

THE INDIAN

ARCHIVES

VOLUME XIX

July - December - 1970



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PRINCIPAL CONTENTS

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Venkatasubbiah

The Archives of New Zealand by *J. D. Pascoe*

Effects of Alternate Heating and Cooling on the
Physical Properties of Paper by *R. C. Gupta*
and *Ranbir Kishore*

COMMISSIONER OF TAMIL NADU
ARCHIVES & HISTORICAL RESEARCH
India by *H.*
20 SEP 1975
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Published by the National Archives of India

New Delhi

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Editor

S. N. PRASAD

Director of Archives

Assistant Editor

D. L. KAKA

Assistant Director of Archives

THE INDIAN ARCHIVES

Volume XIX

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The Indian Archives is a biannual journal published by the National Archives of India with the object of stimulating interest in, and imparting knowledge of, the science of archives-keeping and preservation of manuscripts. It contains, besides news notes, book reviews and other useful matter, articles of technical as well as of general interest on records administration, preparation of reference media, editing of records, records of public and semi-public bodies, business firms, universities, and religious and charitable institutions, records of Indian interest in foreign countries, methods of preservation and repair of documents, and microfilming and other forms of documentary reproduction.

Every author, whose contribution is accepted for publication in the journal, is paid a small honorarium at prescribed rates. In addition to this, he is supplied with a copy of the issue containing his contribution, as well as reprints of the latter as per rules.

Annual Subscription

Inland : Rs. 6.00

Foreign: £0.70 or \$ 2.16

Single Copy

Rs. 3.00

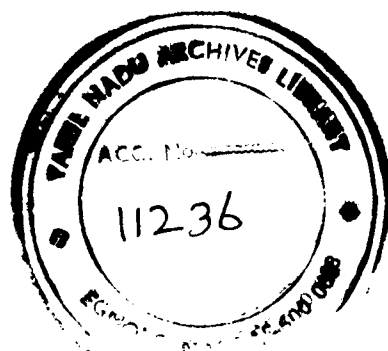
£ 0.35 or \$ 1.08

All communications, contributions, and books for review should be addressed to:

The Editor,
The Indian Archives,
National Archives of India,
New Delhi.

Published by the National Archives of India
New Delhi

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V2: 84AN 61
N 61 19-2



CONTENTS

	PAGE
Business Archives in Modern India <i>by H. Venkatasubbiah</i>	I
The Archives of New Zealand <i>by J. D. Pascoe</i>	6
The Family and Private Collections in the State Archives, Andhra Pradesh <i>by Mohd. Abdul Waheed Khan</i>	15
Effects of Alternate Heating and Cooling on the Physical Properties of Paper <i>by R.C. Gupta and Ranbir Kishore</i>	25
Assam Secretariat Record Office <i>by P. C. Sarma</i>	29
Private Papers:	
(1) R. C. Dutt Papers <i>by K. L. Arora</i>	35
(2) Rama Rao Collection <i>by Jati Ram Gupta</i>	36
Abstracts of Articles <i>by J. C. Srivastava and Ranbir Kishore</i>	40
News Notes:	
<i>India:</i> National Archives of India—Nehru Memorial Museum and Library, New Delhi—Indian Association for the Study Conservation of Cultural Property—Institute of Historical Studies, Calcutta—Archival Activities in the States of Andhra Pradesh, Assam, Goa, Jammu and Kashmir, Kerala, Madhya Pradesh, Maharashtra, Orissa, Punjab, Rajasthan, Tamil Nadu, and West Bengal— <i>International:</i> International Council for Reprography—Unesco's Mobile Microfilm Units—Anglo-American Conference of Historians—Microfilming of League of Nations Material— <i>United Kingdom:</i> British Records Association—'History of Parliament' Project—Publication of Documents on the Transfer of Power in India— <i>United States of America:</i> National Archives and Records Service—Library of Congress—Presidential Libraries: Harry S. Truman Library, Dwight D. Eisenhower Library, John F. Kennedy Library, Lyndon B. Johnson Library—Office of the Federal Register— <i>Canada:</i> Public Archives of Canada— <i>Malaysia:</i> National Archives of Malaysia	48

Book Reviews :	PAG
<i>Vistas of Modern Indian History</i> by K. Sajun Lal (Osmania University, Hyderabad), reviewed by V. C. Joshi . . .	63
<i>Anti-British Plots and Movements Before 1857</i> by Dr. K.K. Datta (Meerut, 1970), reviewed by P.K. Ghosh . . .	64
Hindi Equivalents of Archival Terms and Expressions (<i>Concluded</i>) . . .	66
Contributors to This Issue	73

THE INDIAN ARCHIVES

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BUSINESS ARCHIVES IN MODERN INDIA*

H. VENKATASUBBIAH

ANY scholars, especially of an older generation, have worked on the records of the East India Company relating both to the Company's East India trade and to the factory establishments in its settlements in India. These records became governmental when the Crown's rule superseded the Company's. Scholars working on this trade and business have used the archives in the India Office Library in England and other archives preserved and made available in India, subject to official rules.

In this brief note I would like to sketch the sources and problems of business history in the modern period in so far as they relate to records accumulated by private business and trading houses with the rise of organised industry in India. This period may be said to commence around the middle of the last century, when industry and trade gradually came to be organised on modern lines and business houses began to keep proper accounts and correspondence. The spread of industry and trade in the second half of the last century over a wider part of the country and the enactment of a series of laws pertaining to factories, industrial labour, plantations, company taxation, import and export trade, etc., increased the volume of the records. The volume must have swelled in the present century.

Sources of Indian business records in what may be called the modern period in the above sense may be divided into primary and secondary. Primary sources are the business houses themselves. To begin with, these were mostly British-owned and controlled, whether as companies registered in India or as subsidiaries of sterling companies. To the extent that these were mainly responsible for the development of business and industry in India, their archives should be containing valuable historical material in these fields. But in view of the very nature of the development some of the archives could not be in India. Mention may be made of shipping, for instance. The Peninsular and Oriental Steam Navigation Company had a large share in the trade of the Indian Ocean, but a good part of the material relating to their Eastern trade can perhaps be found only in England. In the case of managing agency houses, however, the records are likely to have been kept in India. To mention only one, Andrew Yule and Company,

* This paper was read at the 37th Session of the Indian Historical Records Commissions.

one of the oldest British agency houses, were a pioneer in the development of the coal and jute industries, and their papers may still throw more light on the history of these industries than we know.

These are only examples of companies which are likely to have preserved their papers and, of course, there are very many more. Similarly, on the Indian side mention may be made of papers that may shed more light on the cotton textile, steel and shipping industries. I refer to such well-known pioneering Indian firms in these fields as the Tata Iron and Steel Company, the Bombay Dyeing and Manufacturing Company and the Scindia Steam Navigation Company. From the organisation and methods such firms have built up, it can be inferred that they have valuable records preserved in their respective fields. But this is largely an inference for the present.

The examples mentioned above are of large joint-stock enterprises. Business in certain lines was concentrated in smaller partnership firms. The prominent example is the bullion trade. Gold imports are now a thing of the past, and their organisation is of historical interest anyhow, in a country traditionally reputed as a great gold absorber. No adequate history of this business exists. There must be material in the records of houses like Premchand Roychand whose origins go back to the last century. A souvenir published by this firm some years ago gave some indication that exploration might be fruitful.

The secondary sources of business archives are the chambers of commerce and trade associations. As the British administration in India moved gradually from a completely *laissez-faire* policy to some sort of regulation of trade and industry through legislation, a large volume of correspondence ensued between representative bodies of the trade and the Governments, Central and Provincial. These bodies published only a part of them in their annual or special reports. To the extent that they could have preserved their records, they form supplementary material to what the business houses themselves have preserved. Again to illustrate my point, I may mention the volume which Mr. Geoffrey Tyson, former Editor of the *Capital* wrote on the occasion of the centenary, in 1953, of the Bengal Chamber of Commerce. The volume gave some indication of what sort of material might be available with such bodies.

Indian scholars have so far made little use of business archives in India, of course for no fault of theirs. The records are inaccessible. More recently it is possible that some scholars have been allowed access to some records, but generally they have relied on the questionnaire method for eliciting information from business houses. But the material thus gathered does not constitute archives.

II

Among the problems of business archives the most fundamental is their location. The first step is to find out where and in what form they exist, how much of them are extant, and what their value is for the economic historian. This means a systematic survey of these papers and the preparation of some sort of a catalogue. Here we run against the fact that business papers, unlike state papers, are private property. State papers are public property in the last resort and are available in public archives for use, subject to rules framed by authority. Many old business houses are still very much in business, and much more in business today than they were 75 or 100 years ago. They may or may not allow any outsider to look into their papers even for purposes of cataloguing. It is perfectly conceivable that some of them have something to hide.

Assuming that they are willing to let *bona fide* archivists and scholars examine them, we do not know if physical facilities exist for examining them. Most firms are unlikely to have taken the trouble even to gather the papers in one place. Again, even when firms have no objection to their records being used, there may be no facilities for scholars to work in the firms' own premises, and the firms may not like the records being taken out of their premises.

The alternative is for business houses to make over such records as they are willing to part with—say, subject to the normal 50-year rule—to libraries. Since India is a vast country and business houses are themselves expensive, it may be a good idea to make these papers available to regional centres like university libraries, Government record offices in the 'Presidency' towns and libraries of recognised historical societies.

To illustrate my point I may mention the collection of business papers relating to the early cotton trade of Lancashire in the John Rylands Library in Manchester. Rylands himself having been a textile magnate. More prominent examples can be found in the United States. The New England States are the home of the American textile industry, and libraries in the Boston area have many original records relating to this business. Similarly, the records of business houses engaged in the hemp trade are available in the libraries of such States as Kentucky.

