SOA Guide to Manuscripts and Records Near Completion

by David Larson

The pathbreaking Guide to Manuscript Collections and Institutional Records in Ohio will be available for nationwide sales within a few months. The SOA sponsored book, the first of its type in the country, is composed of two sections arranged by county, one section listing manuscript holdings in individual repositories and the other section describing the historical records of non-governmental institutions.

The manuscripts entries list holdings in over 200 repositories including every Ohio college, all major public libraries, and every historical society and special library that collects historical materials. This section greatly expands and updates the Ohio section of Hamer’s Guide.

The institutional records section lists broad samples of records maintained inhouse by over 800 business firms, churches, universities, labor unions, professional organizations, fraternal groups, cultural institutions, and trade associations.

Begun in 1970, the data for the guide was completed this spring under the volunteer labor of a number of SOA members. David Larson has served as general editor, Fred Honhart and William Myers as assistant editors, and the eight regional editors are William Aeschbacher, Dennis Harrison, George Knepper, Andrea Lentz, Richard Ryan, Les Stegh, and John Webb. A number of other persons, including graduate students and regular staff, assisted the regional editors in the field visits to every library or institution represented in the guide.

Editing the mass of raw data has proceeded under the direction of Lynne Wakefield who estimates the hardback book will total over 300 pages. The guide is being typed and edited gratis by the Ohio Historical Society as a service to the SOA. The printing costs will be paid directly by the SOA out of revenues derived from the sale of the publication.

The sale price of the volume is $8.00 a copy. Orders are being taken now and should be sent to Stephen Morton, University Archivist, Bowling Green State University, Bowling Green, Ohio 43402.

Conservation Workshops Will Highlight Sixth Annual SOA Meeting in Columbus

by Andrea Lentz

Conservation, a recurring concern of many members of the Society of Ohio Archivists, will be the theme of the SOA’s sixth annual meeting, which will be held in Columbus on Friday and Saturday, May 3 and 4, 1974. It is particularly appropriate that this meeting should be held at the three-year old Historical Center, headquarters of the Ohio Historical Society, for the OHS boasts one of the strongest and most extensive conservation programs in the country.

The meeting will begin on Friday morning with registration, coffee hour, committee meetings, and an optional tour of the archives-library. After a special luncheon, a general session on the principles of conservation will feature a nationally-known speaker. This presentation will be followed by three concurrent workshops dealing with conservation techniques which will be held in the society’s paper conservation, audiovisual, and microfilming areas. Each workshop will be given twice.

The SOA annual business meeting and election will be held Friday evening at a nearby location, after which old-time movies will be featured during a social hour.

On Saturday, four SOA committees will present concurrent workshops on a variety of topics related to conservation. Each workshop will be given once, and will include time for practical application of techniques by the registrants. Concluding the meeting, an optional tour of the new Pre-Civil War Village adjacent to the Ohio Historical Center will be given.
At the 1973 SOA fall symposium at Ohio University on October 26, part of the day was devoted to meetings of eight newly-established committees. This is a new departure for the Society of Ohio Archivists—one which the Council feels will provide increased membership activity within the organization and increased service to the various constituencies composing the SOA.

A great deal of discussion preceded the decision to establish these committees. Those of you who received and completed the membership questionnaire last fall will recall that ad hoc committees structured around specific projects rather than standing committees representing different interests were suggested. The responses, however, indicated a strong preference for standing committees; and Council, after analyzing the potential functions of these groups, agreed.

Accordingly, eight internal standing committees were formed: audiovisual archives, business records, church archives, college and university archives, local historical societies, manuscripts, rare books, and archives-library reference. In addition, Council authorized the president to contact the Ohio Academy of History and the Ohio Genealogical Society regarding the possibility of establishing Joint committees with these organizations. To date, the joint committee with the Ohio Academy of History has been approved, and the Ohio Genealogical Society is examining the best way to integrate such a committee within its own structure.

Though many professional organizations suffer from a surplus of committees, we believe that the SOA's new structure will be both stimulating and productive. The SOA is small enough to permit easy communication, yet large enough to support diversified activities centered around the specific interests of its members. These promise to be particularly valuable because of growing public recognition of the need for archival work. Interest in collecting, preserving, and publicizing the availability of all types of archival material has increased to the point where additional activities beyond the SOA's two meetings each year are necessary. These might take the form of fliers and brochures providing practical information, publicity campaigns to persuade more institutions to establish archives or rationalize the ones they already have, surveys on an infinite variety of topics and questions, or any number of other activities.

The SOA Council cannot and, we feel, should not attempt to perform all these functions by itself. Through committees, members who have particular interests and expertise within a given segment of the profession will have the opportunity to contribute their knowledge and efforts within their specialized fields. We are fortunate to have so many well-qualified persons within the organization, and we anticipate a marked increase in the SOA's ability to serve all its constituencies with the activation of the committee structure.

The type of projects chosen by each committee is really dependent on the committee itself. The only specific requests Council will make are for general membership promotion and communication, assistance in planning and presenting portions of each general SOA meeting, and for activity reports at the end of each year. Though projects involving the expenditure of SOA funds must be cleared through Council, no other limitations are placed on the type or variety of committee activities. If Council's advice or suggestions are desired, of course, we will be more than willing to participate in deciding upon appropriate projects.

In order to activate the committees as quickly as possible this year, Council decided to solicit chairpersons and members on an ad hoc basis. To date, each committee has a nucleus of members, and more will be added as the year progresses. Any member wishing to serve on a specific committee who has not yet been contacted is urged to write or call the president as soon as possible. Starting this coming spring, a questionnaire on committee preferences will be circulated to all members, and appointments will be made based upon the responses obtained.

A list of committees, present members, and regulations governing committees is printed in the SOA business section (pages 14-15) of this newsletter. All SOA members and friends are urged to contact the committee chairpersons if they have ideas or suggestions about possible activities. This is a formative period, and any additional input is welcome.
Technical Facilities Vital for Ohio Network Centers

by Richard Wright

As the various members of the Ohio Network of American History Research Centers mature, it is becoming more apparent that one of the principal programs of each center will be that of microfilming. The two areas of obvious—and critical—interest are local public records and local newspapers. In both areas, the collecting agency will soon find themselves bending under sheer bulk, to say nothing of the deteriorating conditions of many of their potential accessions. Therefore, serious considerations must be given by each of the eight research centers for obtaining and manning microfilm cameras. Some already have done so and more are certain to follow.

If such programs are going to be of value, other than that of space-saver and preservation agent, consideration must be given to things such as correct storage of film, duplication services, and sales agreements. As coordinating agent for the Ohio Network, the Ohio Historical Society would appear to be the natural focal point for such services. They have microfilm storage facilities meeting archival standards. They have the expertise for duplication services and they have an existing microfilm sales program with the necessary advertising materials. But they cannot be expected to offer all of these services gratis.

Realizing that duplication and sale of specific records or local newspapers will be minimal, perhaps the royalty derived could be used to offset storage costs for the camera negatives. Should the base royalty profit reach a negotiated figure, certainly an equitable percentage could then be returned to the co-holders of the film. Perhaps a distinction should be made between public records and newspapers inasmuch as the Ohio Historical Society, as an agent of the state, is still legal owner of the former. Still another item for negotiation is the cost of duplicating a copy of the film for residence at the regional repository. Should this be a share alike program or should one of the partners share a greater burden than the other?

Restoration services could be rendered by the regional centers under varying situations and agreements. The same applies as to the relationship between regional centers and the Ohio Historical Society. Again, a careful distinction must be made between public documents and center-owned material. Still another consideration is the sophistication of the given regional center’s laboratory with regard to how much preliminary restoration work they can perform on documents before requiring the assistance of the state society. This is particularly true of lamination. Perhaps uniformity of cost could be achieved on a simple time-and-materials breakdown.

Such programs as microfilming and paper preservation (restoration) seem remote to many. Yet with slight motivation and imagination, both are feasible for all Ohio Network members. If done carefully, cost can be reduced to a realistic sum. Once these obstacles are passed, such regional programs will benefit all interested groups within the regions serving them. We at Bowling Green know for we already are involved in both!

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letter to the editor

State Records Center Chief Praises SOA Cooperation

I would like to express my appreciation on behalf of the State Records Center to the Society of Ohio Archivists for the strong support and backing in the articles in the OHIO ARCHIVIST MAGAZINE of Fall, 1972 and Spring, 1973.

The cooperation between the Society of Ohio Archivists and the State Records Center of Ohio is a must in order to proceed in closing the gap of the thousands of records which cover most of the history and operation of the State of Ohio Government. The fine articles in your OHIO ARCHIVIST MAGAZINE have created much interest to many departments and agencies and executive branches of our State Government. Because of the interest shown in the Society of Ohio Archivists, the State Records Center has used this reference and many state government executives have shown interest not only in the State Records Center, but the actual work that the Society of Ohio Archivists is doing. As State Records Administrator, I want to thank the Society of Ohio Archivists for the fine articles which have indicated the exact goals of the State Records Center.

The State Records Center has been coordinating with the Archivist of the Ohio Historical Society. Mr. Gerald Newborg ever since the State Records Center Records Management Program was initiated. As an example, the State Records Administrator and Mr. Newborg, the State of Ohio Archivist have had an exceedingly parallel, fine relationship in the business of old and new records.

The State Records Center will continue to show the cooperation and the coordination within such a fine organization as the Society of Ohio Archivists. I again am deeply grateful for your fine articles on the State Records Center.

Robert N. Allerdging
State Records Administrator
Wright State U. Library Houses Growing Archives

by Patrick Nolan

The Department of Archives and Special Collections at Wright State University is housed in several rooms of the new $5 million library, an architectural showplace. For the first time since the founding of Wright State, facilities are available for the care, processing, and reference use of both the University Archives and a growing collection of manuscripts, photographs, pamphlets, and other records relating to regional history.

