

*Manual for the Arrangement and Description of Archives*. By S. Muller, J. A. Feith, and R. Fruin; translation of the second edition by Arthur H. Leavitt with a new introduction by Eric Ketelaar, Theo Thomassen, and Peter Horsman. SAA Archival Classic Series (2003; The H. W. Wilson Co., 1968). Nonmembers \$45, SAA members \$35. 275 pp. Soft cover.

*Selected Writings of Sir Hilary Jenkinson*. Edited by Roger H. Ellis and Peter Walne with a new introduction by Terry Eastwood. SAA Archival Classics Series (2003; Alan Sutton, 1980). Nonmembers \$45, SAA members \$35. 400 pp. Soft cover.

We are indebted to the Society of American Archivists for adding an “Archival Classics Series” to its archival resources program and providing the “best archival resources worldwide.” Now, numbering six titles, the inauguration of this publication series could not be timelier. My sense is that the present generation of trained archivists entering the workplace typically do not read or study the seminal writings of non-American archivists. At a time when some question the American archival profession’s preoccupation with politically correct collecting, electronic records, Web-page development, classroom instruction, and outreach, it is appropriate that we revisit the classic literature dealing with the essence of archives and the influence European thinkers had on our theory and practice.

The influential *Manual for the Arrangement and Description of Archives*, by S. Muller, J. A. Feith, and R. Fruin, was first published in the Netherlands in 1898. It was immediately translated into German, Italian, and French and, subsequently, into other languages in the decades that followed. However, the manual was not translated into English until 1940. The 2003 edition is a translation of the second edition by Arthur H. Leavitt, with a new introduction by Eric Ketelaar, Theo Thomassen, and Peter Horsman. (This introduction represents a condensed version of the 105-page introduction appearing in the reissue of the manual on the occasion of its centennial in 1998.) The “Archival Classics Series” edition includes a reprint of Marjorie Rabe Barritt’s important “Coming to America: Dutch Archivistiek and American Archival Practice,” *Archival Issues* 18:1 (1993): 43–54. Here it appears on pages xxxv–1.

Drawing on the European archival developments in France and Germany at the end of the nineteenth century, the three Dutch archivists undertook to lay out a methodology and principles to treat archives in the Netherlands. The six-chapter manual attempted to codify and standardize all phases of archival practice in a depository, from records management to the definition and use of archival terminology in the preparation of inventories. Chapters cover the founding and makeup of archival depositories, arranging of documents, describing of documents, assembling the inventory, adding to description rules, and addressing conventional terms and numbers. Chapter 6 contains a thesaurus of archival terminology and discusses the dating of documents.

A welcome addition to the reprint is the piece by Marjorie Rabe Barritt, who has carefully studied the importance of the manual and of the principle of provenance on early U.S. archival practice. With respect to the role played by the Dutch archivists in the development of American archival practice, Barritt argues that their influence can be traced through the speeches and writings of Arnold J. F. van Laer (New York State

Library) and Waldo G. Leland (National Archives), which contained references to Dutch archival theory before the manual's translation into English in 1940. She also nails down the important role of American translator Arthur H. Leavitt. In 1956, Theodore R. Schellenberg, in his *Modern Archives: Principles and Techniques*, expressed the notion that the Dutch manual was "a bible for modern archivists" (p. 175). Twelve years later, in 1968, his colleague Ken Munden declared that the manual's chief importance rested on the way in which the Dutch archivists persuasively "expounded the principle of the sanctity of the original order of archives" (p. 3). In varying ways, the editors deservedly show that the early high opinions expressed by American observers have been sustained in the scholarship of Canadian archivist Terry Cook. In his analytical history of archival thought of the post-custodian world, Cook suggests that the 1898 publication of the Dutch manual contains ideas that are now part of the new conceptual paradigm of the global archival tradition (pp. xxxi–xxxii).

