

EXTRACTS FROM LIBRARY OF CONGRESS CORRESPONDENCE

There is unanimity of opinion among experts that the most effective method of caring for Government Archives is by concentrating one building under one Administration. Some holders of Archives object to losing control of their records, but this can be satisfied by their not losing control, it being a practical arrangement for the use of records of the department to be regulated by rules laid down by the dept., and not by the keeper of the records. Such an arrangement in fact exists in the case of the - PUBLIC RECORDS OFFICE IN LONDON. (From ~~Callie~~ ^{Callie} Hunt--Report to the House of Representatives, Nov., 1910)

The need of a law requiring State Officials to turn over to the State all of records for permanent preservation, all official records not in daily use, is sometimes thought desirable. There is such a law in Mississippi--The condition of the Miss. Archives when transferred to the dept. created for their care and custody was ~~the~~ ^{the} best evidence of the wisdom of their concentration under the care of an official appointed especially to take charge of the work. This policy of concentration was adopted in Alabama, N. Carolina, and West Va., as well as in Miss. The care and classification of manuscript material is not to be confused with ~~the~~ library work. The training of the librarian has little to do with ~~the~~ ^{the} Archivist, though many similar methods could be employed in both fields of endeavor.

The administration of Archives should be based entirely on the theory that their classification for public use is the main end and aim of their preservation. (From address of Dunbar Rowland, Director Dept. of Archives and History, Miss., read to the Historical Association, Dec., 1910)

National Association of State Libraries-Public Archives report, 14th Convention, 1911, has some suggestions.

Suggestions required for new Archives Building in Washington.

1. Unloading platform within building.
2. Facilities for removing dust from shipments (vacuum cleaners) which go directly from packing space to Receiving Room.
3. All shipments will be inventoried in Receiving Room, this room to have stout movable tables. It is not possible to catalogue or properly index shipments on their arrival. They can only be checked and sent immediately to the shelves.

Recommendations

Recommends that air be kept dry.

Table space of working alcoves at the intervals through the stack. Portable hook shelves might be devised.

Cleaning Stations at intervals through the stacks for cleaning at the stated times.