to the neighbouring colonies of Northern Rhodesia and Nyasaland and the Salisbury Archives was renamed as Central African Archives. This far-reaching change was brought about by the Archives Amendment Act of Southern Rhodesia (1946) and complementary legislation in the two other colonies. At present temporary records depots have been set up at Zomba (N. Rhodesia) and Livingstone (Nyasaland); but within a period of about five years their muniments will be transferred to the new building at Salisbury which will be the central repository.

The archives of Southern Rhodesia were in a perilous condition until 1935. The colony which was governed until 1923 by the British South African Company which was primarily a commercial body and paid little attention to the preservation of their old records with the result that large bodies of them were lost by dispersal even beyond the frontiers of the colony. The archives of the Company at the time Southern Rhodesia became self-governing, were partly left in the colony and partly in its London and Capetown offices. The Archivist was faced in 1935 with a twofold problem of stopping wanton destruction of records in the different departments and districts of the colony and bringing them to the repository at Salisbury and of arrangement for the transfer of records from London after negotiating with the Company. Though it has not been possible to recover all the records, the Archivist's efforts have succeeded in fulfilling the main task.

Apart from the official archives the Archivist has taken up the acquisition of private manuscripts, rare books and newspapers and their concentration in the repository. Though it is somewhat of a departure from orthodox archival theory, Mr. Hiller has achieved conspicuous success in this respect and the record office has been enriched by deposits of correspondence, diaries, note-books and other papers of famous missionaries, administrators, explorers, soldiers, hunters, travellers and others and the records of certain co-operative bodies. These documents, as pointed out by Mr. Hiller, throw light on every aspect of life, from commerce and education to war and rebellion. The most important among these acquisitions of historical manuscripts are the papers of the Moffats, the famous missionary

family, the well-known explorer, Thomas Baines and François Coillard whose influence was mainly responsible for the extension of British protectorate over Barotseland.

The Southern Rhodesian archives were housed in 1935 in two small rooms and since then there have been frequent changes of premises. At present the repository is located in some sub-ground floor rooms of Milton Building, a block of government offices in Salisbury. This, of course, is a temporary lodging for the Central African archives. A new site has been selected in the outskirts of Salisbury and plans have been completed for a specially designed and air conditioned functional building with all essentials of a modern archival repository, offering optimum conditions for the preservation of records and fitted in its various sections with modern installations. The Chief Archivist is assured of ample funds for this project and it will not be long before the new depository is completed. The plans of the building described in detail in the Report are of special interest for those who may be called upon to provide modern homes for records of their countries.

The Central African Archives are performing, as it happens in many small countries, certain ancillary services which in larger countries would be regarded as outside the scope of an archival institution. The Library in the archives is not merely a staff library, but has been built up to serve the needs of the research workers, containing a complete collection of books on Central Africa and several reference works. It also serves the public by doing bibliographical and reference work on their behalf as well as for the government. Since 1938 it has become a copyright library because the Printed Publications Act (1938) has provided for the compulsory deposit of all books in the Library of Archives. The Archives also contain private manuscripts, maps and pictures and has a small museum attached to it.

Of special interest to students of Central African history are the publication activities of the Archives. In order to make these records accessible to the student and the general public calendars, inventories and guides are being prepared. However, a matter of greater significance is the programme to publish important groups of materials in the Historical Manuscripts Section illustrating the history of the colonies. Sir Ernest Oppenheimer's generosity has enabled the Archives to give a practicable shape to the plans and several volumes have been brought out in the Oppenheimer Series.

The Report is a well-planned work and written in a lucid style. This comprehensive account of the activities of the young archival organization and its major problems is well worth reading from cover to cover. Though prepared primarily for the members of the Royal Commission for Central African Archives it would be useful to archivists and laymen interested in the preservation of records and historical manuscripts. The production of the publication is of high standard and worth emulation by those who are responsible for bringing out official publications in this country. The inclusion of several

illustrations have added much to the utility of the Report and they bear witness to a healthy and vigorous archival programme in Central Africa.