Americans embraced more easily the archival theory and practice ideas advanced by the Dutch archivists than they did the ideas found in texts written by Sir Hilary Jenkinson (1882–1961), the former Deputy Keeper of Records at the British Public Record Office. Known to T. R. Schellenberg and others at the National Archives was Jenkinson's authoritative English language *Manual of Archive Administration* (1922). Schellenberg dismissed the manual as something written by "an old fossil," and he claimed that the English archivist had unduly influenced practice in Australia. First published in 1980, the *Selected Writings of Sir Hilary Jenkinson*, edited by Roger H. Ellis and Peter Walne, may now have a better audience. The 380-page compendium consists of 25 of the best texts written by Jenkinson between 1915 and 1960. The range and thought of Jenkinson's writings is extraordinary. They report on the lifetime of a professional archivist who held many interests and talents. Included among the topics are basic coverage on arranging records; archival history in England, Italy, and elsewhere; the archival profession; diplomatics; English seals; medieval tallies; paleography; and the custodial measures taken during war and post-war periods when records are threatened. Even though the individual pieces can be placed in groupings, the essays in the volume are ordered chronologically as they were published.

Terry Eastwood, archival educator of the University of British Columbia, provides a new, important introduction to the 2003 reissue. Eastwood gives us "some sense of the career of the man" who wrote the countless speeches and essays, and he explains for us the "context in which they were written and the reasons they bear reading by a twenty-first century audience" (p. vii). I found Eastwood's treatment of the career of scholar-archivist Jenkinson rich reading, with its emphasis on how individuals gained entry to archival ranks in England and on how this one, early on, developed a concern for the integrity of records with an eye to distinguish scientific principles from practice.

While readers of the compendium will find the introductory material good reading, the same cannot be said for Jenkinson's bureaucratic text. "He is a difficult writer for the contemporary reader" (p. xiii), writes Eastwood, in pointing to his style and lack of clarity of thought. Of special interest to archivists and educators in the U.S. are two book reviews by Jenkinson on the 1948 "Guide to the National Archives" (number 14) and on the 1956 *Modern Archives: Principles and Techniques*, by T. R. Schellenberg (number 21). Schellenberg's work is a title in the "Archival Classics Series." Jenkinson

reveals in his reviews that he understood very well the arrangement and description issues faced by large repositories in the U.S. and how pragmatic American archivists defined a record and appraised its value. In cutting through the differences between the “unbending theorist” (Jenkinson) and “unrepentant pragmatist” (Schellenberg), Eastwood is good in reminding us that Jenkinson was capable of tackling “practical problems of archives administration” and that Schellenberg was capable of embracing “the principles guiding archival work” (p. xx).

These two “Archival Classics Series” titles written by the Dutch archivists and Jenkinson are highly recommended for purchase by archival educators, by institutions of higher education that offer academic courses or workshops in modern archival administration, and by those professionals seeking to understand the convergence of archival traditions in the twentieth century that relate to the nature of records and the dynamic relationship existing between and among the many concepts on archival theory and practice.

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*An Ounce of Prevention: Integrated Disaster Planning for Archives, Libraries and Record Centres*. Second Edition. By Johanna Wellheiser and Jude Scott. Lanham, MD, and London: The Scarecrow Press, Inc. and Canadian Archives Foundation, 2002. 283 pp. Index, appendices, bibliographies. Soft cover.

Wellheiser and Scott take a serious look at the field of planning to prevent disasters in most cultural institutions, including libraries, archives, and records centers. In the second edition of this most valuable book on disaster planning, they begin with an overview of the field in Canada, the United States, and the rest of the world, then focus on the mechanics of thinking about, planning, and designing an integrated disaster response plan for cultural institutions. The field of disaster planning is divided into 10 chapters. Each chapter is outlined and divided by topic, then meticulously described and defined.

The studied division of the topic helps the user create one small step at a time. Each subdivision begins with a basic statement followed by a discussion of the issue, its history or relevance to the field, and its importance within a disaster prevention plan. Wellheiser and Scott focus the first eight chapters on planning to prevent the disaster and spend the last two sections talking about actual response and recovery from a disaster. This proactive approach is particularly important when designing plans that include computers and digital materials.