Founded in 1964, Wright State University is only nine years old, so it provides a unique opportunity to document the growth of an educational institution from its earliest years. The University Archives are thus able to gather records, papers, and personal reminiscences of the "founding fathers" with a degree of completeness which no other Ohio college can achieve. The most important collection accessioned so far by the archives is the papers of Fred White, the original business officer, vice-president, and acting president of the University. Other records series of importance now housed in the new archives are papers of the Board of Trustees, records of the Academic Council and Student Senate, and a body of papers relating to the inauguration of the first president.

In 1970 the Ohio Network of American History Research Centers was established and Wright State became a founding member. The archives assumed the responsibility for collecting local and regional history materials in an eleven county area in western Ohio, including Mercer, Darke, Preble, Auglaize, Shelby, Miami, Montgomery, Logan, Champaign, Clark, and Greene counties. At its founding John Webb was in charge of the program, and he continues to represent Wright State on the Network Board of Representatives. In September of this year the author joined the faculty to serve as head of Archives and Special Collections.

Until its move into new quarters, the archives had been limited in the collections it could acquire by lack of space. Even so, several important collections have been accessioned. Most important perhaps are the papers of James M. Cox of Dayton, prominent newspaper editor, former Ohio governor and candidate for the presidency in 1920. These papers occupy 38 Hollinger boxes on the archives' shelves, and the director and staff are now preparing a detailed guide to them for publication later this year. Also prominent are the records of the Miami Valley Conservancy District, the first regional flood control district in the nation. The records of the Dayton chapter of the Urban League, the Newberry League of Women Voters, the arrest records of the Springfield police department, and the Montgomery and Logan county welfare records are also prominent. Extensive programs have been undertaken to obtain records from the various county and municipal offices and to aid these administrators in setting up schedules of records retention and disposal.

The Department of Archives and Special Collections is housed in four rooms in the University Library, spread over three floors. The special collections reading room on the second floor serves as the manuscript search room and reading room for the archives. In this comfortably appointed, carpeted room, lined with oak-panelled shelves, the researcher has a quiet and restful atmosphere for his work. Directly upstairs, on the third floor, are the processing room, archivist's office, and manuscript stack area. These rooms are to be equipped with mobile, compact shelving to almost double the storage capacity of the stack area. All of these rooms are highly secure, air-conditioned, and humidity-controlled for maximum protection to the documents kept there. Another storage room in the basement, also equipped with compact shelving, will be used for unprocessed collections, cleaning, restoring etc.

The archives are administered by Dr. Patrick B. Nolan, head of the department and assistant professor. Dr. Nolan received his Ph.D. from the University of Minnesota and was formerly assistant professor of history and archivist of the Area Research Center at the University of Wisconsin at River Falls. Located in an important industrial and agricultural area of Ohio, and housed in the newest and most rapidly growing state university, the future looks bright for the Wright State University Archives.

news notes

The dedication of the $8 million Bierce Library of The University of Akron was held on September 19. Archival Services, which include the University Archives, the American History Research Center, and the Archives of the History of American Psychology, are located on the second floor of the new building. Anne Broker, a history major at Kalamazoo College, Kalamazoo, Michigan, is spending the fall term at The University of Akron American History Research Center. She is receiving training and performing archival work as a senior independent study project.


On July 1, the Archival Collections of the University of Cincinnati became a part of the new Specials Collections Department of the University Libraries. The archives is now responsible for the rare book collection of the main library and the university's other manuscript collections, as well as the four manuscript collections (Archives of Medical History, Ohio Network Collection, Special Collections Division and the University Archives). Helen Slotkin was appointed the head of this new department. June Granatir, who has worked as an assistant at the Center for Immigration Studies/Immigrant Archives, University of Minnesota, is now a full time assistant in the new department.

Marlyn Wolfe, formerly archivist at the Cleveland Medical Library, Rare Books and Archives, has enrolled at The Ohio State University College of Veterinary Medicine. She has been replaced by Glen Jenkins, a recent graduate of the Case Western Reserve School of Library Science.

The archives at Cleveland State University was called upon to furnish much material for a University Community Day on October 20. Several departments have asked the archives for information and/or display materials.

"Something old, something new; a case for hospital archives" by Eugenia Kucherenko, archivist at the University Hospitals of Cleveland, has been published in Hospitals, J.A./H.A., September 16, 1973.

Thomas B. Greenslade, Kenyon College archivist, is engaged in writing a book covering the history of Kenyon from 1924 to 1974. Tentatively titled Kenyon College—The Third Half Century, the book is intended as a companion volume to Smythe’s history of the college published in 1924, and hopefully will be ready for the sesquicentennial of Kenyon College planned for the spring of 1975.

The Ohio Genealogical Society in Mansfield has announced the new schedule for their library at 454 Park Avenue West in Mansfield. The library is open 9:00 A.M. to 3:00 P.M. Tuesdays, Thursdays and Saturdays. Other hours are by appointment only and the telephone number is (419) 522-9077.

New employees in the archives-library of the Ohio Historical Society include Cedra Chambers, a recent graduate of Central State University, as acquisitions assistant, and Reginald Davis, a graduate of Defiance College, as field representative; microfilm camera operators Terry Miller, and Barbara Phillips; clerical staff Marilyn Bosen, Margaret Fink, and Lynn Jensen; Brian Sartor, conservation lab technician; and Marta Whitlock, oral history interviewer for a project on the Ohio League of Women Voters.

The Presbytery of The Western Reserve, 1380 Ontario Street, Cleveland, Ohio 44114 is the result of a reorganization early in 1973 of the Presbyteries of the Cleveland and Northeastern Ohio area, and comprises sixty-two churches. Arrangements have been made by this new body for the non-current records to be cared for by The Presbyterian Historical Society at Philadelphia, Pennsylvania.

Gene Hartel has been named administrative assistant of the Stark County Historical Society. David Bertsch resigned as planetarium director and Jane W. Mahoney succeeds him. Becky Mross has been hired as office secretary and gift counter manager.

William J. Becker and Mark R. Shanahan of Case Western Reserve University have been awarded Special Archival Fellowships for the upcoming academic year. Each fellowship carries with it a stipend of $2,600. As fellows, they will work in the manuscripts division of the Western Reserve Historical Society Library where they will have the opportunity to participate in various archival functions. Mr. Becker is a first year graduate student in the history department while Mr. Shanahan, a Ph.D. candidate, is in his second year with the American Studies Programs. These fellowships are sponsored annually by the Penn Educational Fund.

Ohio Data Archives is Collecting Data in Machine-Readable Form

The archives-library of the Ohio Historical Society has established the Ohio Data Archives, a program to collect data in quantitative form and convert material in the society's holdings from original records into machine readable form. Eugene J. Watts, assistant professor of history at The Ohio State University and a specialist in quantitative analysis in historical research, is the head of the Data Archives program. Watts received his Ph.D in 1969 from Emory University, where he had extensive training in statistics and a minor field in methodology in social science.

The Ohio Data Archives will conduct a continual search for quantitative material and will administer the technical functions of accessioning, storing, and diffusing the data on a basic cost basis. The major requirements for data set accessions are that the material must be related to some aspect of Ohio, it must have been collected in a professionally competent manner, and it must have a potential interest for other users. Data may be on punch cards, but all collections will be archivally stored on magnetic tape. Scholars and institutions who donate a copy of their data sets also must be willing to give the archives legal control in dissemination of the materials, subject to prior agreement on restrictions.

Priority will be assigned to the conversion projects on the basis of their generality and relevance for a large number of researchers in several disciplines. The data generated by contemporary researchers—historians, political scientists, sociologists, economists, geographers, educators, and by institutions—business firms, government agencies, and professional organizations, will have high priority. Members of the society's field staff are inventorying existing data sets for possible access, and inventory forms are available from the society.

The Ohio Data Archives encourages all persons interested in any phase of quantitative research to contact the data archives. The growth of the archives is dependent on the continued cooperation of Ohio institutions and researchers, so anyone having data sets that might be copied for the archives should write to: Dr. Eugene Watts, Ohio Data Archives, Ohio Historical Society, 1-71 and 17th Avenue, Columbus, Ohio 43211 (614) 486-2060.
Lutheran Records in Ohio Reveal Organizational Diversity and Reintegration

Editor's Note: This is the second article in a series of in-depth reports on the status of the records of various religious denominations in Ohio. In addition to the article in the last issue on Catholic records, and this article on the Lutheran records, future articles are planned on Presbyterian, Baptist, Methodist, Jewish, Society of Friends, Episcopal, Unitarian and others. Anyone wishing to write articles in the series or supply information should contact Edie Hedlin who is editing the series.

by Edie Hedlin

Lutherans have been in America for over 350 years, ever since the arrival of a band of immigrants at Port Churchill, Canada, on the Hudson Bay in 1619. Congregations soon formed in the colonies and by the first half of the eighteenth century scattered parishes existed throughout the eastern seaboard. It did not take long for Lutherans, along with other nationalities and denominations, to penetrate across the mountains and forge into the Ohio territory.

Most early Lutheran settlers in America were of German descent. Many of those who moved to Ohio were first generation Germans who had lived in Maryland, Pennsylvania, Virginia, or North Carolina, and decided to move westward. By 1800 three areas of the state held measurable numbers of Lutherans: the northeast part, counties immediately south of the Western Reserve (known as the “Backbone Region” and a principal settlement area for Pennsylvania Germans); the south central part of the state; and the Montgomery County area. These settlers, like most immigrants of the period, were farmers.

As Lutherans arrived in sufficient numbers to form congregations, the need for preachers became acute. In 1804 the Ministerium of Pennsylvania received a petition from Columbiana County, Ohio, requesting that a member of their congregation be received into the Ministerium, thereby authorizing him to become a candidate for the ministry. Because of its more structured organization Lutherans were more rigidly held to standards put forth by the church fathers and could not, like Baptists or Methodists, allow lay persons to emerge from congregations as ministers, regardless of training or education. The geographical distance between Ohio-based Lutherans and the governing bodies of the church eventually caused the formation in 1818 of the Ohio Synod, or the General Conference of Evangelical Lutheran Ministers in Ohio and Neighboring States.