The appendices contain the texts of various acts and ordinances issued in the three colonies for regulating the archival service and controlling the disposal of records. They can offer a basis for archival legislation for countries whose archival wealth has not been well looked after so far.

V. C. JOSHI

*A Guide to the Archives of the Central Record Office, N. W. F. Province* by S. M. Jaffar (Peshawar, The Manager Government Printing and Stationery, 1948; pp. X, 50).

**MR. JÁFFAR** is to be congratulated on bringing out this Guide to the records holdings of an archival agency which came into existence in the post-war period. Incidentally it is the first publication of this type coming from the Dominion of Pakistan.

As pointed out in the 'Foreword' by Sir George Cunningham, Governor of the North-West Frontier Province, a large share of the credit for the creation of a Central Record Office at Peshawar is due to Mr. Jaffar "without whose enthusiasm the scheme would not have come to fulfilment". Mr. Jaffar was a familiar figure at the meetings of the Indian Historical Records Commission during pre-partition days where he represented the government of his province. It was quite in fitness of things that he should be the first Keeper of Records of the Government of North-West Frontier Province.

The muniments in the Record Office at Peshawar cover a period of approximately fifty years, 1849-99. The Province was a Division of the Punjab till 1901 and was administered by a Superintendent and Commissioner with his headquarters at Peshawar. When the N. W. F. Province was created it received the records relating to its territories which continued to be kept at the Civil Secretariat. In 1939 the Government arranged for their weeding and more than 1,200 bundles of documents were marked for destruction. These were, however, saved by the timely intervention of the Director of Archives to the Government of India and the bundles were transferred to his custody in 1940. These records, even on a superficial examination at the Imperial Record Department (now National Archives of India), were found to contain valuable historical data particularly regarding relations with Afghanistan and frontier tribes. At the conclusion of the war when the Central Records Office at Peshawar was established these records were sent back and they now form the nucleus of the archives there. The holdings have been enriched by the recent accession of records of the Political Branch of the N. W. F. P. Civil Secretariat. All these documents have been flattened and systematically arranged according to their provenance.

The archives described in the Guide fall into seven main groups: Foreign, Military, Finance, Revenue, Home, Public Works and General or Miscellaneous. Mr. Jaffar has clearly indicated the value of each group as source material for history which would be of considerable help to research students. Among the documents of outstanding importance mention may be made of *Ahwal-i-Kabul* or Kabul Diaries received from British Vakeels at the Court of the Amir of Kabul; Khyber Diaries prepared by Political Officers and journals and news bulletins received from newswriters at Jalalabad, Kabul, Kandahar, Herat and other places. These documents are certainly invaluable for a correct understanding of the British relations with Afghanistan, Russian designs in Central Asia and tribal affairs during the second half of the 19th century. There are also some papers relating to the activities of the Kukas and Wahabis who were a source of great anxiety to the British administration during this period.

The Keeper of Records of N. W. F. Province has also undertaken to preserve as a trustee historical manuscripts in private collections which otherwise might perish due to indifference and ignorance of their owners. These papers are made available for the use of research scholars.

Chapter V of the Guide contains Historical Research Rules which are similar to the rules of the Imperial Record Department. It is hoped that the discrimination against the scholars belonging to "states" regarding accessibility of records will soon be abolished as has been done by the Government of India. Among the appendices the reader will find one concerning syllabus of Diploma Courses in "Training in Archivism" conducted at the Record Office.

The Guide is a useful work and promises well for the succeeding publications of the N.W.F.P. Central Record Office.

V. C. JOSHI.



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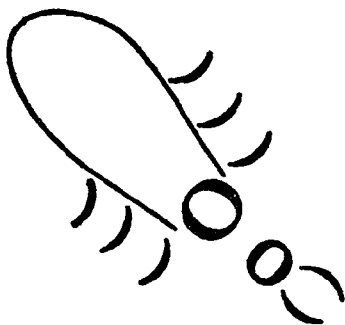
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