III

Assuming that business archives in India become accessible, how do we use them? Three possible ways in which such archives can be used suggest themselves. They can form supporting material for the economic histories of countries or regions. As an example I may mention the use made of the records of British foreign exchange banks in Asia by British

scholars working on the industrialisation of the Far East. Indirectly by using British consular reports they have also brought to light the business activities of firms like Jardine Matheson of Hong Kong whose business in the last century (and even in the present one) had extensive ramifications all over South-East Asia. Some firms like the Bombay-Burmah Trading Company and the Sassoon family had business connections with India as well as South-East Asia and their papers would be valuable for any account of regional economic history that were to include India in its scope.

The second way in which business records can be used is as material for histories of specific industries, such as coal, steel, textiles, etc. So far in India industrial history has been based almost wholly on published Government reports. To a limited extent scholars have drawn on reports of trade associations, but very few have used records of business houses themselves. Two countries in which private business papers have been drawn upon extensively for enriching industrial history are the United States and Japan. I have mentioned earlier the example of the American hemp industry. In Japan scholars, I believe, have drawn upon some of the papers of the old business houses for the period between the Mei-ji Restoration and the eve of the First World War.

The third way in which business archives can be put to use is for writing histories of individual business houses, which, incidentally, would throw light on the general economic history of the period, or on the history of the industry in which the firm was engaged. A number of studies that fall in this category have appeared in England in recent years. Mention may be made of the two-volume history of Unilever which traces the growth of the fats and detergents industry in England and Northern Europe on the one side in the overseas territories of European powers on the other. Two well-known firms whose histories have recently been published on the basis of house papers are the armament firm of Vickers and the Irish brewing firm of Guinness. On the occasion of its centenary in 1953 the Chartered Bank published a volume based on its papers which threw light on the monetary history of China where the Bank was issuing currency for the Government before the Communist Revolution.

I am not aware if any leading Indian firm has published its history in comparable fashion. An exception is the recent history of Parry and Company of Madras by Mr. Hilton Brown, which is based on the Company's records. A history of the Tatas was completed sometime ago by a member of their staff but has not so far seen the light of day. The reason given to me privately was that it had not yet been examined by the Board of the firm. The State Bank of India has a project for producing its history (which would largely be the history of the Imperial Bank of India, if it

were to be history at all), but the project does not seem to have made much headway.

When business houses sponsor their own histories, there is normally a strong public relations angle to the sponsorship. The person whom they engage to write the history may or may not be an historian. He may be hired for his literary qualities, or simply because he is a well-known name, can do the job with reasonable competence, and is available. More serious than the uncertain credentials of the author is the fate of the result when a firm sponsors its own history. Few firms must be expected to take, in India at least, an objective view of their past for fear of their present and future. If they do not like the result, they will probably vet it or quietly bury it, and are unlikely to be deterred from doing so simply because the author is a scholar. Indeed a major reason why they would be chary of engaging scholars for the task is that they wish to avoid the embarrassment of having to mete out such treatment to scholars.

It is obvious that some organisation is necessary to explore possibilities in the realm of business archives in India. There is a Business Archives Council in Britain. The first step for us in India may be the establishment of one such here. It is also obvious that any effort in this field, for reasons I mentioned earlier, cannot succeed without the active cooperation of businessmen and industrialists. A Business Archives Council in India would, therefore, be a tripartite body, comprising scholars in the field of economic history, representatives of bodies like the National Archives of India, and enlightened industrialists.

In conclusion, I might add that among the reasons why so little attention has been given to business records of the modern period in India is the distance that has traditionally separated the scholar and the administrator from the businessman. The former have tended to avoid contact with the latter, except perhaps in the city of Bombay where a tradition of contact between scholars and business houses is established to some extent. With the growth of the prestige of business in India and the interest of economic historians in business history, new rapport between the two should be possible in the interest of enriching history.

SINCE 1957 the custody and preservation of the public archives of New Zealand have been provided for by the Archives Act. Some thirteen years later many of the objectives of the Act have been fulfilled; other objectives cannot be realised because of inadequate accommodation. To understand the place of National Archives in the context of Government and administration in New Zealand it is necessary to look backwards as well as forwards. As a Colony, New Zealand's archives were preserved by the Colonial Secretary. As a Dominion (since 1907), this responsibility developed on the Minister of Internal Affairs.

India has many centuries of proud tradition and culture behind it. By contrast, a small lightly-populated country such as New Zealand has little enough history of European settlement and less of Government. In fact, the most substantial history of people in New Zealand is that of the migrant Polynesians, who, whether blown off course or steering by their deliberate stars, were both magnificent navigators and resourceful and adaptable settlers. Polynesian history in general, and Maori history in particular, is based on oral and traditional evidence, partly supported by the art of wood-carving and tattoo but without the written records.

Consider that New Zealand was discovered by Abel Janszoon Tasman in 1642 and re-discovered and well charted by Captain James Cook in 1769 and 1770. It was not formally occupied by representatives of Queen Victoria of England for near to seventy years. Whalers, traders and missionaries, in the North Island, traders and sealers in the South Island, had come to some sort of partial understanding of the Maori inhabitants. The first-class timber for building ships, the flax ideal for ropes, the climate and land suitable for pastures and for agriculture, the abundance of harbours—these things made the islands attractive to Europeans. The Maori suffered from the introduction of the market, measles, alcohol, influenza, and other diseases hitherto unknown to him.

In 1840, only two years after the creation of the Public Record Office in London, the establishment of British sovereignty and the recognition of Maori land rights under the Treaty of Waitangi made regular the creation of public records in New Zealand. There were, of course, other New Zealand records before that time, varying from the manuscript diaries and journals of missionaries to the correspondence from Australian officials to the precursors of officialdom in New Zealand. The quite considerable settlement of Europeans in the northern part of New Zealand was officially served by James Busby (1801-71), a former New South Wales civil servant the British Resident in the Bay of Islands.

The Colonial Office assumed the existence of a Public Record Office for New Zealand in its 1840 instructions to its first Governor, Captain Hobson. For some years the records of the Colonial Secretary, including his correspondence with the governor, and the records of Busby and of old land claims, were well preserved. But with the advent of decentralisation and the creation of nine provinces, sturdy mendicants indeed, the period from 1854 to 1876 includes neglect and destruction because the Colonial Secretary had lost direct control of provincial records.

In 1854 there was a passing reference in the Colonial Secretary's correspondence to the inadequate accommodation for keeping the records of the Colony¹. The Central Government still created records; even looked after them. In 1872 the Government appointed a Commission of Inquiry "into the mode of keeping and providing for the safe custody and protection of Public Records".²

From 1876 to the turn of the century, the outlook for preservation, whether of native forest or birds, Polynesian peoples, historic houses or public records, was dim. In his nostalgia for what he regarded as "Home" (i.e. England), the British settler was prepared to deny that his new land had any real history and could acquiesce in a general apathy about it.

When in 1884 a New Zealand politician was asked to support legislation for keeping public records, he is said to have retorted that he did not propose to make waste paper baskets illegal. There were some men able to try to stem this tide of indifference. Edward Tregear, a public servant and scholar, now remembered mainly for his abortive attempts to establish an Aryan origin for the Maori people, wrote two quite stirring articles in *The Monthly Review*. The first in 1888 urged the creation of a New Zealand Record Office: "the vicissitudes and losses suffered by the State records of Great Britain should hold many lessons for us". He referred to a Keeper of the Records in the reign of Charles II being unable to "get any servants or labourers who would continue to help him, so foul and disgusting was the condition into which the National papers had fallen...". "In New Zealand we are yet only a baby nationality... it is time that an effort should be made to collect the State papers and interesting public documents already in existence... the collection should be placed in a substantial building—isolated, fire-proof, damp-proof, rat-proof, and capable of extension as the yearly accumulation goes on"

Two years later and in the same publication he explained the New Zealand preoccupation with material progress and not with the values of beauty and history: "The men of this country are still so busy, so enwrapped in the ceaseless efforts of the pioneer, that we can hardly spare time

1. I.A. 54/3187

2. I.A. 124/1-4 (incl.)

to see beyond the petty circle, of time and space which environs the individuality of each.” He concluded with this stirring appeal: “I cannot understand that History is of any value except to teach us to avoid the pitfalls into which others have fallen. It is the duty of the New Zealand people to avoid this one pitfall (at least) of wilful negligence as to our past and present historical papers. Many of the most important documents relating to the early settlement of the Colony, are wrongly considered as private property by certain people, and are either in the possession of their so-called owners, or placed in museums, where they are in danger from neglect or fire. . . . The documents should not be removable from their place of deposit by any authority short of an Act of Assembly. . . the duties of those in charge should be to index and classify the archives in a convenient manner. . . .”.

Tregear was far ahead of his time; let us remember that the National Archives of America was not to be founded till this century. The American Historical Association created a Public Archives Commission in 1899, but the National Archives Act was not passed till 1934.

In 1900, one Mr. J. Izett was appointed to look after historical records, but his efforts came to little. Robert McNab, Minister of Lands, compiled the first volume of his *Historical Records of New Zealand* in 1908 and the second in 1914. Dr. T. M. Hocken, a Dunedin medical man, prepared a truly comprehensive *Bibliography* published in 1913 by the Government Printer. Alexander Hamilton of the Dominion Museum began a National Historical Collection. He knew that efforts to preserve the raw material of New Zealand history would be fruitless unless the Government realised that fire-proof accommodation for public records and a Director of Colonial Records, with staff, would be needed to look after them. Alexander Turnbull, a Wellington merchant, founded a research and reference library that today has the finest collection of literature about the Pacific. And so to the period after the first world war, in 1926, when Dr. Guy H. Scholefield, a cross between a journalist and a historian, became Chief Librarian of the General Assembly (Parliament) Library and undertook the extra duties of Controller of Dominion Archives, without extra remuneration.