The need to organize, however, is coupled in American Lutheran history with the need to splinter off from parent groups and form new organizations. The strains placed upon traditional doctrines and rituals by the frontier spirit and the practices of competing religions caused deep divisions within the church and gave impetus to the emergence, particularly in the middle third of the nineteenth century, of a plethora of Lutheran synods. Arguments abounded at this time over the acceptability of “Great Awakening” techniques such as appeals to emotionalism, camp meetings, and new hymns, as well as the need to adhere strictly to the works of German theologians and to use only the German language for church services and functions.

Ministers trained in America tended to be more liberal and more independent of European Lutheranism, while those most recently arrived from Germany believed that the deviations accepted by the liberals amounted to heresy. The number of new synods, new districts of synods, or reorganizations of synods in Ohio alone between 1818 and 1870 was well over a dozen. By the turn of the century, organizational fragmentation of the Lutheran Church in America was a distinct and often repeated pattern.

As congregations and/or their ministers moved in and out of various synods, responsibility for the records of defunct or merged parishes became blurred. Records of the synods or districts themselves often were lost in the shuffle. Ohio, however, is fortunate in that archival repositories connected either with seminaries or long standing synods have received support and attention throughout the years and therefore contain a substantial body of church records on Ohio Lutheranism.

The survival of Lutheran records today can be attributed to a second factor — reintegration. In the last fifteen years the church has experienced a strong movement toward unification organizationally and a spirit of cooperation and coordination has dominated church activities. On January 1, 1981, several synods combined to form the American Lutheran Church, and one year later a similar merger of church bodies resulted in the formation of the Lutheran Church in America, known as the ALC and LCA respectively. These two units are joined by a third church body, the Lutheran Church-Missouri Synod, to form the major bodies of Lutheranism in America. Each of the three has a national archival repository and, in Ohio, a local archives as well.

The Ohio Synod Lutheran Church in America (LCA) maintains a formal repository at Wittenberg University in Springfield. This archive holds the records of numerous defunct Lutheran churches in Ohio as well as the records of various church structures which eventually merged into the Ohio Synod, such as the Miami Synod, the Wittenberg Synod, and the East Ohio Synod. Minutes of meetings, church conference records, and material from church boards and commissions such as the Luther League and the Lutheran Welfare Council of Ohio are also located at Wittenberg. The earliest material in the Wittenberg archives dates back to the first
decade of the nineteenth century. Active synod records and files on current congregations are kept at the Ohio Synod offices located in Columbus. The national LCA archives, which are part of the Lutheran School of Theology in Chicago, Illinois, does not receive local congregational material from Ohio Lutheran parishes.

The Ohio District of the American Lutheran Church (ALC) corresponds to the Ohio Synod of the LCA, except that it embraces parts of other states as well. At the Ohio District offices in Columbus there are, in addition to published minutes of church conferences and meetings, files on every active congregation in the district. These files include the statistical report on church membership (a long form which includes information on baptisms, transfers, attendance, enrollees at ALC colleges, members preparing for ordination, the number on active military service, church programs such as Sunday school, Luther League, choirs, and other organizations, and specifics regarding the financial status of the congregation), church bulletins, anniversary or commemorative publications, church constitutions, photographs, and news clippings. The records of defunct congregations as well as microfilm copies of church membership and minutes files for some active parishes are housed at the national archives of the American Lutheran Church located at Wartburg Seminary in Dubuque, Iowa. The activities of the Ohio District organization as well as church publications are also located in the ALC archives.

The Missouri Synod Lutheran Church maintains its national archives, the Concordia Historical Institute, at Concordia Seminary in St. Louis, Missouri. In the past, defunct congregational records have gone to Concordia Institute, but the current policy is to encourage the placement of such records in a repository that is geographically close to the parish. Microfilm safety copies of the records of current congregations are accepted by Concordia Institute. Files on current congregations as well as records of lay organizations, boards, sub-boards, and commissions of the Ohio District Missouri Synod Lutheran Church are maintained at the district offices in Cleveland. Membership files for the Missouri Synod Church, like those for the ALC, contain membership records, church charters, bulletins, commemorative publications, and occasional reports.

In spite of the organizational diversity that has characterized the Lutheran Church in the United States, a significant portion of those records has survived the ravages of time and circumstances. Those interested in using the materials which document Ohio's religious heritage will find a measurable degree of success in pursuing the history of Lutheranism in Ohio.

Outstanding Chess Collection at Cleveland Public Library

by Dennis Harrison

In the thirteen centuries which have passed since the earliest forms of chess were played in India, a literature of chess has developed describing the game from its opening moves to the subtle nuances of end game play. During medieval times and in Islamic countries, writers have treated the game as an allegory of the good society or a didactic exercise leading to eternal truths. This literature encompasses a myriad of languages, many of which are no longer in use, and often represents the efforts of the scribe and translator to follow the path of the world's traders, soldiers, seamen and adventurers.

The world's largest collection of chess literature is in the John G. White collection of Folklore, Orientalia, and Chess

This page from a 15th century French manuscript on chess was copied for White in 1910. White aimed to collect original manuscripts or reproductions of chess passages in manuscripts found in 145 European and Near East libraries.

In the Cleveland Public Library, Mr. White's private collection was placed in the library at the time of his death. At that time, the collection was the largest of its type in the world and the endowment which Mr. White provided for the collection has resulted in a continued accumulation of current literature and early and ancient works. At present, the catalogued holdings of the collection are several times greater than those listed in the largest printed chess catalogue, that of the Royal Library in the Hague.

According to the terms of Mr. White's endowment, the library was to collect every modern work on chess as well as incunabula and manuscripts. This mandate has been interpreted broadly and among the writing of such early chess masters as Philidor and Greco one will find well-known literary works which merely discuss the game in its social aspects. Thus, sixteenth-century editions of Castiglione's The Courtier and of Rabelias' Gargantua and Pantagruel are included. Several editions of William Caxton's The Playe of Chesse, presently accepted as the first book to appear in the English language, are of special interest to any bibliophile.

In the course of assembling the collection, John G. White compiled an annotated bibliography of materials in European and Oriental libraries. The work is so detailed and inclusive that it is still of use to scholars. Many of the works listed in this bibliography were secured for the collection. When this was impossible, no expense was spared to secure an exact copy of the item. Usually this merely meant that a photographic copy would be made. In several instances, however, Mr. White secured a scribe to duplicate handwritten manuscripts. These facsimiles were complete to the point that the script, illuminations, illustrations and any mistakes in the text were reproduced as they appeared in the original.

Mrs. Alice N. Loranth, head of the collection, is presently negotiating with the United States Chess Federation to establish a "Chess Hall of Fame" to be located in the library. A more fitting location would be difficult to find.
Four Guides Published by OHS

A guide to government records for urban research and three inventories to manuscript collections have recently been published by the Archives-Library of the Ohio Historical Society.

The Guide to Ohio County and Municipal Government Records for Urban Research, a 216-page guide to sixteen counties and sixteen urban areas, was authored by Paul D. Yon, archivist of the Northwest Ohio-Great Lakes Research Center at Bowling Green State University. The purpose of the guide is to help both beginning and advanced researchers gain better understanding of local government, specifically about individual records that might be useful in their research projects.

The James M. Comly Papers: An Inventory to the Microfilm Edition, by Andrea D. Lentz, is a twenty-four page paperback publication. James M. Comly was a Columbus journalist, a general in the Union Army who fought with Rutherford B. Hayes, and later in his career a diplomat, serving as Minister-Resident to the Hawaiian Islands during Hayes’ administration.

The Comly papers number about 1,500 items, including correspondence and letterbooks, as well as diaries, journals, scrapbooks and newspaper clippings on military, journalistic, political and diplomatic affairs in Ohio, Hawaii, and Washington, D. C.

The OHS Archives-Library’s three latest manuscript collection inventories and the guide to county and municipal records are pictured above.

An Inventory to the Elmer F. Cope Collection, by Allen T. Price, describes the Cope Collection of approximately 12,000 items, held at the Ohio Historical Society. Elmer F. Cope was an organizer of the steelworkers’ union and an International labor official. As head of the Ohio AFL-CIO Committee on Political Education he directed the campaign to defeat the “Right to Work” amendment to the Ohio state constitution in 1958.

An Inventory to the Kingsley A. Taft Collection was funded by the Friends of the Kingsley Taft Memorial Fund. David J. Rosenblatt, the inventory author, is oral history specialist at the Ohio Historical Society, and conducted the twenty-six interviews that are an important part of the Taft Collection. The majority of the collection is closed to researchers until 1985, unless they have written permission from Taft’s legal heirs.

The inventory includes a description of the oral history project and a listing of interviews, as well as listings of photographs and manuscripts in the collection. The inventory is amply illustrated with photographs from the Taft Collection.

Orders for any of these publications should be addressed to the Order Department, Ohio Historical Society, Interstate 71 and 17th Avenue, Columbus, Ohio, 43211. The Guide to Ohio County and Municipal Government Records for Urban Research costs $4. The Cope inventory $2.50 and the Taft inventory $3. The Comly inventory accompanies all orders for the three-roll set of the Comly microfilm edition and sells for $2 separately.

Ohio Genealogists Compiling Index of Will and Estate Records

by John Rowland

Volunteers from around the state have begun an extensive project of indexing all surviving will and intestate estate records for early Ohio, covering the period 1788 to 1850. Aiming for publication during the 1976 bicentennial year, the project co-ordinator, Anita Short of Arcanum, Ohio, plans a complete survey of the archives of the 87 counties formed before 1850, including supplementary newspaper and deedbook information for county records destroyed or lost over the years. This index will be of inestimable value in helping identify individuals and families who lived in early Ohio and in tracing the whereabouts of surviving family members and the disposition of real and personal property. Because of the loss by fire of the 1800 and 1810 federal censuses for Ohio and the sketchiness of the information provided by the 1820-1840 censuses, an index to the wealth of data contained in wills and estate records will greatly facilitate genealogical and historical inquiry into the histories of specific families in Ohio.

