

be grateful for the notes concerning non-respondents. The *Directory* is a fine publication, and the versatile information package offers the possibility of even more ambitious projects in the future. The National Historical Publications and Records Commission is to be congratulated on an excellent achievement.

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Descriptive Inventory of the Archives of the State of Illinois. VICTORIA IRONS and PATRICIA C. BRENNAN under the direction of JOHN DALY. Springfield, Illinois State Archives, Office of the Secretary of State, 1978- . 1 v. \$20.00. (Includes its index volume).

In Canada, published general inventories have been almost exclusively devoted to the description of manuscript holdings. This has been largely because of the daunting bulk of public records which have, quite properly, piled at the archival door and because they inevitably tend to continue their operational life in diverse ways—not least of which is transfer from agency to agency. The archivist is thus faced with the challenge of grasping hold of the on-going record series and pinning it down on paper in a helpful and instructive format. No finer response to such a challenge has come to light recently than the *Descriptive Inventory* of the State Archives in Illinois, which is most appropriately dedicated to Margaret Cross Norton its director from 1922 to 1957 and an archivist renowned for her advocacy of the functional integrity of records.

The Illinois inventory is an on-going proposition in an attractive and durable three-ring binder to which additions may be made for new and updated entries, though the numbering system's rigidity may cause unnecessary confusion. Archival arrangement by record group is prominently displayed and a very comprehensive (almost complex) introduction sets out the purpose and explains record relationships with the administrative hierarchies of state government. A further virtue is that each series entry is prefaced by a synopsis of its own bureaucratic evolution before it details title, terminal dates, physical extent and retrieval tools. Yet another bonus is the inclusion of citations to published record sources. In a quite separate binding, to allow for swifter revisions, is an index to the inventory's series descriptions, a mechanism which works surprisingly well despite its sidestep from the beaten path of discrete item indexing.

Researchers at the Springfield agency should be delighted with this sensible landmark in public records control and archivists, in varying jurisdictions, would be foolish to pass it by.

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Business Archives: An Introduction. EDIE HEDLIN. Chicago: Society of American Archivists, 1978. 28 p. ill. Members: \$3.00 non-members: \$4.00. (Includes microfiche forms sampler).

Information relating specifically to business archives is perennially in short supply. This makes "Business Archives: an introduction" particularly useful to archivists—especially those who may need help in convincing their company that they perform a valid and useful service.

Originally prepared for and published by the Ohio Historical Society in 1974, the SAA Business Archives Committee felt this useful manual should have wider circulation. This

revised edition has been published in the same format as the SAA Basic Manual Series, although not part of it. There are eleven short, visually attractive, concise chapters, which can be read quite quickly—an important point considering the audience it wants to reach. Several photographs illustrate various points in the text.

The manual is aimed at the corporate executive, rather than the archivist. The author neglects to include a meaningful definition of archives, assuming the businessmen already know this. This is a serious omission since bankers, for instance, use the word to describe dead storage or the functional equivalent of record centres. Still, in outlining the importance of an archival repository, benefits to both the company and the public are cited and examples are given of how some companies have used their archives.

The second chapter deals with the establishment of an archives including the user, the material to be stored, and records management considerations. Most important of all is the location of the archives in the organization structure. The author stresses that it should be as close to the upper executive levels as possible. A welcome additional point here would have been a plea against its association with the library! On the subject of staffing, the manual stresses the importance of adequate education and archival experience for the archivist, and enough support staff to run the operation efficiently with adequate funding for on-the-job training through courses or seminars. However, the suggested requirement of a Masters degree in history is, for a business archivist, somewhat unrealistic. A business administration background is far more useful in the corporate environment. Physical requirements, such as the variety of work areas required and types of equipment and supplies used are clearly described. There are also short chapters on: conducting an oral history program; basic conservation techniques; and arrangement and description. The latter is an explanation of provenance and the various types of finding aids used in an archives. The final two chapters are "information" chapters: where to get help in setting up an archives; where to donate records that can't be accommodated in a program; and a list of suggested readings. Unfortunately, the advice on donating records tends to negate the whole purpose of the manual and should have been omitted.

Although the focus of the manual is toward executive officers, it is also a good reference text for business archivists. Of particular interest is the sheet of microfiche inside the back cover containing samples of business archives forms. Gathered from the eleven members of the SAA Business Archives Committee, they cover four functional groups: accumulation, organization-preservation, retrieval, and utilization. They contain many good ideas even for long-established archives. Unfortunately the difficulty in finding a reader-printer may reduce the value of this feature for many business archivists.

Overall the manual is a good introductory text which achieved its purpose. The clear, readable text and the wide variety of company archives shown in the photographs should help convince executives that all types of business can benefit from a corporate archives.

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Archives Administration: A Manual for Intermediate and Smaller Organizations and for Local Government. MICHAEL COOK. Folkestone, England: William Dawson & Sons, 1977. 258 p. ISBN 0 7129 0749 1 \$21.25.

Michael Cook, archivist of the University of Liverpool, has produced a volume that will be pertinent to all archivists. The major focus is on the organization and administration of