Subsequently Dr. Scholefield was able to obtain staff. Mr. E. H. McCormick³ gave substance to Dr. Scholefield's work as a collector of archives by inducing methods of processing and arrangements on the model of the great English archivist, Sir Hilary Jenkinson. It had been established that no Government records should be destroyed without consulting the Controller.

3. Now Dr. E. H. McCormick, a revered figure in New Zealand Scholarship.

Following 19 McCormick became the editor of New Zealand's centennial publications. These Government publications included historical essays and surveys by leading scholars, pictorial histories, a Dictionary of New Zealand Biography: they were stimulated by Sir Joseph Heenan, a fine civil servant, then head of the Department of Internal Affairs. In turn, these books stimulated local, regional, and national histories. The era when settlers held New Zealand history under contempt had given way to an understanding by New Zealanders that they had roots in their own soil and that their links with Polynesia were proud ones.

McCormick served as Chief War Archivist, and passed his inspiration about archives on to Michael Standish, a young and enthusiastic scholar. He worked in the attic of the General Assembly Library in cramped and dusty quarters. Two loyal and devoted women joined Standish: Miss Pamela Cocks, who served with National Archives for 19 years, and Miss Judith S. Hornabrook who is now Senior Archivist. In 1957, the Archives Act, largely devised by Standish and a future permanent head of the Department of Internal Affairs, P. J. O'Dea, gave form and function to the keeping of public records in New Zealand. I shall describe this Act more fully later.

Buildings and staff were still urgently needed. The records were scattered among over 40 departments; the archival sections of those records were scattered among some 26 different places awaiting some proper accommodation for them. The staff often had to work in grim conditions where damp, fleas, rats and cold abounded. Fires have at different times accidentally destroyed many very valuable records. After a fire there is a sudden realisation by both officials and the public that something must be done. There were ten major fires between 1840 and 1907, and these took place in different parts of New Zealand. The 1952 fire in a big Wellington building destroyed the older records of four Government departments—a great loss to historians but a good catalyst for action. Cabinet approved a plan for the development of the Archives, both Standish and Miss Cocks obtained training overseas, and the meagre accommodation improved. Unfortunately, Standish died suddenly of a heart attack in 1962. I was appointed in his place as Chief Archivist in March 1963. Today the staff numbers fifteen: ten at headquarters, three at a Records Centre in Lower Hutt, and two at Records Centre in Auckland.

The functions of the Archives Act, 1957, are to preserve public record: out-of-current-use and to define them as public archives. To preserve public archives essential for the scholar, the historian, the official, the student, the researcher, the genealogist and the general public, many many accretions of records have to be destroyed. The crux of the Archives

Act is that the Chief Archivist is the only person who can authorise the destruction of public records or archives; he cannot delegate this statutory authority. Besides preserving and destroying records, the staff of National Archives has to provide a Records Advisory Officer, whose job includes the responsibilities of managing records, i.e., ensuring that their original classification makes the disposal of such records efficient, and giving effective liaison between Government administrators and the staff of National Archives.

The Act is administered by the Minister of Internal Affairs and the permanent head of his department. In practice, the Chief Archivist administers the detail of the provisions of the Act. He looks to and obtains support from the department on matters of finance and those affecting the interlocking of National Archives with other branches, and on political matters.

National Archives is included in the annual report of the Department of Internal Affairs to Parliament. Since 1966 it has published its expanded Annual Summary of Work, and distributed copies to every major archives and library in the Pacific and Western Worlds—an annual edition of 800 copies.

Part of the accommodation problem of National Archives is met by the provision of a Records Centre both in Lower Hutt and in Auckland. These repositories include archival deposits, but they exist primarily to relieve storage problems in high rent areas by giving storage in low rent areas. Much of the storage is taken up by semi-current records. These may have to be kept for an arbitrary number of years in case the officers of the department or its Minister calls for them. When there is no archival value in these records, a future destruction date is put on them: say 10 or 15 or 20 years. No records are stored on a basis of 'it may be for years: it may be for ever.'

Staffing is a real problem. Most of the staff have an arts degree in history or a New Zealand Library School diploma, or both. There is a great need for regular overseas training, but it is very difficult to obtain Government finance for this. Each member of the staff has to be able to do hard physical work, such as taking part in a chain unloading or loading trucks or lorries. The boss works alongside the raw recruit. Each member of the staff has to be versatile and to undertake both appraisal work and reference work.

The National Archives headquarters occupy two floors of Borthwick House, a 12-storey building on the Terrace, dominated by an enclave of mini-skyscrapers, in the heart of the commercial part of the Capital, and near the Government Centre and Parliament. The hours of opening

to the public are 5 days a week from 8.30 a.m., to 5 p.m. but many of the staff work longer hours. The question of access is a very important one for me as Chief Archivist and for my Senior Archivist. We have to tread a tight rope between the need to give researchers access to Government documents (i.e., public archives) and to have a full sense of responsibility for the security of administration against yellow-press, or irresponsible attack using information gleaned from our sources. Our dual role is a statutory obligation. We must retain the confidence of the scholars who use our material, and the Government which sustains our institution.

The Archives Act requires that archives should be deposited after 25 years, but deposit may be deferred or, if not deferred, made subject to conditions as to access determined by the appropriate Minister. In the absence of any restrictions, access is open to the public. The "50-year rule" beloved of British record-keepers has in fact been reduced by them to a 30-year period. No regulations have been made in New Zealand under the Archives Act as to any specific time for any such rule.

In 1966 I attended the Extraordinary Congress of the International Council on Archives in Washington. This Congress gave impetus to the American move to make access more liberal and to recognise a 30-year rule. British politicians have been concerned with the rights of historians; American politicians have been more concerned with guarding the rights of investigators of mal-administration. In all these records, whether British, American or those of New Zealand, it seems paramount that executive branch records about defence and foreign policy are exempt from public disclosure, at least for a substantial period.

In problems of disposal and of destruction of public archives, our appraisal teams advise me fully before I make a decision. If there is any doubt about a decision, we consult, where practicable, outside specialists in the administrative or academic world. For example, we would not consider destroying a large body of obsolete records affecting the study of geography or economic history, without referring to appropriate departments or university staff for advice. The mechanics of the Archives Act are very satisfactory from my point of view. I am not hag-ridden by any commission or committee but can go direct to the best advisers in the country. The life cycle of records from their creation to their destruction or preservation is a fascinating one. For reference staff to have experience of appraisal work and for appraisal staff to understand the needs of readers and students is to mutual advantage.

The Archives Act has some other provisions that have worked out well. For example, the Minister of Internal Affairs may approve of certain

libraries or museums being official repositories for surplus archives. The criteria by which we determine whether to recommend such approval are: Has the building a reasonable system for precautions against fire? Has the public right of access to the surplus public archives stored in such repository? Has the institution some form of continued sustenance for staffing and maintenance from a local body such as a city or country council? This decentralisation is beneficial; it attracts support from regional historical societies and other bodies who are genuinely interested in the preservation of historical records and in the publication of histories from those records.

National Archives itself has published nine inventories of which a few are out-of-date and need re-editing. There is lack of trained staff for the compilation of these inventories. The difficulties of arrangement and description take time and experience to surmount. The provision of finding aids, too, is another hurdle to be overcome as each new block of records is taken into custody. It is true that the existing catalogues, indices and series lists are admirable for the records they have served. It is also true that the future, with its implications of computerdom, is a puzzling one. The use of microfilm with its expensive reading machines and strains on the eyes of readers, is another space age problem. National Archives has collaborated with the Alexander Turnbull Library and Australian institutions on a combined project for the copying of papers of interest to New Zealand and Australia, whose originals have been found in the Public Record Office or other repositories in the United Kingdom.

National Archives has a close contact with the Alexander Turnbull Library in Wellington, the Hocken Library at the University of Otago in Dunedin, the Canterbury Museum, the Auckland Institute and Museum, and other such institutions in New Zealand where a wide range of research is accomplished by diligent people.

The problem of accommodation is a recurring theme in any consideration of the holdings of National Archives. Government has purchased a section on the perimeter of the new Government Centre in Wellington. Planning is proceeding for the provision of a five-story building of the following areas: 23,300 sq. ft. for stacks; 1,564 sq. ft. for administration; 2,140 sq. ft. for reference services; and 5,000 sq. ft. for working, repair and facilities. The new building needs to protect archives against damp, fire and earthquake. The need for air-conditioning in the temperate climate of Wellington would be limited to certain dead areas within the building. The total area of the new building would be 33,340 sq. ft. Contrast this with the total gross area of the existing accommodation at headquarters (3,000 sq. ft.), at a warehouse in Wellington (2,000 sq. ft.), and at the Records Centres (13,821 sq. ft.) in Lower Hutt

and 4,945 sq. ft. in Auckland)—a total of 23,766. However urgent the needs become for a new building, its progress is inevitably tied not only to the general economy of the country but also will have to take its place in a series of priorities for Government's work programme for new Government buildings. A final point is that irrespective of whether National Archives eventually gets a new building, the need for records centres in low rent areas will continue and even increase.

The holdings of the National Archives include maps, cinematograph films, and microfilms, as well as public archives. They also include the private papers of some noteworthy New Zealand political figures. Regular accessions are accepted provided there is space available. National Archives can also take custody of records legally, without transferring them physically to its own accommodation.