In the past various individuals have compiled very valuable indexes to wills for a few Ohio counties, but these were frequently issued only in typescript form and did not receive wide distribution. There has long been a great need for an index encompassing all Ohio counties which would also be readily accessible to individuals and libraries around the country. The project which Ms. Short has initiated seeks to cover the poorly documented territorial period and the slightly better documented first half of the nineteenth century. Thus far, Ms. Short has received commitments from volunteers for approximately 60 of the 87 counties to be surveyed, including both individuals and local genealogical and historical societies.

An important function of the index will be its guide to the location of will and estate records. Wheneve county archives are no longer maintained at the county court house, the index will indicate whether they have been transferred to a separate repository in the same town or county or whether they are being permanently housed by any of the various Network of Ohio History centers around the state. In addition, each entry will give the name of the decedent; the type of legal action taken (will or estate); the date; the county of record (and county and state of residence, if different); and whether the information was obtained from will and estate records, deedbooks, or newspaper notices.

Anyone interested in participating in the volunteer effort to compile an extremely valuable reference book should contact the project coordinator for further information and instructions:

Anita Short
Rural Route 1
Arcanum, Ohio 45304
Archival Training Program at Case Western Reserve

by Ruth Helmuth

The archival training program at Case Western Reserve University had its origin at the SAA annual meeting in 1966 in Atlanta, Georgia. In one of the sessions, “Different Approaches to Archival Training,” H. G. Jones and T. R. Schellenberg discussed the perennial question of whether archivists should be educated in history departments or in library schools. For all their differences, they were united on one point—that six or eight more universities should begin to offer archival training courses as soon as possible. There were then four universities offering one-year courses—American, Denver, North Carolina State and Wayne—and two offering one semester—Illinois and Wisconsin.

In 1966, the history department was inclined to regard the matter of archival training with some skepticism, although the chairman was interested and helpful. It seems hard to remember now, but in those days history Ph.D’s were in some demand as faculty members. Jesse Shera, who was then dean of the Library School, was enthusiastic from the beginning, and I began to plan the course primarily in terms of the Library School. Setting up a course which you have never taken is a time-consuming business, especially when you have a full-time administrative position, but I was encouraged by the thought that instead of training graduate assistants on a one-to-one basis, over and over again, I would get three or four of them around a table and do it all up at once—hopefully saving time in the long run.

By the time the lecture course was finally ready in 1971, attitudes and personnel in the history department had changed, and the lecture course was cross-listed as History 498 and Library Science 535. Also, the history department in 1970 had decided to accept archives as a minor field for the M.A., and as either a minor field or as a substitute for one of the language requirements for the Ph.D. A course sequence was established, including the lecture course, practicum work either in the Western Reserve Historical Society or in the University Archives, and a reading course for which several candidates have substituted additional practicum work. In addition, one course in classification theory was required of history candidates, because setting up an archival program requires some background in how to think about dividing materials, since there is no standard arrangement scheme.

The latest organizational development has been the recognition by the Library School that some of their students wanted practicum work in archives, and as of September 1973, an archival specialization is offered by the school, consisting of the same core of archival courses, surrounded by the Library Science curriculum instead of history courses. An undergraduate major in history is a prerequisite for this specialization. This combination appeals especially to potential academic librarians who wish to offer archival skills as an additional vocational possibility. One unexpected development is a small but steady number of special graduate students who already have M.A. degrees and enroll just for the archives courses.

The lecture course has now been offered three times, and the greatest shock has been that instead of the small seminar I originally envisioned, it has indeed been a lecture course from the beginning. The first year there were twenty-three students; since then I have limited the course at thirty. We can offer practicum work to only a limited number of those—currently we have places for only fourteen each academic year. My only justification for teaching those who have only the lecture course is that at least these are librarians who know that manuscripts should not be handled like books. I do not regard the single course as anything more than an academic introduction to the subject. The lectures deal with the development of archival and manuscript techniques, briefly with records management, with preservation methods, reprography, oral history, non-textual records, reference and access problems, and with material on copyright, exhibits, etc. Insofar as it is possible, I try to deal even-handedly with techniques for government archives, manuscript repositories, and institutional archives.

A student processor works on a collection in the Case Western Reserve University Archives.

Fortunately, the fields which I do not know by personal experience are those best covered in the literature. Required reading includes Muller, Feith and Fruin, Jenkinson and one of the Schellenbergs, along with one reading of choice. Students also read-skim four years of the American Archivist and write reviews of those articles which interested them. A seminar paper is required, generally planned to coincide with the student’s interest. Many visit repositories and submit reports and evaluations on those visits; however, we have had a very wide range of papers, a few good enough to justify publication. The lecture course is naturally most meaningful to those who are also working in a practicum. Most students are enthusiastic about their practicum experience, because so few come knowing anything about archives at all, and working in one opens a whole new range of ideas and possibilities to them.

Evaluating the program is not easy, partly because students come with such varying expectations and partly because it is still very new. Our first masters’ candidates are just now graduating and no one has yet completed a doctorate with a minor in archives. With changing details of the program as it proceeds, working from the student reactions. The more I struggle with the problem of educating archivists—and I do struggle, revising lectures every year—the more I am convinced that you do not train archivists, you find them and make their careers easier by training.

Probably the most successful of our training programs is the College and University Archives Workshop, which is our contribution to in-service training. It is the only workshop in the country devoted entirely to this field, and we have been very fortunate in our participants. Teaching there is a real joy, because these are people desperately in need of the information and ideas which the visiting and staff lecturers have to offer. They spend a week immersed in the subject and go home filled with archival zeal.

For the future, I hope to continue our current programs at their present level. This year, it may be possible to take advantage of the generous offer of the Ohio Historical Society to take practicum students during intersession in January or during the summer. Personally, I can report that finally all of the expenditure of effort and energy has paid off; this year all of our paid staff have been involved in the archives training program, for the first time. It took three years, but it was worthwhile!
Regional Centers Developing Statewide Government Records Program

by Paul Yon

This past July marked the third anniversary of the formation of the Ohio Network of American History Research Centers. Although progress was initially slow, centers, without the assistance of the Ohio Historical Society, took it upon themselves to hire staff or delegated the responsibility of directing the center's operations through existing staff members. Few of the network centers attempted to employ professional archivists. Some tried to utilize existing graduate students, while others tried to educate the professional staff as to the importance of preserving the historical records stored in the hot, bat-ridden attics and damp, cockroach-infested basements of Ohio's eighty-eight county courthouses and countless municipal, village, and township buildings. Not until July 10, 1970, did the state of Ohio have the means to implement a records accessioning and preservation program. Each network center had the responsibility to assist local officials in inventorying and selecting records that could be transferred to the regional repositories.

During the first year of the established federation, elected officials were contacted, invited to inspect potential record storage facilities, and progress was measured only by the amount of cooperation elected officials proposed to give. Instantly, misunderstanding arose when local historical and genealogical groups, not fully informed as to the function of the Ohio Network of American History Research Centers, questioned the purpose and the legality. Upon examination of the record storage areas of the courthouses and municipal buildings, center staffs were astonished by the voluminous amount of records, the poor storage conditions, inaccessibility of records, and above all the lack of a systematic records management program at the local level.

Today, each network center has employed a professional archivist to assist local officials whenever possible. Complete inventories are conducted by the center's professional staff which will enable them to select records for transfer or disposal. Passenger cars and 2-1/2 ton trucks were and are currently being used to transfer records from the storage areas to the respective repository. Once the records are placed within the repository, care is taken to clean and restore as many as possible. Acid free or permafile folders and containers are utilized for proper storage. The majority of the network centers are equipped or have access to microfilming cameras so that if records are found in poor condition, steps may be taken to microfilm them which would guarantee permanent preservation. Few centers are in the midst of developing restoration laboratories. The most sophisticated laboratory is located at the Ohio Historical Society. Laboratories are currently under construction at Bowling Green State University and the University of Akron.

After local records have been transferred to the repositories, detailed inventories are completed, and index cards are typed showing the county office of origin, title of the record series, and the inclusive dates. Complete records descriptions are also made available to genealogists, historians, and researching students. The voluminous amount of local records have been accessioned by the majority of network centers. Bowling Green State University, University of Akron, Western Reserve and Ohio Historical Societies, because of the availability of space, have accessioned several thousand linear feet of local governmental records. However, hundreds of thousands of linear feet of records are still being prima tardy stored in the majority of the courthouses and city halls. Valuable records not previously accessible to researchers have been transferred to the network repositories. Naturalization records, abstracts of elections, official correspondence, assessor's birth and death records, court journals, census records, plat maps, and official annual reports have opened new avenues for historical research.

The network center located at the University of Cincinnati, under the direction of William Aeschbacher, agreed to become the repository for southwestern Ohio when one of the eight members declined to participate in the collecting of local records. The potential uses of the municipal records located in and around the Cincinnati area will especially enhance the study of that city's urban growth.

Unfortunately, the local records program faced a major setback in the spring of 1973. House Bill 86 failed in the state legislature. This bill would have provided records retention manuals to county and municipal officials and would set the stage for Ohio to implement a local records preservation program. Each center would have realized temporary staff, employed for two years, to work closely with county and municipal officials in developing the two local records manuals. But, state legislators turned thumbs down on a proposal that was too hastily presented.

If these fine primary source records are to be saved, much less preserved and made accessible, a well coordinated program will be required to educate the legislators as to the critical existing conditions within our county courthouses and municipal buildings. It will take the full cooperative support of not only the Ohio Network of American History Research Centers but genealogical groups, elected officials, local historical societies, and the multitude of other interested parties as well. And even now, the delay may have been costly as during the fiscal interim some valuable records will undoubtedly be lost.
Basic Answers to Basic Questions About Microfilm

by Robert Jones and Gerald Newborg

In April 1973, the National Microfilm Association published Introduction to Micrographics, a 28 page primer generally describing the various microforms, how they are produced, and how they are used. Within five months, the publication sold more than 30,000 copies. Such sales illustrate the need for basic information in this rapidly growing field.