The appendices include lists of resources, supplies, and assistance. As the authors are Canadian, the majority of the entries are Canadian, with some references to U.S. companies and suppliers. The bibliography is arranged by chapter and topic, allowing the user to search for readings that focus on their institution's specific needs.

Written in a straightforward style with an emphasis on each and every stage of planning, *An Ounce of Prevention* provides an organized, detailed approach to the field. Any archive, record center, or library using this book to focus their disaster prevention planning and create their plan will end up with a defined plan to safeguard their collections, resources, and access to their information.

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*Moving Archives: The Experiences of Eleven Archivists.* Ed. John Newman and Walter Jones. Lanham, Maryland: Scarecrow Press, 2002. \$35.00. 124 pp. Hardcover.

John Newman and Walter Jones have not, as one might first suppose, gathered essays about archives housing the accounts of freed slaves or the survivors of war and pestilence. While the archives in question may, indeed, contain such potentially moving material, the editors have something less exalted but far more useful in mind.

Both Newman (Colorado State University) and Jones (University of Utah) had moved, that is, transported, large collections and, having found little written guidance, realized that a collection of accounts of such experiences would be of use to anyone finding herself or himself in a similar situation. The lively stories printed here bear out their realization.

Lisa Backman (The Cable Center, Denver) has been involved in 11 moves, experiences that have taught her that “in our business, no housing is ever permanent” (p. 1). Her account is general but eminently practical, even extending to the wisdom of making a friend of the moving crew supervisor. Like many of her colleagues, she has one overriding piece of advice: communicate, communicate, communicate—and do it in writing.

The remaining contributors describe particular moves, three of them involving state archives. Gary Harrington (Oklahoma Department of Libraries) recounts moving the Oklahoma State Archives and Records Management divisions into a new facility that had previously housed a tire recapping plant. Joanne A. Mattern (Delaware Public Archives) describes the 1995-1996 move of her collection, an experience so trying in some respects that she warns, “Assume that monkeys will be moving the records” (p. 58). Albin Wagner (New Jersey Bureau of Records Management) deals with relocating the Rhode Island State Archives and Public Records Administration, a process during which an arsonist set a fire that led indirectly to serious asbestos contamination.

Disaster also struck during the move that coeditor John Newman discusses: that of the Colorado State University Archives. The move in question was only 375 feet and took place within a single building, but a flood occurred before the process could be completed. Although one contributor declares that “all accounts of archival moves are inherently prosaic” (p. 69), that adjective cannot necessarily be applied to the moves themselves, as Wagner’s and Newman’s experiences make clear!

The volume’s other editor, Walter Jones, describes two moves involving the Special Collections of the University of Utah’s J. Willard Marriott Library. Here, the materials to be moved were not agency records but rare books, manuscripts, maps, vertical and clipping files, and so on. Those participating in the first move found it “bumpy and problem ridden” (p. 19), but learned from their experiences—a result indeed fortunate, since the second was far more complicated, a “grand-scale move” (p. 26) in Jones’s phrase.

Russell C. Taylor (Brigham Young University) describes another grand-scale move: that of the Special Collections of BYU’s Harold B. Lee Library. Involved in what Taylor calls in his opening sentence this “daunting task” (p. 79) were hundreds of thousands of books, a million photographic images, and 10,000 manuscript collections.

While the move turned up materials once thought lost as well as others never adequately cataloged, at the time of writing several collections had still to be relocated.

Cassandra M. Volpe (University of Colorado at Boulder) recounts her initial steps in moving and combining the varied collections—recordings, correspondence, recording equipment, and so on—of the American Music Research Center, an experience that leads her to compare such moves to herding cats. Monte Kniffen (Denver Province, Redemptorist Fathers) describes the steps involved in moving and combining the libraries and archives of two defunct provinces into a newly created office in Denver, a job *he* compares in its planning, coordination, and gritty physical labor to moving a graveyard.