The reference services of the National Archives are used by a wide variety of readers and the enquiries come in by telephone and letter. Genealogists ('grandfather-hunters' to the staff) are ubiquitous and some times ask for details specifically when they barely know the name of the person they wish to investigate. At the other extreme, there are scholars travelling the world in their search for knowledge, a Ph. D., or material for a book. Usually these men plan their work carefully, write to National Archives in advance with warning of their needs, and are prepared to share information with other people in their field. Meeting hard-working readers and serious research students is rewarding for a staff who are disappointed when for some reason they cannot help enquiries. The staff keep a close contact with reference librarians in other institutions in Wellington to avoid overlapping of effort. Scientists, engineers, architects, lawyers and other technical or professional men also use the service.

- National Archives does what it can to keep good public relations. Feature programmes on the radio and an occasional excursion into TV have helped to establish that National Archives is both a national and a public institution. Grateful writers sometimes acknowledge sources and help, in their books. Newspaper interviews and articles in periodicals have also been used. The two visits I have made to America (1966 and 1969) have kept me in touch with other archivists in the world.

I know from practical experience how valuable an active archives service is to varied interests. It saves Government great expenses by authorising the destruction of material of only ephemeral value. It gives historians and writers the necessary depth and dimension for their studies. A few years ago I worked in my spare time on a regional history of the Haast Pass district of South Westland. The Alexander Turnbull and other libraries gave me books and pamphlets. My own travels as a mountaineer gave me atmosphere and photographs. Settlers and pioneer families gave me

letters and diaries. The provincial records of Otago gave me some clues to doubtful points. But of all the single agencies which contributed to the success of this book, National Archives was the foremost: it provided files about the construction of the Haas Pass road and its growth from pack-tract to transalpine highway—it had lists and files from 1877 through to the present day.

Although these files were choked with the technical engineers' reports and financial matters, they included a wealth of detail of social history: accounts of hazardous crossings in flood conditions; family feuds and family peace; the arrival of immigrants; their dispersal in bitterness and despair; the fatalistic attitude of the survivors and the triumph of their descendants who today live in prosperity.

The headquarters staff of National Archives are people with strong enthusiasm about New Zealand literature and music, art and drama, sport and travel. Their work is worth while and is part of a lively wish to make New Zealand more aware of the nature of its past and of its obligations as a multi-racial society. It is significant that former members of the staff may now be found in these occupations: professors, lecturers, diplomats, school teachers, scientific advisers, and, of course, mothers and housewives.

THE FAMILY AND PRIVATE COLLECTIONS IN THE STATE ARCHIVES, ANDHRA PRADESH

MOHD. ABDUL WAHEED KHAN

Introductory

THE State Archives, Andhra Pradesh, does not have any specific date of its establishment as an archival repository or records office, but it is the outcome of a slow, latent and evolutionary growth of records right from the times of Asaf Jah I (1724-48). Nevertheless, about the middle of the 19th century when the indigenous feudal administration, handled hereditarily by some noble families, was being replaced by a new administrative set-up, evolved and introduced under the able leadership of Sir Salar Jung I, the old office records gradually metamorphosed into non-current records. These ultimately led to the formation of a records repository which is now known as the State Archives.

The pre-Sir Salar Jung Daftars, or departments of administration, numbering over a dozen, continued to function as parallel administrative organisations, but finally when most of their functions were assumed by the new body of administration their records came to be merged with the Daftar-e-Diwani which was their mainspring. With the passage of time this institution gradually acquired the character of a Records Office. In the year 1950 it was specifically named as "Central Records Office, Hyderabad". The establishment of a Central Records Office can rightly be regarded as a step on which the superstructure of the present State Archives with its modernity and multi-faced archival character rests. The Office was reorganised in three separate wings—Preservation, Research and Administration—in accordance with the scientific principles of archival organisation, and named as State Archives, Andhra Pradesh, in 1962.

- So much having been premised as to the evolution and establishment of the State Archives, I return to the main subject of the article, *i.e.*, the family and private collections in the State Archives of Andhra Pradesh.

The State Archives of Andhra Pradesh preserves not only the old records of the pre-British period in a magnitude which surpasses the bulk of similar records in any other repository, and an equally distinctive bulk of modern records, but also a good deal of private and family archives acquired through different sources and under different conditions.

It is true that the despotic rule continued in Hyderabad under the Asaf Jahi dynasty till 17 September 1948; but the feudal structure of society, which had started crumbling in the second half of the 19th century, had continued throughout the dynastic rule in one form or the other, and it was with the passing of the Jagir Abolition Act of 1956 that its vestiges

THE INDIAN ARCHIVES

were finally done away with. As such, there were several families who were rich in pieces of fine arts and rare antiquities besides a wealth of manuscripts and historical records. These families, both of nobles and saints, had, for centuries together, contributed to the society, culture, administration and learning. Consequently the collections of papers belonging to many of them, now available in the State Archives, are of great archival interest.

There is, however, a difference between these private and family collections. The difference is mainly based on the sources of acquisition of such collections. Those acquired from old noble families who have been preserving their records generation after generation, fall under the category of family collections. The private collections are those which have been acquired from such agencies as have no historical connection with those collections. Consequently the documents contained in a private collection may not be as inter-related as those in a family collection.

A separate service for surveying all sorts of records in private hands has been organised by the State Archives, Andhra Pradesh with the object of collecting data regarding them and acquiring such of them as are found suitable. Requisite information is collected in the proformas prescribed for the National Register, and furnished to the National Archives of India. Also additional information in respect of old families of Andhra Pradesh is recorded with all possible details.

The conditions under which the records have been acquired, vary from a voluntary gift or a purchase by bargain to a mere deposit or a surrender under the decree of a judicial court.

The private and family archives preserved in the State Archives range chronologically from 1406 to 1948 or even more recent time, and consist of more than 50 collections comprising altogether more than one million documents and some manuscripts and rare books.

It is worth mentioning here that Persian was introduced as an administrative language by the Bahmani rulers in the middle of the 14th century and it extended over a greater part of South India by the end of the 15th century. It continued to be the administrative and official language in the South till 1800 when the Nizam ceded several districts to the British Government. Thereafter the jurisdiction of Persian became restricted to the remaining dominion of the Nizam. However, Telugu too was used in administration in the region of Tilang-Andhra by Qutb Shahi rulers (1518-1687) and by Asaf Jahs (1724-1948). Marathi was also an important administrative language not only in Maharashtra but in some regions of South India as well.

Persian continued as official and educational language in the Nizam's dominion till 1890 when Urdu was adopted in place of it. Urdu functioned as a medium of instruction at university level in all faculties. But in primary and secondary education option was allowed for Urdu, English or the regional language such as Telugu, Kannada or Marathi. Urdu was official and administrative language at all levels of administration except at village level where the village officers could opt for Urdu or the regional language concerned. English was, however, used particularly in matters which related to, or were to be reported to, the British Government. It was simultaneously used for all important and policy matters generally from 1803, and particularly from 1919. The documents produced during the various periods and at various places are in one or more languages mentioned above. They can be grouped as under according to the languages in which they are written.

I

- (a) Purely Persian
- (b) Mainly Persian with Marathi
- (c) Mainly Persian with Kannada
- (d) Mainly Persian with Telugu

II

- (e) Purely Marathi
- (f) Purely Kannada
- (g) Purely Telugu

III

- (h) Mainly Marathi with Persian
- (i) Mainly Kannada with Persian
- (j) Mainly Telugu with Persian

IV

- (k) Purely Urdu
- (l) Mainly Urdu with Marathi
- (m) Mainly Urdu with Kannada
- (n) Mainly Urdu with Telugu

V

- (o) Purely English
- (p) English and Urdu combined

The languages of private and family collections can also be classified as above. As regards style of writing, it varies from fair 'Nastaliq' and 'Nasq' to various patterns of 'Shikasta' in the case of documents in Persian,

and it is Modi in the case of those in Marathi, Telugu and Kannada. Some of the palm leaf manuscripts are in Sanskrit, but their script is Telugu.

Though there is no fundamental difference in the epistolographic format of the *farmans* and other documents pertaining to the various ruling dynasties of South India from the times of the Bahmanis, yet they differ in size, mode of indicating dates and years, details of expression and character of diction, etc.

The average sizes of the documents relating to the various ruling dynasties of the Deccan are given hereunder.

Bahmani:

<i>Farmans</i>	30 cm × 120 cm
Other documents	No standard size

Qutb Shahi:

<i>Farmans</i>	Variable from 22 cm × 30 cm to 25 cm × 55 cm
Other documents	No standard size

Adil Shahi :

<i>Farmans</i>	Variable from 25 cm × 55 cm to 30 cm × 70 cm
Other documents	No standard size

Mughlia:

<i>Farmans</i>	Variable from 30 cm × 45 cm to 60 cm × 1 metre
Other documents	Variable from 10 × 20 cm to 30 cm × 65 cm

Older records are like Mughal records in size, while modern records comprise files of foolscap size.

The Mughal *farmans* and *sanads* generally bear notes showing the action taken, and the history of the case is recorded on the back side thereof. This feature is not found in Bahmani, Adil Shahi and Qutb Shahi *farmans* of which the back side is generally blank. The Qutb Shahi *farmans* have one significant feature and it is that they mention on the right margin the agency through which they had to be executed. This indication is not found in the case of *farmans* of the Mughals or any other dynasty ruling in the South. All the *farmans* bear the royal seals, except the Bahmani *farmans* which bear only an elaborate *tughra* or monogram of the name of the ruler together with the name of his father. Qutb Shahi *farmans* bear seals other than the royal seals, but in exceptional cases where a king wished to express personal regard his signature or impression of palm in sandal is found affixed instead of his seal.