Archivists and librarians compose one group particularly in need of information. Increasingly, they must decide on acquisitions of sources in some microform, roll, 35mm, 16mm, positive image, negative image, silver film, diazo film, or vesicular film. It is impossible to adequately cover all the information needed in the short space allotted here. However, image polarity and the quality of various film types are two areas that are seldom touched upon.

When it is possible to choose image polarity (some micro-publishers do not offer a choice), two factors must be considered: use preference and the need to make hard copy prints. Most users are accustomed to a positive appearing image, i.e., a dark image on a light background. Since it gives the same image as the original document, some microfilm users will probably find it more acceptable. In addition, a negative-appearing image is more acceptable when pictures form an important part of the filmed information.

Other users contend that a negative appearing image is easier to use, particularly over extended periods of time. Because of the dark background, less glare is present and scratches will be less apparent. Finally, a negative appearing image is a logical choice when paper prints may be made in a reader-printer. Most reader-printers reverse the polarity, i.e. negative microfilm will produce a positive image hard copy print. However, there are reader-printers on the market which will produce either a positive or negative copy by the flip of a switch.

Silver and vesicular film generally reverse polarity in printing, i.e. a positive print is made from a negative master. Diazo film retains the polarity of the master, i.e. a negative master produces a negative print.

Perhaps the most misunderstood issue facing librarians and archivists is the qualities of silver, diazo, and vesicular film. Archival quality applies to the ability of properly processed film to resist deterioration over an extended period of time. The federal government has now established archival standards only for silver film. They are currently testing diazo and vesicular films, but have not yet completed their studies.

It is important to realize that most silver microfilm probably is not processed to archival quality standards and therefore is not "archival quality." Furthermore, archival quality is primarily a standard of permanence or the chemical properties of the film. The user must also consider durability, which relates to physical qualities and is more pertinent in determining how well the microfilm will withstand repeated usage.

As much consideration should be given to the durability of reference prints, also called distribution copies, as to their permanence. Unless the user can be guaranteed that silver prints have been processed to archival quality, the concept that silver is permanent must be largely discounted.

The user has three types of films available for reference prints: silver, diazo, and vesicular. Silver film is composed of silver compounds such as halides which release free silver on exposure to light and developer. Diazo film is composed of azo dyes which form an image subsequent to exposure to ultraviolet light and ammonia vapors. Vesicular film has an image composed of minute bubbles or vesicles which are created by exposure to ultraviolet light and subsequent heat development.

The way in which the image is formed is one consideration. The second is the base of the film. Silver film usually has an acetate base, although a polyester base is now available. Diazo film usually has an acetate base, and vesicular film has a polyester base. Polyester is stronger than acetate and is more resistant to breaking or tearing.

Silver film came under question several years ago when some film began developing microspots. This image deterioration was traced to the processing of the film. Properly processed and stored silver film should not develop these spots. Vesicular film has been criticized because a minute gas emission from early film caused deterioration of some storage boxes and rusting of some metal storage cabinets. This problem has been solved by the development of a new type of film and by permitting the gas to escape prior to boxing.

Comparison Chart

Our opinions about the various microfilms are restated in the following comparison chart.

<table>
<thead>
<tr>
<th>Characteristic:</th>
<th>SILVER</th>
<th>VESICULAR</th>
<th>DIAZO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archival Quality?</td>
<td>Yes, only if processed and stored under archival conditions</td>
<td>No.</td>
<td>No.</td>
</tr>
<tr>
<td>Mold &amp; Moisture Resistance</td>
<td>Damage will result under poor storage conditions</td>
<td>Does not affect film adversely</td>
<td>Does not affect film adversely</td>
</tr>
<tr>
<td>Resistance to Tearing in Reader</td>
<td>Will tear if not carefully used. (Acetate base)</td>
<td>Nearly impossible to tear. (Polyester base)</td>
<td>Will tear if not carefully used. (Acetate base)</td>
</tr>
<tr>
<td>Image Color</td>
<td>Black image</td>
<td>Nearly black in viewer; gray when held in hand.</td>
<td>Usually blue-black. Available in many other colors.</td>
</tr>
<tr>
<td>Estimated Life of Use Copy</td>
<td>500 yrs. if properly processed, properly stored, &amp; carefully used.</td>
<td>Not determined. Manufacturers estimate 500 yrs.</td>
<td>Not determined. Manufacturers say over 100 years.</td>
</tr>
</tbody>
</table>

The microfilm splicer and the densitometer in the background are used to produce archival quality microfilm.
Preserving Computer Records is Responsibility of Archivists

(Editor's Note: This is a condensed version of the speech delivered by Dr. Swierenga at the annual meeting of the SOA held at Kent State University, May 18, 1973. Any person wanting a copy of the complete text should write the editor of The Ohio Archivist.)

by Robert Swierenga

One of the main tasks of the archivist is to appraise material, to ascertain the value of records to be preserved for both present and future users. Since few of us are prophets, the only way to make these difficult decisions affecting future archival needs with some degree of confidence is to have a thorough grasp of current research trends. This is the purpose of the series of technical conferences that the National Archive has sponsored during recent years for historians and other social scientists.

The most significant of the newer trends in the past three decades is the application of computer technology and statistical methods in data analysis. The physical and biological scientists first charted the course, but inevitably scholars in the social and behavioral sciences have followed behind. All the activities of mankind—economic, social, political, and cultural—are being analyzed mathematically in the pattern of the biological sciences. First the economists, then sociologists, psychologists, political scientists, geographers and anthropologists turned to quantitative applications. Last, but not least came the historians, after much soul searching and a good deal of anguish about the future of the discipline. In growing numbers, historians are turning to computers and automated data archives to aid in their research projects. The result has been a profound shift in research design and methodology. Rather than limit themselves to "manageable" bodies of data, historians are collecting the total universe of relevant data and then asking questions. As historians exploit the machine, they are systematizing procedures, formulating reasonable hypotheses based on theory, breaking larger problems into their component parts, converting implicitly quantitative information into explicit numbers and scales, and in general, following the scientific method.

So pervasive has been the impact that a whole new field has sprung up known as quantitative history. The "numbers" approach in history dates back to the late 1950s but it really began in earnest in 1961 when a small group of interested individuals asked the Social Science Research Council to finance a survey of available quantitative political data. This resulted the following year in the creation of the Inter-University Consortium for Political Research (ICPR) at Ann Arbor. The Consortium is a partnership between the Center, the University of Michigan, and more than 170 universities and colleges and is also linked organizationally with professional societies such as the American Historical Association and the American Political Science Association. The Historical Archive of the Consortium has undertaken a multi-million dollar data collection project which is the major resource for quantitative historical data in the world. To date, the Historical Archive has amassed over 10 million card images of county-level election returns, census data, Congressional roll calls, and miscellaneous files. According to recent figures, the Consortium has supplied to historians and social scientists over 5 million card images from its historical data files—an impressive record indeed in five short years. More than 150 scholars have also been introduced to the new technology in summer training programs in historical data analysis.

The development of the Consortium is only one example of the growing interest in quantitative history. There are others. The AHA maintains a standing committee on the collection of quantitative data. The Historical Methods Newsletter, the major journal for behavioral historians, carries a subscription list of 2600. Several textbooks and anthologies, notably Dollar and Jensen's Historian's Guide to Statistics, are finding an increasingly wider audience, as many of the major history graduate programs now prepare advanced students in quantitative methods. On the basis of research reports and informal conversations, I would estimate that as many as a thousand historians are using computers as research tools and are generating data sets of historical information.

In order for future scholars to find data to answer their presently-unanticipated questions, it is necessary now to collect and safeguard records, especially serial records, that are rapidly being destroyed. The problem here is that fallible humans make these appraisal decisions. Before the advent of microfilming and computers, many large bodies of serial records such as tax assessment and voter registration lists, election poll books, state census forms, lease and mortgage records, etc., were destroyed because they were so bulky and detailed as to be unusable. It was not considered practical to waste space with such records of unimportant "little people." But now that technology has altered the picture and Americans are demanding history "from the bottom up," these are some of the most essential records. Any serial file containing individual level data has potential value—auto registrations, building permits, local traffic court decisions, welfare records, marriage license and divorce records, school pupil folders, church membership lists, and the like.

Not only must these serial records be preserved, but they must be converted to machine-readable form for perpetual storage on magnetic tape with ready access for future users. Some may argue that it is not the job of the archivist to convert serial data, but simply to preserve it in its original form. However, if the archivist's task is to make sources more readily available to researchers, then conversion is primarily an archival responsibility. Also, as a practical matter, few private researchers have the resources to convert large bodies of serial records, although there are several group projects underway funded by universities and foundations. In general, an archive has a large clientele of potential users so that capitalization costs can be justified.
Assuming that archivists accept the vast responsibility of records conversion, they are then confronted with decisions on priorities and documentation. It will take many decades to computerize existing historical serial records. Which ones should be done first? Should only a sample of the raw data be converted? To what extent should the data base be documented for future users?

The "presidential synthesis" was long dominant in American history textbooks, with the chapters arranged according to presidential administrations and focusing on the lives of elites. The first major attack of this approach came from Thomas C. Cochran in his presidential address to the A.H.A. in 1948. Cochran condemned conventional history fare as sterile and pleaded for a "social science synthesis" that interpreted political history as an outgrowth of basic cultural forces. These forces, he added, could best be explored at the state and local level.

In the next decade, two historians in particular, Lee Benson and Samuel Hayes, accepted Cochran's advice and developed what is now known as the "social analysis of history." The focus of this approach is on human behavior, on the ways in which people (not only elites) act in specific historical circumstances, rather than their rhetoric or rationale. The important evidence is that which describes what people do, not think (manuscripts). For example, most Americans consider themselves "middle class," but the real world of different social classes is evident if we study peoples' activities, their occupations, income, religion, residential locations, schooling, and patterns of consumption.

