and local archives. Thus far Iowa has no local records in the files of her archives department. A few private papers have been overlooked by state officers and left with the official files but no account of these has been taken in the classification.

The second or formal classification makes the distinction between printed and manuscript records. Practically no printed archives are retained in this department. There are a few exceptions in the case of military orders in the governor's office and some printed insurance schedules in the auditor's office. These are filed side by side with the manuscript records.

The printed reports and documents of Iowa are in the Law Library which purposes to have a complete collection of the same. Many of these are to be found also on the shelves of the library of the Historical Department, but none are kept in the archives.

The historical classification defines the three distinct periods of the history of Iowa. This classification has been made in some of the series of the various offices but not in all.

IV—Administrative Classification for Iowa.[20]

- Public Archives
  - State
    - Governor
      - Commissions
        - 1838
        - 1839
        - 1840
        - 1841
        - 1842
        - Etc.
      - Journals
      - Letters
      - Pardons
      - Proclamations
      - Requisitions
      - Etc.
      - Etc.
    - Secretary of State
    - Auditor
    - Treasurer
    - Superintendent of Public Instruction
    - Etc.
    - Etc.
    - Etc.
  - Local
    - County
    - Township
    - City

[20]Shambaugh, Benjamin F., A Report on Public Archives, p. 36.

The fourth or administrative outline practically combines the three classifications just described. You will note here again the separation of state and local archives. The distinction between printed and manuscript records is not made but these may be filed together in the proper series. The chronological arrangement of the series defines the limits of the different historical periods.

Turning now to the heading, state, we find the division into the offices of governor, secretary of state and so on down through all the offices and departments of the commonwealth, the concrete illustration of the classification of records according to their origin.

The records of the governor's office are further divided into the series of commissions, journals, letters, proclamations, etc., divisions which the functions of that office have created.

The following floor plan and pictures of the Iowa Hall of Archives as it is now arranged will serve to visualize this classification.

You will readily see that in general the outlines of Dr. Shambaugh have been followed in this classification. In some of the subdivisions the chronological arrangement has been departed from and a subject or alphabetical arrangement substituted as the series seemed to demand.

The working out of the classification has been largely in the hands of Mr. C. C. Stiles, superintendent of the classification department. A study of his outlines for the office of governor will illustrate the principles which he has found useful in the classification of the records of that office.