So far as the sigillographic impressions on these documents are concerned, they represent a wonderful variety of medieval seals. These seals are those of rulers, nobles, officials, religious personalities and other respectable citizens. The legends of the seals are in Persian, Marathi and Arabic engraved in several artistic styles of writing and are composed in suggestive rhymed phrases of beautiful literary character.

Family Collections

Some of the significant family collections preserved in the State Archives, Andhra Pradesh, are described below.

1. Khwaja Banda Nawaz Collection

This collection goes after the name of and relates to the family of the great Muslim saint and scholar Mohd. Sadruddin Khwaja Banda Nawaz of Gulbarga. Khwaja Banda Nawaz was one of the disciples of Khwaja Naseeruddin Mahmood Chirag-e-Delhi. Even at the age of 19 he was an accomplished scholar. He stayed at Delhi in the presence of Khwaja Naseeruddin Mahmood Chirag-e-Delhi till 757 Hegira when the latter died. In 800 Hegira he became Sajjada and served the country, but the very next year Tamerlane attacked India. After this event he left his home and travelled through Gwalior, Ircha, Chanderi, Cambay, Baroda, etc., and camped at Daulatabad. Finally Sultan Feroz Shah Bahmani invited him to Gulbarga where he settled permanently and died in 825 Hegira.

He has been a great author and contributed a lot to Sufism, Persian and Deccani literature. His tomb is still a great religious institution in Gulbarga and the annual celebration of his Urs is attended by thousands of people of different castes, communities and classes from all over the country. All the rulers of the Deccan had been paying their respect not only to the saint but to his successors also. The nobility deemed it a privilege to have contacts with the members of his family.

The collection which goes by his name comprises several *farmans* of Bahmani, Adil Shahi, Qutb Shahi, Mughal and Asaf Jahi rulers as well as a good number of orders, letters, bills, sale deeds, *parwanas*, etc. relating to their periods. One of the characteristic features of this collection is that it records the continuity of grants and other administrative traditions through various ruling dynasties of the Deccan.

The collection consists of 930 documents which cover the period 1412-1850 A.D. and are written in Persian and Telugu (Modiscript).

2. Rajendra Collection*

The Rajendra family of Gangakhed rendered valuable and faithful services to the family of the Nizams. The Rajendras are the descendants of Balaji Pant who held a good position under the Nawab of Kurnool; but this family distinguished itself during the reign of Nawab Nizam Ali Khan (1761-1804) through Haibat Rao Gopal. Rai Rayans Dhondji Shankar and Nanaji Shankar realising the talents of Haibat Rao Gopal, introduced him to the court of the Nizam.

Haibat Rao Gopal was appointed as *Akhbarnawis* at Purandar in the month of May 1774. Being the Chief News Reporter he headed the entire news-reporting organisation in Poona District which was a very important centre of political activities in those days. As a reward for his good services Haibat Rao Gopal received the *Jagir* of Gangakhed in Parbhani District.

His son Raghottam Rao was appointed *vakil* to Poona in 1791, was promoted to the post of Peshkar and awarded the title of Rajendra by the Nizam in 1796.

The Rajendra family had several scholars in Persian and Sanskrit, and it patronised letters and learning. During the regime of Nizam Ali Khan this family was in charge of the foreign affairs of the Nizam's State.

The Rajendra Collection comprises some manuscripts in Sanskrit, Persian and Marathi, besides a variety of documents in Persian, Marathi and Urdu. The documents are 71,237 in number and cover the period 1750-1850 approximately. Apart from news-letters they include treaties, *sanads* and correspondence on political and social issues.

3. Panchakki Collection

The Panchakki Collection has been named after the Panchakki in Aurangabad where this collection originated with the great Muslim saint Baba Shah Musafir (1060-1126 A.H.). Baba Shah Musafir has been one of the most celebrated saints of Aurangabad belonging to the Naqshbandi order. After a good deal of wandering and travelling he settled down in a *khanqah* (monastery) at Aurangabad. Several of the Mughal and Asaf Jahi nobles became his disciples. One of the most famous of them was Shah Mahmood whose correspondence forms a considerable part of this collection.

There had been thousands of disciples of Baba Shah Musafir who provided for the subsistence and other necessities of the saint. A *madrassa* and a guest-house too had been constructed within the premises of his residence. The present *takya*, the mosque and the Panchakki were constructed by an

*For a detailed note on the collection and the family see *Indian Historical Records Commission Progs*, Pt. II, pp. 64-8.

Asaf Jahi noble named Turk Taz Khan. Eminent scholars like Ghulam Ali Azad Bilgrami, Samsamud-Daulah Shah Nawaz Khan, Samsamud-Daulah Abdul Hai Khan, Rai Mansa Ram, Siraj Aurangabadi and Lakshmi Narayan Shafeeq deemed it a privilege to be in his presence.

Though this collection is of a purely personal nature, yet it reflects varied aspects of contemporary life. It contains private letters as well as letters dealing with political and economic situations. There are also news-letters with valuable information on political events and day-to-day happenings of the Mughal empire. Some papers carry information about foreign envoys visiting India.

The documents forming this collection are 2,960 in number. They are written in Persian and Marathi and belong to the period 1712-1824.

4. Salar Jung Collection

Nawab Mukhtarul Mulk Sir Salar Jung I was the regent of H.E.H. the Nizam and the latter's prime minister from 1853 to 1883. The credit of modernising and reorganizing the administrative and economic set-up of Hyderabad goes to him. During most of his tenure the Nizam was a minor and Mukhtarul Mulk had to shoulder the responsibility of setting the house in order and also of dealing with the British. He was a close associate of Sir Syed Ahmed Khan and possibly with his consultation he evolved a new educational system at primary, secondary and college levels in the entire dominion. He also provided facilities for education in medicine, engineering, animal husbandry, law, etc.

Apart from his wonderful role in the history of Hyderabad it may be mentioned here that his son Mir Laiq Ali Salar Jung II and his grandson Mir Yousuf Ali Salar Jung III also rose to the position of prime-minister-ship and played significant roles. The magnificent Salar Jung Museum in Hyderabad manifests the refined and superb taste of Salar Jung III who died in 1950 A.D.

The vast estates of the Salar Jungs were distributed among their heirs, but so far as the records of this family were concerned, the Government decided that the State Archives, Andhra Pradesh, should be its custodian. Consequently, most of the records have been transferred to the State Archives and the process of further acquisition is in progress.

The Salar Jung Collection comprises a huge lot of records of manifold nature. In this collection there are old *daftar* records as well as modern files. They belong to the following broad categories:

- (1) Correspondence of Salar Jungs with the British;
- (2) Correspondence of Salar Jungs with the officials and nobles of Hyderabad State;

- (3) *Daftar* records relating to the administration of the districts of Salar Jung Estate;
- (4) Files relating to the administration of Salar Jung Estate;
- (5) Files relating to Salar Jung Estate Committee; and
- (6) Maps, plans, printed administration reports, etc.

These records consist of 2,000 bundles covering the period 1724-1960, and are written in Persian, Urdu and English.

5. Bellamkonda Ramaraya Kavi Collection

This is one of the most valuable collections preserved in the State Archives, Andhra Pradesh. It has great literary and historical value. It comprises the works of the great philosopher-poet of Andhra Pradesh, Sri Bellamkonda Ramaraya Kavi.

Sri Bellamkonda Ramaraya Kavi hailed from Pamidipadu Agraharam of Narasaraopet Taluk, Guntur District. He was the beloved son of Sri Bellamkonda Mohanaraya and Smt. Hanumamba. Ramaraya Kavi was a *Satadhika Granthakartha* and was equal in fame to Sankaracharya. His writings include Vedanta, Vyakarana, Dharmasastra, Kavyas, Champu, Bhana, Satakas, Ashtakas, Vyakhyas, etc. Sri Ramaraya Kavi left this world very young, i.e. in his 36th year but his services in the literary field are immortal.

Some of the private correspondence of the great poet is also preserved with this collection. Most of the contents of this collection are in the author's own hand.

The collection consists of 38 manuscripts in Telugu and Sanskrit.

6. Sajjad Ali Collection

Syed Sajjad Ali is one of the descendants of Syed Haqayaq Khan, a Mughal noble of the times of Akbar. The descendants of Haqayaq Khan held important positions and rendered valuable services not only to the Mughals but to the Asaf Jahi rulers also. The family later settled in the Nizam's dominions, and developed relations with distinguished families of Hyderabad like those of Sir Salar Jung, Samsamul Mulk, son of Sikandar Jah, Asaf Jah III and Mukkaramud-Daulah. This family made great contributions to administration, culture, letters and calligraphy. Its members served Qutb Shahi, Mughal and Asaf Jahi rulers as ministers, administrators, warriors, teachers and political advisers.

This collection includes documents relating to several ruling dynasties of the Deccan such as Qutb Shahis, Mughals and Asaf Jahis. Among the records pertaining to the Mughal period there are *farmans* and political letters addressed to eminent personalities like Kokaltash, Jahandar Shah, Mohammed Shah, Asaf Jah I, etc.

The portion of Asaf Jahi records in this collection consists of various types of papers like *Sanads*, *parwanas*, *dastaks*, *yaddashts*, letters, etc.

The collection comprises 975 documents which cover the period 1599-1900 and are written in Persian, Urdu, Hindi and Telugu.

Private Collections

1. Mohammed Moinuddin Collection

(1) Description of the collection: It comprises 14 Persian letters pertaining to the reign of Mir Nizam Ali Khan and Nawab Sikandar Jah.

(2) Chronological limits: 1786-1806.