The attempt to obtain these kinds of data on large groups of individuals has generated the interest of historians like myself in what archivists are doing and in the technological innovations they are adopting. It has also indicated the importance of local history where the patterns of community structure originate. The records collected and preserved by local historical societies and genealogists are indispensable to the work of the quantitative historians. For too long, professional historians have ignored these valuable materials and limited their research only to the major repositories.

Given the interest of the present generation of historians in the "social analysis of history" and the potential for future researchers, it would seem that first priority in data collection and conversion should be given to social documents such as censuses, tax lists, city directories, immigration lists, church membership, and the like. And the conversion of these records into machine-readable form must be as detailed as possible. Sampling or aggregation will diminish their value. For most researchers, the best machine readable records are those that store information in the unit of collection, not those that aggregate data at some higher level. For example, researchers can derive greater analytical usefulness from a data file that replicates the original census rather than a one in a hundred thousand sample or aggregate data for city blocks.

Once the data file is converted, the most important factor in future usage is adequate documentation. Charles Dollar discussed this question in some detail in an article in Prologue in 1971. Dollar called for both external and internal documentation. External documentation consists of six units: a data inventory briefly describing the contents of each data file: a data dictionary or alphabetical index of item descriptors; a directory of variables, codes, and storage characteristics, containing the names of variables and code values, the data format, and information about where and how the data are stored; a data item search strategy giving examples of how a user might obtain information and utilize the data file; a user summary listing of who used the data, when, and why; and copies of all forms, questionnaires, and sources from which the data originated.

Internal documentation to ensure "record integrity" includes such items as a glossary of terms, data on error estimates, reliability checks and possible correction procedures, and most important of all, a thorough discussion of the purpose for which the data were originally collected and the agency responsible. Without these kinds of external and internal documentation, the future researcher would again have to re-decipher the Rosetta Stone!

In addition to documentation, social science data archivists face a host of other technical problems. Data donated by individual scholars or research groups may require "cleaning," recoding, and reformatting before it can be disseminated to other scholars. Various individual data collections may have to be integrated to answer new questions, such as election statistics and ecological characteristics of political units. Data files must be maintained; cards must be protected from improper temperatures, humidity, and warping; tapes must be shielded from electro-magnets and from being broken or erased; "backup" data reserves are necessary, and file updates must be made periodically as more complete or correct information becomes available. Finally, depending on the size of the archive, staff specialists in mathematics, programming, statistics, and social science research methodology may be necessary to handle information retrieval problems arising from the increasing complexity of research needs and diverse demands for services.

These are problems the Ohio Data Archives and its director and staff will face, but what about the typical archivist? In my opinion, archivists as well as historians need technical training in information processing and handling computerized data files. But the question of the optimum level of competence remains unanswered. Some knowledge of social statistics and programming languages is necessary to communicate with the computer and its keepers. It is also necessary to be familiar with unit record equipment and computer hardware, the logic of computer operations, and the physical aspects of data file storage. But the technical aspects of computer operations need not be mastered. Computer science is a specialized discipline in its own right.

Hopefully, historians and archivists will maintain their traditional ties and work together in generating these quantitative records in the same way that they have cooperated in the past to create the excellent resource libraries we now have. On the outcome hinges the kind of history that can be written a century or two hence.

**Archives of American Sin Conceived**

A significant event occurred in the annals of Ohio archivism recently when a wealthy patron of the arts, G. W. Crossroch Ace, endowed the Archives of American Sin and established its permanent headquarters in Purity, Ohio. Mr. Ace, an elderly recluse, said he made the move to collect documentation which would allow scholars from around the world to better study why America is in such a rapid state of moral decay.

The archives is located in a large remodeled mansion in downtown Purity. A staff of three has been hired headed by director Dr. Rosemary P. Knight, formerly of the Stanford Institution of War, Revolution, and Piece. The archives is now actively collecting materials across the country. Dr. Knight explains that their acquisitions criterion "includes a traditional definition of sin—corruption, sex, violence, gambling, drinking, drug addiction, atheism, etc. By collecting the materials the normal archives do not solicit, the sin archives can help show what America is really like and how much the country needs a moral reexamination."

The Archives of American Sin is collecting every type of research material. Dr. Knight invites all OA members to visit the new archives when they are in Purity or to write for more information to Dr. Rosemary P. Knight, Archives of American Sin, 816 East Main Street, Purity, Ohio 43806.
soa business

Society of Ohio Archivists Committee Structure Detailed

by Andrea Lentz

GENERAL STRUCTURE

1. Establishment. Council may establish, inactivate, dissolve, or change the number and nature of committees each year. It may establish ad hoc committees to perform special functions, with stated dates of termination, at any time it deems necessary. It may establish joint committees with other professional organizations as it sees fit.

2. Committee Members. Committee memberships and chairpersons will be assigned annually by Council. Each committee may make membership suggestions to Council, but authority to assign memberships rests solely with Council.

3. Tenure. Committee members may be reappointed three times, but no person may serve more than four consecutive years on the same committee. No person will be appointed to more than one committee at any time.

4. Meetings. Each committee will meet at least twice a year at the fall and spring meetings of the SOA.

GENERAL COMMITTEE FUNCTIONS

1. Membership Communication. Each committee should communicate information on SOA activities to prospective and present members within its constituency.

2. Projects. Each committee shall determine its own activities, including SOA program suggestions. Each committee may be asked to undertake special projects by the Council. Projects necessitating the expenditure of SOA funds must have the approval of the Council.

3. Annual Reports. Each committee chairperson shall submit an annual report of activities to the president of the SOA on or before each annual meeting. This report will be published in summary form in the fall issue of The Ohio Archivist. Each committee shall be responsible for any additional publicity regarding its activities.

COMMITTEE ROSTER

Audiovisual Archives Committee
John Grabowski, Chairperson
Western Reserve Historical Society

Business Records Committee
Thomas Riley, Chairperson
Ohio Power Company (Canton)
Edie Hedlin
Ohio Historical Society
Eugenia Kucherenko
University Hospitals (Cleveland)
Catherine Steves
Timken Company (Canton)

Church Archives Committee
Anthony W. C. Phelps, Chairperson
Western Reserve Historical Society
Delbert Graiz
Mennonite Historical Library
Bluffton College

College and University Archives Committee
William Vollmar, Chairperson
Ohio State University
William Bigglestone
Oberlin College
Patrick Nolan
Wright State University
Leslie Stegh
Kent State University

Local Historical Societies Committee
John Kerwood, Chairperson
Montgomery County Historical Society
Lyle Fletcher
Wood County Historical Society
Mary Merwin
Massillon Museum
Cyrus Plough
Portage County Historical Society
The fifth annual meeting of the Society of Ohio Archivists was held at Kent State University, May 18-19, 1973. Featured on Friday morning were five concurrent roundtable discussions on college and university archives, genealogy, local historical societies, private institutional records, and governmental records. A general session on references and sources of information highlighted the afternoon portion of the program.

The five concurrent workshops on Saturday morning, May 19, covered newspapers, arrangement and description of archives and manuscripts, oral history, printed government documents, and pictures and maps. The SOA Council met briefly following the business meeting to discuss the progress of, and prospects for, the SOA Guide. Sixty-one persons attended one or both days of the meeting. Following deduction of the many meeting expenses, $115.26 remained to be added to the treasury.

The new council met in Columbus on June 5, 1973. The secretary/treasurer reported that there were currently 131 individual members and 35 subscription members. Several members were delinquent in the payment of dues and of the 254 individuals or groups that have belonged to SOA, 102 (just over 41 per cent) belong no longer. An extended discussion of the expanded committee structure highlighted the morning session, while the afternoon session featured preliminary plans for the fall meeting at Ohio University and extended discussion of SOA publication projects.

Council met again on September 5, 1973. Membership figures showed 135 individual members and 37 subscription members. The program for the Athens meeting was generally finalized as was the procedure for providing an honorarium for non-member participants at meetings. Future meeting sites will be Columbus (Spring 1974), Toledo (Fall 1974), and Cincinnati or Chicago (Spring 1975). The preliminary schedule for the Columbus meeting, to be held May 4-5, 1974, received general approval. The lack of progress on the SOA Guide and the negative feeling of council toward having a booth at the SAA convention in St. Louis came under discussion.

Two council meetings will be held prior to the spring meeting—one general session and one session to discuss needed changes in the SOA constitution.

Frank Fieler discussed purchase of manuscripts at the general session of the fall SOA meeting held October 26 in Athens. Over sixty persons attended the symposium which included a tour of the newly expanded archival facilities at Ohio University.
OHS Offers Microfilm Service

Less than a year ago the services of the Ohio Historical Society's microfilm lab were made available on a cost-shared basis to any Ohio library, archives, or governmental agency.

During this period, contracts to film Ohio-related manuscripts, collections, government records, newspapers, and printed materials have been completed or are in progress with Bowling Green State University, Clark County Historical Society, Cleveland Public Library, Dayton Public Library, Denison University, Hiram College, Massillon Museum, State Board of Pharmacy, Toledo Public Library, University of Toledo, Western Reserve Historical Society, Westerville Public Library, and Youngstown Public Library.

Any person wishing information about this statewide service should write to Gerald Newborg at the Ohio Historical Society.

recent acquisitions

edited by Fred Honhart

University of Akron, American History Research Center

Akron, Canton & Youngstown Railroad Company. Records, 1895-1943, 8 cubic feet. (Articles of Incorporation, minute books, stock records, and records of more than a dozen associated companies, including the East Akron Land Company and the Northern Ohio Railway Company.)

Ashland County. Records, 1847-1955, 37 vols. plus 8 cubic feet. (Auditor's and treasurer's records, 1868-1939; Board of County Commissioners, budget records, 1905-1955; Clerk of Courts, judgement docket, 1847-1875, and oath of office, 1858-1953.)

Creston Journal, 1904, 1907-1909, 1911-1922.

Holmes County Herald, 1961-1963.


Wayne County Herald, 1897, 1899-1904.