Todd Welch (Oregon Historical Society) helped move his society's collection from the delightfully named Beaver House in Portland to a new facility in Gresham. His detailed account suggests yet another comparison to this reader: that moving an archive of any size is much like planning and executing a military campaign.

Patrick Quinn (Northwestern University) devotes his contribution to three moves, the first of which, a complex affair at the State Historical Society of Wisconsin, he admits to winging. Almost two decades later, Quinn found himself striving to remember the details of that move, as he now had another (at the University Archives of Northwestern University) on his hands. By his third move, he says, he "had the ... process down to a science" (p. 76).

Those archivists who do *not yet* have the process of moving down to a science are in debt to those who have set down their experiences here. Whether you know it or not, there's a move in your future, and you'll want *Moving Archives* on hand when the time comes.

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*A Researcher's Guide to the Donald J. Pease Papers in the Oberlin College Archives.* Ed. Ronald M. Baumann. Oberlin, Ohio: Oberlin College, 2003. \$12.95. 124 pp. Foreword, introduction, biography, chronology, bibliography, and illustrations. Soft cover.

*A Researcher's Guide* describes Oberlin College's holdings of the papers of the eight-term Democratic congressman. In addition to the papers pertaining to Pease's career in the United States Congress, the collection includes records of his service in the Ohio State House and Senate. The collection chronicles almost 30 years of public service, from 1964 to 1992.

The published researcher's guide contains a detailed finding aid, a biographical essay, and a chronology of Pease's life and career. The 174.5 linear feet of records is arranged into eight subgroups: State House and Senate Records in Ohio, U.S. Congress Personal and Political Papers, Legislative Records (U.S. Congress), Constituent Service Records (U.S. Congress), Press Relations and Media Activities Records (U.S. Congress), Campaign Files, J. William Goold Addition, and Professional and Political Retirement Files. Each subgroup is divided into three to thirteen series. The introduction to the guide explains the history of the acquisition of Pease's papers and describes the criteria and rationale behind the weeding of over 50 percent of the collection. Descriptions down to the series level are included in the guide.

In addition to giving a narrative of the congressman's life and career, the biographical essay in *A Researcher's Guide* points out subject areas of the collection that may be useful to researchers. These include Pease's membership in the House Ways and Means Committee, his advocacy of linking international trade with human and workers' rights, and his opposition to "Reaganomics." A list of subject headings would have provided more access points and aided in pointing out highlights of the collection.

This guide offers a useful and informative portal to a researcher interested in Congressman Pease, the daily workings of a Congressional office, or the issues and policies Pease felt strong about.

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*Flowers after the Funeral: Reflections on the Post-9/11 Digital Age.* By Richard J. Cox. Lanham, Maryland: Scarecrow Press, 2003. ISBN: 0-8108-4835. \$29.95. 129 pp. Index. Soft cover.

*Flowers after the Funeral* is the latest book of essays by Richard J. Cox. Written after the horrific events of September 11, 2001, this work presents the author's response to this tragedy as well as other trends in American society. The book consists of four essays drafted at different points over the past two years. "Musings," the initial essay, is the most recent and is derived from several lectures in the fall of 2002. The second piece, "Reacting," is a collaborative piece that Cox wrote with numerous colleagues at the University of Pittsburgh School of Information Sciences. It was originally published in *First Monday* (December 6, 2001) as "The Day the World Changed: Implications for Archival, Library, and Information Science Education." The third chapter, "Preparing," represents Cox's initial thoughts on 9/11 and discusses disaster and contingency planning. This was published in *Records and Information Management Report 17* (January 2002) as "Records Programs, Disaster Preparedness, and Recovery: A New Urgency." The fourth essay, "Teaching," documents Cox's development of a doctoral seminar on the implications of 9/11 for the information professions that was offered in the spring 2002 term. Taken together, these essays touch on a variety of both personal and professional issues evoked by the events of 9/11.