(3) Value for research: The collection reflects the (i) Nizam-British relations; (ii) Maratha-British relations; (iii) Grants, etc. to the nobility of the Deccan; and (iv) Activities of Tipu Sultan, Azamul Umara, Mir Alam, Munirul Mulk, Raja of Venkatagiri, etc.

2. Hamid Siddique Collection

(1) Description of the collection: It comprises 1,589 documents covering the period from Shah Jahan to Nizam VII.

(2) Chronological limits: 1646-1948.

(3) Value for research: The collection is helpful in the study of Mughal and Asaf Jahi nobility and the elite of the late 19th century India as well as some cultural aspects of life in the Deccan during the 2nd half of the 18th century and early 19th century.

3. Husain Yafai Collection

(1) Description of the collection: It comprises Mughal documents like *farmans*, *parwanas*, *tamliknamas* and *chaknamas*. The Asafia papers mainly consist of sale deeds and personal correspondence.

(2) Chronological limits: 1534-1889.

(3) Value for research: The Mughal papers throw light on the administrative history of Kanauj, Sandila and Lucknow, and Asaf Jahi papers on the administrative history of Berar, Bijapur, Karnatak, Hyderabad City, etc.

4. *Agarwal Collection*

(1) Description of the collection: It comprises *parwanas*, *sands*, *dastaks* and certified copies of *ahkam*.

(2) Chronological limits: 1722-1821.

(3) Value for research: These papers are useful for study of the business and administrative history of some parts of Aurangabad Suba like Jalna, Nizamabad, etc.

5. *Mir Alauddin Collection*

(1) Description of the collection: It comprises *farmans*, *nishans*, *dastaks*, *parwanas*, *tajweeznamas* and *siyahs* of the period of Aurangzeb, later Mughals and first three Asaf Jahi rulers.

(2) Chronological limits: 1673-1785.

(3) Value for research: The records are valuable for research on the administrative history of Aurangabad and its suburbs like Harsol, Jalna and Daulatabad and of the Sarkars of Ahmednagar, Karnatak and Burhanpur. They throw light on the Mughal and Asafia nobility also.

EFFECTS OF ALTERNATE HEATING AND COOLING ON THE PHYSICAL PROPERTIES OF PAPER*

R. C. GUPTA

AND

RANBIR KISHORE

Introduction

THE deleterious effect of high temperature and excessively humid or dry climate on the physical and chemical properties of paper has been the subject of investigations by Kimberley¹, Scribner², Minogue³, and others. A detailed study of the decay of paper in Indian libraries was conducted by Sudborough and Mehta. They observed that the decay of paper in Indian libraries exceeded that in European and American libraries. The deterioration was largely a chemical one, accompanied by the formation of large amount of water-soluble non-volatile acids, or by the formation of products with high copper reducing values. Consequently chemical stability of paper and conditions of its storage for ensuring its keeping qualities have been studied extensively. The ranges of relative humidity and temperature for obtaining optimum storage conditions, and the compositional requirements of paper imparting chemical stability have been prescribed^{1, 3-5}.

Provision of conditioned temperature and relative humidity to meet the preservation requirements for paper and allied materials need an elaborate and costly airconditioning equipment. Most of the Indian manuscript repositories and libraries do not find it within their means to incur such a high expenditure. Their valuable collections are, therefore, continuously subject to the vagaries of climate.

The effect of alternate hot and cold seasons on the physical properties of paper in a dry climate is of interest from the point of view of its performance and keeping qualities. Heat by itself in certain ranges has very little effect on the properties of paper.⁶⁻⁷ High temperatures have an accelerating effect on the kinetics of reaction between different paper constituents^{8, 7} and its environmental conditions, as also on the moisture content of paper. The relationship between cellulose, which forms the main constituent of paper, and water plays an important and significant role in all physical properties of paper. Many of the problems associated with the properties and defects of paper in use and storage have their origin in cellulose water relationship⁸.

*Paper read at the 5th Seminar on Conservation held at the National Museum, New Delhi in December 1970, under the auspices of the Indian Association for the Study of Conservation of Cultural Property.

Loss of moisture content in paper at higher temperatures and its absorption at lower temperatures result in contraction and swelling of the cellulose fibre. The stress and strain caused in the fibre by these changes especially when it is sized and loaded, and the consequent effect thereof on the durability of the fibre is of significance for the papers stored in hot and arid climates.

Experiments

In the present series of tests the effect of alternate heating and cooling on the physical properties of paper has been studied. The paper selected in the present studies was all rag, hand-made with high alpha cellulose content, having a pH of over 6.0, with a fairly stable composition.

The test samples were subjected to heating and cooling in sealed hard glass test-tubes—a technique adopted by Sudborough and Mehta for their tests.

The effect of the following variations on tensile load, and folding and bursting endurances was studied:—

- (i) Heating for 100 hours at 100°C and gradual cooling to room temperature (25° C)
- (ii) Heating for 100 hours at 100°C and sudden cooling to 10°C.
- (iii) Heating at 100°C and cooling at 10°C alternately at 1 hour interval with total heating time of 100 hours.
- (iv) Heating at 100°C and cooling at 10°C alternately at 12 hour interval with total heating time of 100 hours.

Since heating below 70° C has little effect on physical strength, a temperature of 100° C as prescribed for aging test was maintained^{1, 2}. The data is given in a tabular form at the end of the present paper.

Conclusion

It will be seen from the data that alternate heating and cooling of paper brings about a fall in its folding endurance and stretch—the two properties which depend on the elasticity of cellulose fibres. With enhanced frequency of variations in temperature there was a sharp decrease in these properties, even though the total time for which the samples were at higher temperature remained the same. Long term effect of wide variations in temperature on the storage of documents over a number of years is, therefore, much more than where the variations are slow or their limits are narrow. The question of designing the muniment rooms and using such materials in construction and storage as tend to insulate against rapid and wide variations in temperature can well be considered to prolong the life of documents.

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Sl. No.	Description	Folding endurance at 1 Kg. tension (double folds)	Load in lbs.	Stretch in inches	Bursting endurance in lbs. per sq. inch	Percentage Retention			
						Folding endurance	Load	Stretch	Bursting endurance
1	Control samples (kept sealed in tubes at room temperature)	240	11.6	0.22	26	..	..	..	..
2	Heating for 100 hours at 100° C and gradual cooling at room temperature (25° C)	192	9.31	0.18	24	80	75	81.2	89
3	Heating for 100 hours at 100° C and cooling to 10° C suddenly	151	10.21	0.16	20	62.5	88	76	77
4	Heating for 100 hours at 100° C with alternate cooling at 10° C at one hour's interval	116	9.0	0.15	19.5	48.3	77.6	68.2	75
5	Heating for 100 hours at 100° C with alternate cooling at 10° C at half an hour's interval	93	8.5	0.13	18.0	39	73	59	65.4

ASSAM SECRETARIAT RECORD OFFICE

P. C. SHARMA

Introductory

In Assam a Central Repository housing the non-current records of the Secretariat and the subordinate administrative agencies has not yet come into existence for want of suitable accommodation. Meanwhile however, various measures have been initiated in the Secretariat Record Office with a view to enable it to function as the Central Repository of the State as soon as requisite accommodation is made available. Archival development in Assam during recent years may appear tardy in comparison with some other States, but the steps taken so far to preserve her rich archival assets are not insignificant considering the fact that the hands of the Government are often hamstrung by financial difficulties.

The first step in this direction was taken in 1874 when a Record Branch was created in the Secretariat of the newly formed Assam Province to take custody of the records of the defunct Assam Commissioner's Office and also some other records relating to Assam which were transferred by the Government of Bengal. In addition to its normal duties of taking care of these records, the Record Branch, in those early years, was entrusted with some miscellaneous work like issue and receipt of Secretariat correspondence. But gradually with the expansion of the Secretariat and more rational redistribution of work the Record Branch was left to deal with matters relating to records. Although in course of time, with increase in the activities of the Government, records began to accumulate at a rapid pace, no worthwhile steps were taken either to preserve the records on modern lines or to utilise them for purposes other than administrative. It was in 1953 that the Record Branch was reorganised and put in charge of a trained archivist. Since then other technical staff has been added and necessary equipment provided, making it possible to preserve the records in conformity with scientific standards.

Storage

In the beginning there was no separate building for housing the records. A few rooms of the Secretariat Building were utilised for the purpose. Due to unsatisfactory storage conditions the records were badly damaged in an accidental fire in 1882 and earthquake in 1897. Some of the important files were, however, reconstructed afterwards with great efforts.

These disasters and also the growing volume of records brought home to Government the imperative need for making better and more spacious accommodation available for housing the records. Accordingly a separate Record Building was constructed in 1929, which, in the words Dr. S. N. Sen,

the former Director of Archives, Government of India, "leaves little to be desired". The building is both fire and earthquake proof. It has three floors with a total area of 16,800 square feet. There are adequate doors and windows for letting in light and air into the stack areas. It is provided with steel shelves fitted in steel uprights and gangways. Originally in order to avoid the possibility of fire hazards no arrangement was made for electric lighting in the building. But recently this has been provided in the interest of efficient working of the Office. Fire extinguishers have been fitted in different parts of the building to meet any emergency. Just by the side of the building rows of water buckets have been kept ready for the same purpose. There is a *chowkidar* to keep watch over the building at night.

Acquisition and Arrangement

On the formation of Assam as a separate province in 1874 records were received on transfer from:

- (a) Office of the Commissioner, Assam;
- (b) Board of Revenue for Lower Provinces;
- (c) Government of Bengal;
- (d) Commissioner of Dacca; and
- (e) Commissioner of Cooch Behar.