Better Business Bureau of Akron, Records, 1920-1968, 10 cubic feet. (Board minutes, publications, scrapbooks, correspondence, and case file.)


City of Canton. Records, 1899-1954, 8 vols. (City council, budgets and ordinances, 1937-1954; Sinking Fund Commission records, 1903-1921; Street Commission reports, 1899-1919.)

Stark County. Records, 1854-1913, 13 vols. (Justice Court and Court of Common Pleas civil and criminal dockets.)

Archives of American Sin


"Pilfered Hotpants: The Confessions of a Klepto-Pyromaniac". Author anonymous. Unfinished movie script, last half badly charred. 1/2 linear foot of 35 mm film.

Fero Segnew. Secret IRS investigatory records stolen by the CIA for the FBI under order of President Fixum. Reveal widespread shakedown network involving 27,000,000 people, 216 rolls of microfilm.

Wend Collection. The famous Paul P. Wend collection from Fowling Greene. Includes 1,034 paperback books, some in original brown wrappers, 174 polaroid photographs, 4 lingerie boxes of intimate memorabilia, assembled during statewide field work under a federal grant, 69 cubic feet.

Bowling Green State University,
Northwest Ohio-Great Lakes Research Center


Bluffton, Ohio, Newspapers, 1915-1920, 5 vols.

Bowling Green Chamber of Commerce. Records, 1940-1968, 15 linear feet. (Correspondence, office files, scrapbooks, publications, minutes.)

Bowling Green, Ohio municipal records, 1867-1950, 50 linear feet.

Bowling Green, Ohio, The Advocate, 1866.

Bowling Green, Ohio, The Evening Tribune, 1893-1901.

Bowling Green, Ohio, Wood County Free Press, 1900-1910.

Bowling Green, Ohio, Wood County Sentinel, 1893-1894.

Bowling Green, Ohio, Wood County Tribune, 1890-1893.

Bowling Green, Photographs, 1888-1920, 1 linear foot.

Crane Creek Fish Company. Records, ca. 1930s, 3 linear feet. (Photographs, newspaper clippings, movie film of fishing operations.)


Erie County. Records, 1839-1950, 125 linear feet. (Tax records, birth and death records, auditors records.)

Findlay, Ohio, Newspapers, 1900-1960.

First Presbyterian Church of Maumee, Records, 1820-1945, 3 rolls microfilm. (Session minutes, 1820-1969; Sunday school records, 1861-1891; trustee minutes, 1851-1899, 1929-1945.)

Lima YMCA. Records, 1878-1950, 8 linear feet. (Minutes, correspondence, reports, scrapbooks, photographs, speeches.)


McLean Brothers Fishery, Records, 1900-1935, 10 linear feet. (Financial ledgers, correspondence, reports.)

Marsh and McLennan Marine Underwriters. Records, 1920-1968, 150 linear feet. (Insurance claims, claim files, shipping directories, annual reports, and correspondence.)

Morrow Steamship and Paisley Steamship Company, Records, 1920-1950, 3 linear feet. (Financial ledgers.)
Below, an illuminated page from an original Italian chess manuscript, Il Dilettevole e Givocioso Giocco de Scacchi (The Delightful and Judicious Game of Chess). The illuminator substituted for chessmen half-portraits of contemporaries dressed as courtier-warriors raising their lances to do battle on the battlefield, the chessboard.

John Poole Great Lakes Collection. Additional materials. (Handwritten notes, photographs, books.)

Seneca County. Records, 1840-1950, 75 linear feet. (Tax records, annual reports, enumerations, census correspondence.)

Toledo, Ohio. Toledo Blade, 1866-1955 (Not complete).

Toledo, Ohio. Toledo News Bee, 1938.

Toledo, Ohio. Toledo Times, 1900-1950.

Toledo YMCA. Records, 1865-1950, 35 linear feet. (Minutes, correspondence, reports, scrapbooks, photographs, speeches.)

W. H. Wheeler Fishery Company. Records, 1900-1920, 5 linear feet. (Financial ledgers.)

Wilson Marine Transit Corporation. Records, 1890-1968, 150 linear feet. (Correspondence, office files, financial ledgers, corporate records, scrapbooks.)

Bowling Green State University, University Archives

Admissions Office. Records, 20 linear feet.

BGSU Foundation. Records, 8 linear feet.

Board of Trustees Minutes. Notes, 1916-1937, 3 linear feet.

Bursar's Office. Records, 3 linear feet.

Business Administration, College of. Records, 3 linear feet.

Business Office. Records, 24 linear feet.

Computational Services. Records, 6 linear feet.

Education, College of. Records, 5 linear feet.

Education, Department of. Records, 18 linear feet.

Harshman, Ralph G. Records, 3 linear feet. (Vice-president.)

McFall, Kenneth H. Records, 24 linear feet. (Vice-president and secretary to the Board of Trustees.)

Office of the President. Records, 12 linear feet.

Registrar's Office. Records, 14 linear feet.


Treasurer's Office. Records, 75 linear feet and 65 financial record books.

Case Western Reserve University

Comprehensive Community Mental Health Training Project. Records, 1967-1970, 2 linear feet. (Directed by Elaine Kepner of Cleveland College of CWRU. Under a grant from the U.S. Department of Health, Education, and Welfare in conjunction with the National Institute of Mental Health.)

Head Start Supplementary Training Program and the Follow Through Supplementary Training Program. Records, 1965-1972. 1-1/2 linear feet. (Directed by Edith Caione of Cleveland College of CWRU and also relating to Cleveland State University, Cuyahoga Community College, and Educational Projects, Inc.)

Research Project of Cleveland College. Records, 1967-1986, 2 linear feet. (Sponsored by U.S. Department of Labor, on the Comprehensive Manpower Project of Cleveland [AIM-JOBS]. Research records of four basic studies made on: participants, the AIM staff, industry involved and members of the AIM governing board; and copies of the final report.)

St. Barnes' Guild for Nurses. Records, 1912-1968, 4 linear feet. (Cleveland Branch and Guild House at CWRU campus. Minutes, general correspondence, missionary nurses correspondence, financial records.)

University of Cincinnati

Charles Aring. Papers, 1935-1972, 1 linear foot. Director of the Neurology Department, University of Cincinnati. First installment of papers.


Butler County. Records, 1805-1910, 1 linear foot. (Court records.)

College-Conservatory of Music. Records, 1930-1969, 3 linear feet. (Minutes of the Board of Trustees and of the Executive Committee, reports, correspondence, programs (covering the period both before and after the merger) and minutes of the Cincinnati Conservatory of Music.)

Nevin M. Fenneman. Papers, 1865-1945, 8 linear feet. Geologist, geographer, physiographer. Professor in the Department of Geology and Geography, University of Cincinnati. Papers relate to research and chairmanship of the department.


Office of the Vice President. Records, 1962-1972. 12 linear feet. (Material from the administrations of Thomas Bonner and Hoke S. Green.)

Office of the Vice Provost for Graduate Studies, ca. 1963-1972, 4 linear feet. (Material from the administration of the office during Robert Wessel's tenure.)

President's Office. Records, ca. 1935-1955, 8 linear feet. (Raymond Walter's papers and files.)

Public Information Office. Records, 1961-1971, 8 linear feet. (Sesquicentennial files, miscellaneous publications, daily news releases, subject information files, scrapbooks.)

Cleveland Medical Library

Alexander T. Bunts, M. D. Papers, ca. 1860-1970, 25 linear feet. (Includes papers of his father, Frank Emory Bunts, founder of the Cleveland Clinic.)

Jaroslav John, M. D. Papers, 1885-1971, 2 linear feet.

John George Spenzer, M. D. Papers, 1864-1932, 10 linear feet.
Robert M. Stecher, M.D. Papers, 1940-1972, 3 linear feet.
Abner Webb, M.D. 1821-1874, 1 linear foot.

Cincinnati Historical Society
Cincinnati, Ohio, The Parthenon, Sept. 29, 1827-March 29, 1828.

Herrick Memorial Library, Wellington
A. M. Willard. Papers, 1 foot. (Clippings, photographs, manuscripts and a collection of letters from Dr. William B. Barton, D.D., to Willard.)

Kent State University, American History Research Center
Mahoning County. Auditor's duplicates, 1858-1965, 200 linear feet.

Kent State University, University Archives
College of Arts and Sciences. Records. 1969-1971. (Student Advisory Council.)
"Confrontation at Kent State," 16 mm motion picture film.
Faculty papers. 1 cubic foot.
Printing service. Records, 1971, 6 cubic feet. (Job orders and samples.)
Vice President of Provost. Records, 1970-71, 1-1/2 cubic feet.

Kinsman Free Public Library
Darrow, Clarence. Motion picture film. (Originally made for television and narrated by Mike Wallace.)
Scott, Alieta Hopping, Papers. (Mss. about Ernest L. Scott and his research leading to the development of insulin.)

Lane Public Library (Hamilton)

Oberlin College
Allen, George N. Papers, 1830-1895, 1 cubic foot. China missionaries.
Maddock, F. H. Papers, 1900-1950, 2/3 cubic foot. Historical information about Oberlin.
Williams, G. L. (Mr. and Mrs.) Papers, 1860-1937, 2 cubic feet. China missionaries.

Ohio Historical Society
Note: This is a selected list. A complete accession list is issued as a quarterly publication and is available in major public and academic libraries in Ohio.
Arter, William, Papers, 1856-1966. 1/2 linear foot (addition). Subject files and tear sheets of Arter's articles and "Columbus Vignettes."
Athens State Hospital. Records, 1874-1926, 5 cubic feet. (Case book, 1874; superintendents correspondence, 1899-1926; misc. correspondence, 1911-1921; morning reports, 1899-1898.)
Buckeye Lake scenes. Transparencies. 46, ca. 1900.
"Columbus Discovers Columbus" Project, 1973. 20 recordings. (Recordings of panel discussions during project.)
Columbus Hospital for the Insane, Records, 1838-1868, 1877-1903. 5 rolls microfilm. (Admission records.)