Three themes pervade the first chapter, "Musings": the meaning of 9/11 (both personal and societal), the nature of our society, and the formation of collective memory. The discussion of collective memory is the most compelling, perhaps because it encompasses appraisal and selection, Cox's areas of expertise. Cox cites the different approaches to documenting 9/11 by the Genealogical Society of Somerset County's Flight 93 Memorial Collection and the September 11 Digital Archive at George Mason University. The Flight 93 Memorial Collection is actively and consciously shaped, items deemed "inappropriate" discarded while accessioned items received detailed documentation (p. 19). The September 11 Digital Archive has taken the opposite tack. Its creators have decided to save everything regardless of viewpoint (p. 8). Despite this work, Cox points out the dubious position of archives in the formation of collective memory. "The value of what is being gathered is also weakened, as collective or public memory resides in places outside the archives, constantly shifts, and is susceptible to the whims and fancies of heritage and political agendas" (p. 13). This is particularly true of recent events such as 9/11 where "... many of the documentary efforts were under way almost immediately after the towers of the World Trade Center had collapsed. But this is not enough time to understand events, so archivists and museum curators and others cannot understand the significance of what they are doing because the significance of 9/11 in the panorama of American and world history is far from understood" (p. 21).

"Reacting," the second essay, concerns the role and impact of modern information technologies in the events of 9/11 (from their role in globalization to the plaintive cell phone calls from inside the twin towers) and their unfolding impact on schools of information science. Cox argues that information schools should assume a major role in helping our society to grapple with the variety of issues, from network security to information ethics, implicit in these technologies. The chapter ends with some thoughts on

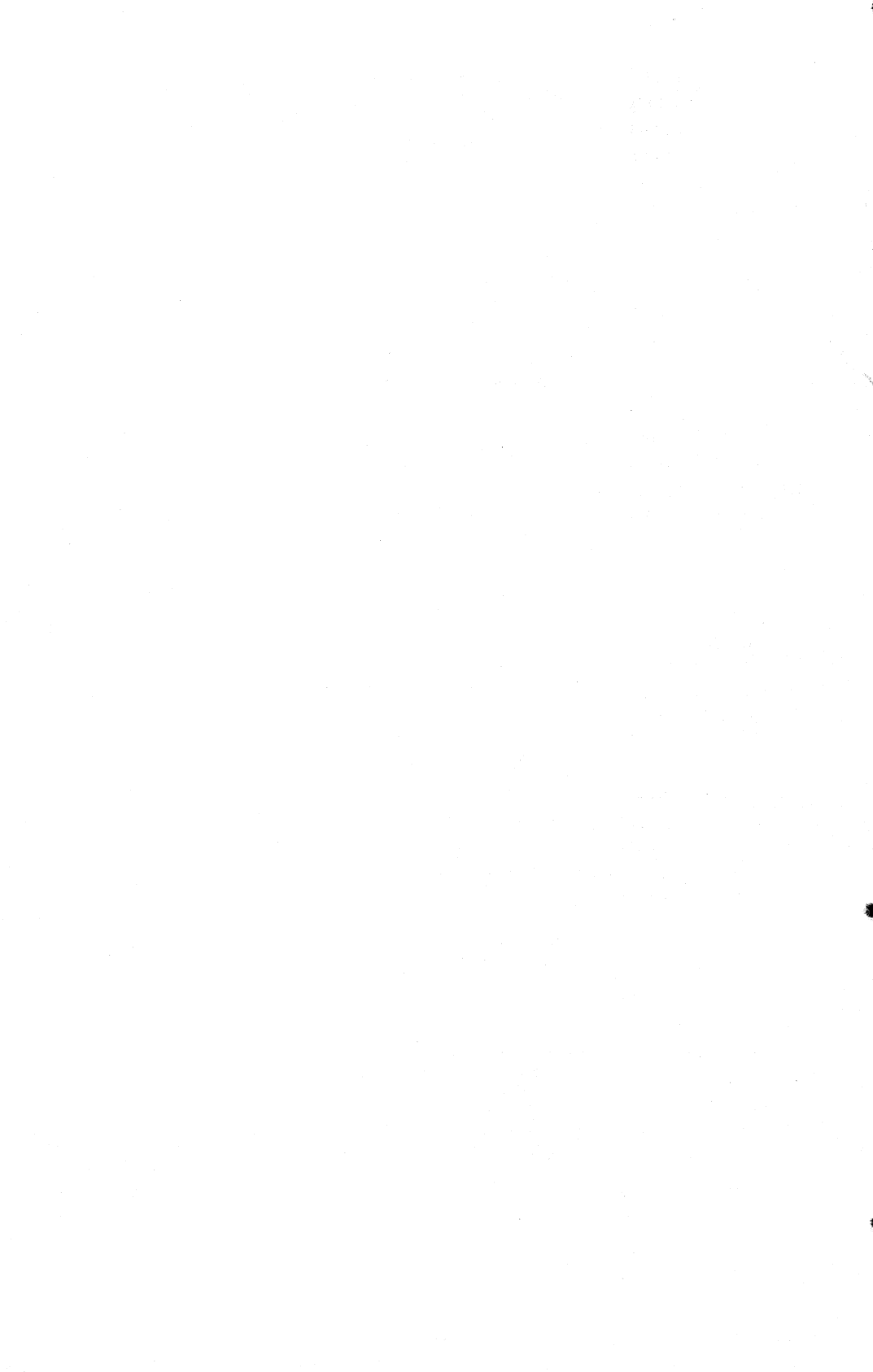
what schools of information science should be teaching, how they should be teaching, and the jobs for which they are preparing students. He argues for greater innovation, interdisciplinarity, and more inclusive thinking about the potential range of students and professors in these schools.