These are known as "Old Records" and consist of nearly 400 volumes and 1,200 files. They cover the period from 1824 to 1873, and most of them are in manuscript. From 1874 onwards the records of the different Departments of the Secretariat, except those of the Confidential Department, have been retired to this office, there being no Departmental Record Rooms in this State. Prior to 1921, monthly proceedings of the Government used to be printed and bound into volumes, there being one volume for each year. For the same period files, the most important of which are printed, are also available. From 1921, only files are available, the proceedings volumes having been discontinued.

In 1947, on the abolition of the posts of Commissioners of Divisions, the records of their offices, which go back to 1880, were transferred to the Secretariat Record Office for preservation. Along with these records were also received a number of copper plates and some vernacular records dealing with *Lakhiraj* and *Nisfkhiraj* grants made by the former Ahom Kings of Assam.

The total holdings of the Office at present occupy about 13,000 linear feet of shelf space.

The volumes of records upto 1873, in the custody of the Office, were bound and arranged chronologically irrespective of their source and subject-matter. This unscientific arrangement of these records cannot be changed now because it involves breaking up and rebinding of about 400 volumes, a process in which the old and brittle manuscript records are likely to be damaged. The files of the same period are, however, arranged according to their sources and in a chronological order. From 1874 onwards all the records of each Department have been kept separately and arranged chronologically. The records in the shape of volumes are kept vertically and those in the shape of files are made into bundles of convenient size, placed between wooden boards and kept horizontally on the shelves. Records of confidential nature and also maps are kept in almirahs for reasons of security.

Preservation

A large portion of the pre-1874 records which suffered heavily due to the destruction of the Record Room in the earthquake of 1897, were in a very bad state of preservation. A Repairing Section was, therefore, set up for the first time in 1955 with four Menders and one Binder. The major portion of the "Old Records" have by now been flattened, re-conditioned and re-bound by the traditional and well-tried method of strengthening brittle records with handmade paper and chiffon. The latest technique of repairing brittle records with cellulose acetate foil could not be introduced in the Record Office for lack of foreign exchange required for procuring acetate foil from abroad. Fortunately due to the favourable climatic conditions of Shillong the records are remarkably free from attacks of fungi and insects. They are also not affected by heat as the temperature generally remains below 80° F throughout the year. Two fumigation cabinets have, however, been locally procured for treating the very small portion of records that are found to be affected by mildew. There is now regular arrangement for dusting and cleaning the records. As records in the shape of volumes are not considerable, it has not been considered advisable to use a vacuum cleaner. Napthaline bricks are placed liberally on the shelves as a deterrent against insect attacks. The records kept in almirahs are also taken out and dusted periodically. In short, no efforts are spared to protect the valuable records in the custody of the Record Office from dangers arising out of either natural causes or human activities.

Finding Aids

It is rather superfluous to state here that no record establishment can work successfully in the absence of scientifically prepared finding aids which help in locating records containing information on a particular subject. Since its inception the Record Branch in the Assam Secretariat took

meticulous care to prepare indexes to Government proceedings year by year. Such annual printed indexes are available from 1890 to 1948. There are also amalgamated and quarterly indexes from 1874 to 1912. After 1948 there has been some backlog in the printing of indexes; they are, however, available in manuscript form up to 1959. There is a handbook for the records up to 1873. An index and a press-list for the files of the same period are also available. A descriptive list covering the entire records, both files and volumes, up to 1873 is now under preparation.

As regards the records of the Commissioners of Divisions, there are annual index registers arranged according to the Departments to which they belong. As these registers are not considered adequate for reference purpose, the compilation of a descriptive list has been taken up and the work has made considerable progress.

The finding aids mentioned above have been found at present to serve adequately the needs of both the administrator and the research worker. The urgent need for revising the handbook and bringing it up-to-date is, however, there. But this work cannot be undertaken without additional staff which is not immediately forthcoming.

Reference and Research

It has been the constant effort of the Record Office to make records speedily available to the administration, the research workers and the general public who have legitimate need for information contained in them. Annually, on an average, the Office attends to 2,000 requisitions for records and enquiries involving search among records, from various Departments of the State Government. The Office is also sometimes required to prepare background notes to enable the administration to dispose of certain current cases expeditiously.

Till 1955 there were no research facilities in the Secretariat Record Office for outside scholars and no rules for regulating research work. In that year a set of research rules was framed and published, throwing open records for *bona fide* research workers up to 1901 generally and up to 1935 in special cases. Since then there has been a steady flow of research workers, although it has not been possible so far to arrange a well-equipped research room. Many research workers have been taking advantage of the provision for supply of extracts from relevant records on payment of the prescribed search and transcription fees.

Recently, the rules regulating research work have been modified, throwing open all records which are forty years old, for research purpose.

With the special permission of the Secretaries to the Departments concerned, records which are thirty years old can also be consulted for the same purpose. Besides this, scrutiny of extracts taken from the pre-1912 records has been abolished. It is hoped that the modified rules with less restrictions would encourage research work to an appreciable extent.

In addition to the above, every attempt is made to comply with requests from the general public for information, although this service is generally confined to supply of certified extracts from the published materials kept in the Record Office.

Appraisal of Records

One of the main functions of the Assam Secretariat Record Office is appraisal of records with a view to retain permanently all valuable papers and eliminate the trivial and ephemeral ones. This is a tremendous task as all records are retired to the Record Office as soon as they are closed. In the past when the bulk of records was not too large, appraisal work used to be done periodically by appointing special staff for the purpose. But with the rapid increase in the volume of records as a result of developmental activities after Independence, such periodic appraisal was not found adequate enough to cope with the large mass of records due for stripping. The work was, therefore, made one of the normal duties of the Record Office and permanent staff was provided for it.

It will not be out of place here to explain very briefly the procedure of stripping followed in the Record Office. As soon as records are closed they are classified by the Departments into A, B or C category according to their importance and sent to the Record Office for custody. The records belonging to the 'A' category are printed and preserved permanently, while those in the 'B' and 'C' categories are preserved for twelve and five years respectively. But these records are not destroyed automatically at the end of their respective retention periods. The importance of each file is assessed by applying both administrative and historical criteria and the Department concerned is consulted before finally weeding it out. Although this procedure involves great labour and time, it ensures collaboration between the Record Office and the administrative Departments in the work of review and thus helps in the retention of really useful papers. From 1958 till date more than a lakh of files have been examined and a little over 93,000 destroyed.

Library

The Secretariat Library is a part of the Record Office. It has more than 35,000 books and publications. It generally contains the official publications of the Central and State Governments, particularly those of

the Government of Assam. It also contains rare and out-of-print publications relating to Assam. Every attempt is made to procure standard works on history to enhance its utility as a reference library for research workers. The fact that the Library is a part of the Record Office has greatly helped the research workers in collecting secondary materials relating to their respective subjects readily.

The above narrative will give an idea of the archival assets of the Assam Secretariat Record Office and the way they are being preserved and utilised both for administrative and research purposes. Although the Record Office still lacks some of the essential requirements of a modern record establishment such as a microfilm unit, a well-equipped research room etc., yet the steps taken so far within the limitations of finance and accommodation have enabled it to attract research workers in an increasing number and render reference service to the various Government Departments more effectively.

PRIVATE PAPERS

(1) R. C. DUTT PAPERS

K. L. ARORA

THE collection of R. C. Dutt papers acquired by the National Archives of India from Shri B. C. Dutt of Calcutta, comprises a note-book (containing cuttings and quotations collected by Shri Romesh Chander Dutt) and twenty-six letters in England most of them addressed to Shri Dutt during the period 1901 to 1909 by eminent Indians like Dadabhai Naoroji, A. M. Bose, Sarojini Naidu, N. N. Ghose, Maharaja Sayaji Rao Gaikwar III of Baroda and two Secretaries of State for India, Lord George Hamilton and Lord John Morley. The collection also includes a letter from Sister Nivedita (Miss Margaret Noble) and a character sketch of Shri Dutt by a palmist in Norway (1891). There is also a letter written on 25 August 1951 by K. Asaf Ali, Governor of Orissa, to Ajoy Chander Dutt, the only son of Shri R. C. Dutt.

All the letters, save one (which is from the Grolier Society, London), are hand-written and original. Most of them are of personal nature and throw a flood of light on Dutt's personality, including his literary acumen, administrative ability and nationalistic outlook. In this context mention may be made of N. N. Ghose's letter of 5 July 1904 wherein, while acknowledging the receipt of a copy of Dutt's *India in the Victorian Age*, he remarks; "I have seen enough of the book to be able to say that it is one of which we, sons of Bengal, may well be proud. And it will do more to advance our country's cause than cart-loads of Congress Resolutions." Mention may also be made here of A. M. Bose's letter of 31 July 1904 wherein he eulogises the revolutionary and progressive outlook of Dutt, but impresses upon him that the phalanx which led the fight against 'the present arrangements' consisted of Umesh Babu, N. N. Ghosh, Shamsul Huda, Narendra Lal De and he himself. In his letter of 25 August 1951, addressed to Ajoy Chander Dutt, K. Asaf Ali praises Dutt thus: "In my younger days, I drew much inspiration from R. C. Dutt's valuable works; and I regarded it a privilege to refer to him in my address to the Board of Revenue, the other day."