"Ohio's birth certificate" and several other historic state documents were turned over to the Ohio Historical Society by Ohio Secretary of State Ted W. Brown this summer.

Included in the transfer were the 1802 and 1851 constitutions, the 1873 proposed constitution which was never adopted, 74 amendments to the 1851 document, and the design by John Eisenmann of Cleveland that was chosen in 1902 for the state flag.

Senate bill no. 199 was responsible for transferring the custody of the papers from the secretary of state, whose office had been entrusted with the safekeeping of the papers in 1802, to the Ohio Historical Society, where the historic documents will be available to the citizens of the state.

The 1802 constitution, which Ohio Historical Society President Harold Grimm called, "our birth certificate," is handwritten on both sides of legal-size sheets of paper, and the 1851 document, under which the state still operates, is written on large sheets of parchment.

Secretary of State Brown stated that these documents cannot be fully appreciated without being viewed. He noted, "It has been our contention that these and other historic papers should be treated for protection against the elements and at the same time made available for viewing by the public rather than kept tucked away in the dark confines of an office safe. The Ohio Historical Society will make this a reality."


Dayton, Ohio, Dayton Daily Empire. Nov. 13, 1850-July 9, 1867.


Dayton, Ohio, German American Bulletin. July 6, 1933-June 25, 1941.


Dayton State Hospital. Records, 1855-1930. 31 vols. (Admission books, 1902-1930; clothing accounts, 1886-1893; current expense ledger, 1899-1903; receipts and disbursement journal, 1894-1897; register of patients, 1855-1902; wardens' employees record, 1877-1921.)


Department of Rehabilitation and Correction. Records, 1815-1924. 31 vols. (Conduct record, 1913-1914; criminal record, 1815-1834; deputy wardens directory, 1870-1895; pardon record, 1882-1924; post office directory, 1899-1905; record of executions, 1885-1968; register of patients, 1855-1902; stewards' employees record, 1877-1921.)


Dunbar, Alice M. Papers, 1867-1903. Xerox copies, 1/2 linear foot. Copies of private letters from Paul L. Dunbar to his wife, Alice. Filmed as part of the Paul L. Dunbar microfilm edition, rolls 8 and 9.

Grant Family Collection. Photographs, 50 items. (U. S. and Ohio scenes and views.)


Gilligan, John J. Papers, c. 1918. 1 linear foot. Correspondence, memoranda, reports, concerning primarily the first year of his administration.

Hamilton, Cornelius S. Papers, 1800s. 1/4 linear foot. Scrapbooks and undated articles dealing with Hamilton's career and events during his lifetime.

Laylin, Lewis C. Family Papers, ca. 1900-1920. 1/2 linear foot. Correspondence, clippings, scrapbooks, and assorted papers of Laylin, his wife and son, and other family members. Correspondence covers family matters, Laylin's political career.

Longview State Hospital. Records, 1859-1956, 33 vols. (Minutes, 1859-1924; superintendents correspondence, 1921-1956.)

Massillon State Hospital. Records, 1898-1945, 39 vols. plus 23 cubic feet. (Male Clinical History Notes, 1898-1945; Male/Female Case Books, 1898-1910; Record of Autopsy, 1902-1904, 1910-1913; Record of Disbursements, 1898-1900; Record of Treatments, 1922-1923, 1926-1927; Superintendents Correspondence, 1920, 1934-1943.)


Ohio League of Women Voters. Oral History Interviews, 1973, 2 reels. (Mrs. Howard Bevis, Mrs. Lucille Athison Curtis, respondents.)

Ohio Railroads. Photographs. Views of Nickle Plate & Lakeview (Cleveland) Lines, Kuhlen Car Company, Cleveland scenes. (Gift: A. R. Shade)

Ohio State Grange. Records, 1888-1988, 23 linear feet. (Primarily minutes and ledger books of county granges; and correspondence, minutes and financial records of Grange Services, Inc., 1946-1964.)


Radio Station WNCI. Columbus, Ohio. Recordings, 1971-1973, 300 items. (Transcriptions of the Program "America Top 40")

Radio Station WOSU, Columbus, Ohio. Recordings, 1973, 4 reels. (Coverage of the Ohio House of Representatives debate on the proposed "Equal Rights" amendment to the United States Constitution.)

Rector, F. Kenyon. Papers, 1910- ca. 1935. 4 linear feet. Correspondence, minutes of meetings, notes, newspaper clippings, pamphlets, and other material dealing with his role on the Board of County Visitors of Franklin County. Included are the papers of her sister, Gillette K. Hayden, dealing with women's suffrage and the Altrusa Club, Columbus, Ohio. (Gift: Mrs. F. K. Rector, Columbus.)


Iowa Smith Collection. Photographs, covering Ohio medical history, 132 items.


Wilmot Family. Papers, 1861-1865. 1/2 linear foot. Civil War family correspondence.

Ohio University

Dr. A. W. James. Medical journals, ca. late 1800s, 2 linear feet.

College of Arts and Sciences. Student Records, pre-1965, 50 linear feet.

College of Education. Records, ca. 1950-1972, 125 linear feet. (Includes Dean's and Associate Dean's office files and records of various programs of the college, including Guidance Institutes, Teenage Teacher's Aid Project, Peace Corps training, overseas projects and student records.)

Graduate College. Dean's Office files, 1970-1972, 3 linear feet.


President of the University. Office Files, 1945-1969, 60 linear feet. (John C. Baker and Vernon R. Alden.)


Student Life Program. 1969-1972, 5 linear feet.


Vice President and Dean of Faculties. Office Files, 1971-1972, 12 linear feet.

Stark County Historical Society
Court of Domestic Relations. Records, 1890-1910, less than 1 linear foot. (Juvenile court cases.)

University Hospitals of Cleveland
Accounting Department. Records, 1958-1962, 4 linear feet. (Personnel records.)


Florence Cellars. Records, 1951-1971, 8 linear feet. (Assistant Director of Nursing, office files.)


Dermatology Department. Records, 1970, 3 linear feet.


House Staff Coordinator. Records, 1968, 4 linear feet. (Files on interns and residents.)

Pathology Department. Records, ca. 1989-1920s, 9 linear feet. (Record books of obstetrics and gynecology.)
Rainbow Babies and Children's Hospital & Health Center. Scrapbooks, May 1972. (Dedication ceremonies.)
Social Service Department. Records, 1936-1963. 9 linear feet.
Dr. Austin S. Welsberger. Papers, 1 foot. (Late chairman Department of Medicine, manuscripts and research notes.)

University of Toledo
History of the University of Toledo. Oral history interviews, two 7 inch reels. (Participants included faculty members, several of whom were retired, librarians, and former students. Incidents in the history of the University of Toledo from 1928 to 1955 were taped.)
University of Toledo activities. Motion picture film (16 mm), 1930-1951. 2 reels black and white, 6 reels color. (Includes ground breaking for University Hall, laying of cornerstone at June 1930 commencement, and students coming to class at the opening of the building, February 1931. Also activities of all colleges with deans and students, 1940-1941. and inauguration of President Asa S. Knowles, 1951.)
University of Toledo Archives. Records, 1972-1973, 41 linear feet.
University of Toledo Transparency Collection. Color transparencies (35mm), 500 items.

Western Reserve Historical Society
Frank Bardoun. Papers, 1925-1972. 5 linear feet. Active in Czech fraternal and political organizations.
Bell Neighborhood Center. Records, 1961-1972. 3 linear feet. (Branch of Goodrich Social Settlement providing services in Cleveland's Hough neighborhood.)
Cleveland Bar Association. Records, 1873-1972, 16 linear feet. (Includes minutes, scrapbooks and the Cleveland Bar Association Journal.)
Cleveland Foundation. Records, 1917-1971. 8 linear feet. (First community trust in the nation.)
Cleveland Writers Club. Records, 1895-1964, 2 linear feet. (Formerly the Ohio Woman's Press Association and the Cleveland Woman's Press Club.)
Cuyahoga County. Records, 1927-1931, 1933-1935, 4 linear feet. (Auditor, mimeographed copies of budgets of municipalities and school districts in Cuyahoga County.)
Fair Housing, Inc. Records, 1964-1969, 1/2 linear foot. (Minutes of real estate company working for integrated housing.)
Geauga County. Records, 1935-1965, 35 linear feet. (Welfare Department case files.)
Lakewood Chamber of Commerce. Records, 1912-1968, 3-1/2 linear feet.
League of Women Voters of East Cleveland, Ohio. Records, 1945-1972, 1 linear foot.
Lockwood Family. Papers, ca. 1852-1874. 4 linear feet. (Family correspondence and Civil War material.)
Elliot Ness. Papers, 1931, 1936-1944, 1947. 13 scrapbooks. (Cleveland Safety Director and leader of the "Untouchables")
Saint Andrews Benevolent Society. Records, 1845-1958, 2 linear feet. (Cleveland organization to aid Scottish immigrants.)
Curtis Lee Smith. Papers, ca. 1965-1971, 4 linear feet. (Files concerning Cleveland State University and the Greater Cleveland Growth Association.)
Clement L. Vallandigham. Letters, 1858-1886. 17 items. (Democratic Congressman from Ohio, 1858-1883, and Copperhead leader.)
YMCA, Cleveland, Ohio. Records, 1914-1957, 4 linear feet. (Addition.)

Wright State University
Logan County Welfare Department. Records, ca. 1940-1950s, 16 linear feet. (Welfare case files.)
Montgomery County Welfare Department. Records, 1930-1960, 100 linear feet. (Welfare case files.)
Springfield City Police Department. Records, 1924-1940, 60 linear feet. (Arrest files, including a few photographs.)
White, Fred. Papers, 1963-1972, 12 linear feet. White was one of the founders of Wright State University and the papers include files and photographs.

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Institutional membership privileges for Ohio or out-of-state institutions include only the receipt of two issues of The Ohio Archivist per year.

Mail checks for three dollars with the above form to Stephen Morton, University Archivist, Bowling Green State University, Bowling Green, Ohio 43402.