

results have been achieved. All collections have been unfolded, each paper has been put in a folder, and each collection, when the number justified, has been put in one or more boxes. The boxes and folders in turn have been put in one alcove of the stacks and arranged on the shelves alphabetically by the name of the donor. For those collections whose size justifies, a chronological arrangement has been made and a list of the contents placed in the box. It is hoped to mimeograph all these lists; two of them "Allen Papers" and "Gist Papers", have already been mimeographed and distributed. In addition, in order to make these collections usable an index to proper names for all the private papers in the Hall should be made, but this is an extremely difficult work and thus far only one, the "Allen Papers" has been so indexed. Perhaps there is nothing more complex in the whole field of archival administration than the handling of private papers. It is, of course, easy enough to accept all such gifts, place them in the stacks and forget them. This is unfortunately the usual procedure. But it is hardly worthwhile to preserve such collections without making them available. It is because a good number of archival agencies have followed this method in the past that Archival "discoveries" are more often made there than elsewhere.

The Archivist has made some effort to lighten this load. In the first place he has found it necessary to refuse gifts and deposits which he considered unworthy of preservation or which he thought could be better cared for elsewhere as, for example, in the case of printed materials. Some material which had been accepted in the past has been transferred to other depositories or placed in a vertical reference file where they do not need either the space or the attention required by materials preserved among the gifts and deposits. A card record, arranged alphabetically by name of the donor, is now kept of all materials accepted from private sources. Perhaps when the Accessions book is brought up to date this additional record will no longer be needed.

In addition to gifts and deposits from individuals and the transfer of records from governmental offices and institutions the Hall of Records has made several purchases of archival materials. Such purchases should be made only rarely as there is very little in the budget for this purpose and the existence of a constant market would immediately place a monetary value on records which might otherwise come to us as gifts or deposits. However, the Archivist has felt it necessary to make one purchase this year; he felt in this case that the records were in imminent