In "Preparing," Cox expands on one of his themes from the previous chapter and discusses disaster preparedness and recovery. In light of the events of September 11, Cox argues that traditional disaster plans have failed not only to embrace electronic records and record-keeping systems, but also to understand the modern business environment. For example, previous measures of the success of a disaster plan focused on the amount of physical items saved and relocated. New measures are needed that assess the ability of businesses to restart or maintain operations after a disaster. In conclusion, Cox asserts that the most valuable aspect of the disaster planning process may be that it "helps an organization to gain greater sensitivity to the nature of their records and information systems" (p. 94).

In the final essay, "Teaching," Cox relates the evolution, development, and realization of a doctoral seminar entitled "A New Meaning for 9/11: Libraries, Archives, and Information Technology in a Catastrophic Era." Cox explains his personal and professional reasons for selecting this topic and provides an outline of the topics covered. In this process, he reviews (in abbreviated form) some key literature on 9/11 for the information professions. Interestingly, Cox notes that he will not teach this seminar again. While his overall analysis of the experience was positive, one gets the feeling after reading the essay that the teaching process was perhaps both intellectually (trying to make sense of so recent an event and attempting to wade through an expanding literature) and emotionally trying. In the preface, Cox notes that his conversations, both during and after the course, with the students who participated in the seminar, helped him to reflect on this experience. Still, this is the least satisfying essay in the volume. Perhaps because half of the students in the seminar were international students or because the nature of a seminar is interactive and thus co-created or co-evoked by students and the professor, I would have liked to hear more directly from the students about the course and how it affected their thoughts and feelings about the topics covered, from information technology in general to 9/11 in particular.

The title of this volume refers to a comment by one reviewer who likened the large number of books that have been published concerning 9/11 as "flowers after the funeral." As one of those flowers, this book is a fitting member of that group. As one of few published reflections on the events and impact of 9/11 by an archivist or records managers, these essays are important, not only for the information they contain, but also as documentation of the specific archival and records management concerns that 9/11 has raised.

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