It would not be out of place to mention that Romesh Chander Dutt had to his credit a distinguished career from September 1871 to October 1897 when he was in the service of the British Government and during which period he also wrote quite a few widely read books and gained a deep insight into the economic and agrarian ills of the country. After relinquishing service, he devoted himself whole-heartedly to the cause of land revenue reform with the object of ameliorating the lot of the common man. In this context a reference to the letters of Lord George Hamilton dated 30 July 1903 and of Dadabhai Naoroji dated 3 July 1907 and 5

July 1907, is highly pertinent, as they clearly reveal the depth of interest Dutt was taking in bringing about useful changes in the existing land revenue system. In his letters Dadabhai Naoroji has tried to impress upon R. C. Dutt that the real remedy for the sufferings of the people lies in removing the 'drain of foreign invasion' and not in bringing about changes in the system of land revenue or effecting any other reform. In another letter dated 5 July 1903 Dadabhai Naoroji cautions R. C. Dutt against Lord Hamilton's plans for getting the Indians out of higher services. He says that "the time is come when an agitation must be begun for self-government under British Paramountcy".

In December 1899, Dutt was elected to be the President of the Fifteenth Indian National Congress held at Lucknow. At this the *Indian Nation* remarked: "A better selection could not be made. By his learning, experience, position, sobriety and soundness of judgment, he seems to be specially marked out for the honour which it has been decided to confer upon him." Dutt also made his mark as an administrator during his service with the Maharaja of Baroda, first as Revenue Minister from August 1904 to July 1907 and then as Prime Minister from 1 June 1909 till his death on 30 November 1909. In his confidential letter dated 26 May 1905 addressed to him by the Maharaja the latter commends Dutt's services and regards him more as a friend than as a servant of the State. Likewise his appointment, in 1907, as a member of the Royal Commission on Decentralisation was indicative of the trust and confidence reposed in him by the Secretary of State for India, Lord Morley. In his letter of 25 October 1907, Lord Morley feels happy that Dutt is on the Royal Commission and hopes he will express his criticism and arguments frankly and precisely.

From what has been stated above it is evident that the collection of papers under review is, on the whole, valuable throwing, as it does, a good deal of light on the personality and genius of Romesh Chander Dutt who played a significant role as a thinker, as an administrator and as a writer.

(2) RAMA RAO COLLECTION

JATI RAM GUPTA

THE 46 letters (one in English, one in Modi, and the rest in Persian), of which the collection consists, are mostly addressed by the Governors of Chinapatan (modern Tamil Nadu) and the Governors-General of India, to Rao Purnaiya, Diwan of Mysore. They relate to the period 1799-1812 and reflect, besides some other historical facts, the relations between the Mysore State and the East India Company during the minority of Krishna Raja Wodeyar who was placed on the throne of the said State on 30 June

1799 when he was only five years old. The historical and other noteworthy data contained in this collection of papers is given below under suitable headings.

British victories in India and abroad

After the fall of Seringapatam and the death of Tipu Sultan in 1799, the British had to confront another formidable foe named Dhonduji Wagh. He was subjugated in 1800 and his death in the same year was a great relief to the British (Letter III, Lord Clive, Governor of Madras, to Purnaiya, 12 October 1800/23 Jumada II, 1215 A.H.).

Daulat Rao Sindia (1794-1827) was defeated by the British at Assaye and Laswari in 1803, and a large quantity of booty fell into the hands of the victorious army. The struggle for supremacy in Berar between the Mughals and the Marathas commenced in 1737. It ended in 1803 when, after the defeat of the Maratha confederacy at Assaye and Anjangaon and the capture of Gawilgarh by General Arthur Wellesley, Raghuji Bhonsla of Nagpur (1788-1816) signed a treaty by which he resigned all claim to the territory west of Wardha, Gawilgarh and Narnala, with a small tract of land remaining in his possession. Mr. Webb was appointed Resident at the Court of the Raja of Berar (Letter IX, Lord Wellesley, Governor-General, to Purnaiya, 26 January 1804/12 Shawwal 1218 A.H.; Letter XIII, Lord William Bentinck, Governor of Madras, to Purnaiya, 31 January 1804/18 Shawwal 1218 A.H.).

A treaty of peace and friendship was concluded between the Company and Maharaja Daulat Rao Sindia in 1803. This treaty settled all the differences to the satisfaction of both the parties. Another treaty was concluded between the Company and Maharaja Jaswant Rao Holkar in 1805. Copies of the two treaties in question were supplied to Maharaja Krishna Raja Wodeyar of Mysore for information (Letter XVI, Sir George Barlow, Governor-General, to Purnaiya, 24 February 1806/4 Zulhijja 1220 A.H.).

In October 1805 the English under the command of Nelson won a victory over the French and the Spaniards at Trafalgar in Spain and acquired a large quantity of booty (Letter XVII, Sir George Barlow to Purnaiya, 10 March 1806/18 Zulhijja 1220 A.H.).

Java, an island situated to the south of Malaya and east of Sumatra, was taken possession of by the English in 1811 (Letter XXXIV, Lord Minto to Purnaiya, 23 November 1811/6 Zulqada 1226 A.H.).

Assistance rendered to the Company by Mysore State

The Mysore State rendered valuable assistance to the Company's Government with men, money and material in subjugating certain parts of the

country. Purnaiya made arrangement for the supply of 350 horses to the Company, and Lord Clive, Governor of Madras, expressed great pleasure at this gesture of goodwill (Letter I, Lord Clive to Purnaiya, 7 December 1799/9 Rajab 1214 A.H.). The troops in the service of the Maharaja of Mysore were trained, disciplined and equipped on the pattern of the Company's troops. Purnaiya, on another occasion, informed the Company that 6,000 *sawars*, trained and armed, were ready for service anywhere in India. He was told in reply that, there being peace in the Deccan at that time, the troops would be requisitioned when necessity arose (Letter XXXVII, i, anonymous, undated). In order to supply an adequate number of troops to the Company Purnaiya recruited some more troops whereupon the Company's Government expressed its approbation (Letter X, Lord Wellesley to Purnaiya, 20 May 1803/27 Muharram 1218 A.H.).

Purnaiya made arrangements for supplying rice to the garrisons stationed in the forts of Seringapatam and Chitaldrug. This act of Purnaiya earned the gratitude of the Company's officials (Letter XI, John Malcolm, Resident at the Court of Mysore, to Purnaiya, 22 October 1803/5 Rajab 1218 A.H.). Foodgrains, which were abundant in Mysore, were allowed to be transported for the Company's troops from one place to another duty free (Letter XXXVII, iii, anonymous, undated).

Company's dues paid by Mysore State regularly

All the dues of the Company were paid regularly and punctually by the Mysore State, and the Company's Government had no occasion for complaint in this behalf (Letter III, Lord Clive to Purnaiya, 12 October 1800; Letter VIII, Lord Clive to Purnaiya, 27 April 1802/24 Zulhijja 1216 A.H.).

Rao Purnaiya as Diwan of Mysore State

Mysore witnessed an era of peace and prosperity under Diwan Purnaiya who possessed admirable qualities of head and heart. During his administration a canal was dug out of the Cauvery. The fort of Bangalore and all the tanks there were repaired. Construction of a bridge on the Cauvery was proposed. Agriculture received great impetus as a result of which foodgrains were available in plenty in the State. Purnaiya attended to the welfare of the subjects in all respects (Letter XXXVII, ii, vi, ix, x, anonymous, undated; Letter IX, Lord Clive to Purnaiya, 10 September 1802/12 Jumada I, 1217 A.H.).

In order to promote the silk industry in Mysore, Purnaiya was requested by the Company's officials to extend all possible help to the breeders of silk worms as it would provide livelihood to many people in the State (Letter XXXVII, iii, anonymous, undated).

Purnaiya displayed sincerity in maintaining cordial relations between the Mysore State and the Company, and won the approbation of the latter by his wise and able administration of the State. He tactfully handled the critical situation that developed due to the unseemly behaviour of the officers in charge of the fort of Seringapatam. He posted a contingent of 1,500 men at Gooty in compliance with the request of the Government of Madras (Letter XXIII, Sir George Barlow to Purnaiya, 28 July 1807; Letter XXVII, Lord Minto to Purnaiya, 3 October 1809/22 Shaban 1224 A.H.).

Purnaiya sent sandalwood scent as a present to one of the Company's officials and he was presented with a nice clock in return (Letter XXXVII, i, iii, anonymous, undated).

Purnaiya's younger son learnt English. The Company's officials felt happy at it and one of them requested Purnaiya for a specimen of his handwriting in English (Letter XXXVII, vi, anonymous, undated).

In 1806, Purnaiya purchased a house with a garden attached to it, situated at Nandidroog, for a sum of 800 Star Pagodas from Ramaswamy who had got this house as a gift from Major Wilks (Document XVIII, 21 August 1806).

After rendering meritorious services to Mysore State and the Company, Purnaiya left for his heavenly abode in 1812. He was succeeded by his son, Anand Rao, who was invested with a *khilat* of condolence by Arthur Henry Cole. He was allowed to draw the same *mushahara* (pay) as was drawn by his father, and received every attention and favour from the Company's officials (Letter XXXV, Lord Minto to Anand Rao, 15 May 1812/3 Jumada I, 1227 A.H.).

Marriage of Maharaja Krishna Raja Wodeyar

Maharaja Krishna Raja Wodeyar was married in 1801. The wedding ceremony was celebrated on 26 April 1801/12 Zulhijja, 1215 A.H. Lord Clive, Governor of Madras, and Lord Wellesley, Governor-General of India, were among those who sent their congratulations on the occasion (Letter IV, Lord Clive to Purnaiya, 18 June 1801/6 Safar 1216 A.H.; Letter V, Lord Wellesley to Purnaiya, 27 July 1801/5 Rabi I, 1216 A.H.).

Death of Maharani of Mysore

The Maharani, grandmother of Maharaja Krishna Raja Wodeyar, passed away in 1809. The Maharaja was consoled on the occasion by the Company's officials (Letter XXIX, Lord Minto to Purnaiya, 30 November 1809/21 Shawwal 1224 A.H.).

ABSTRACTS OF ARTICLES

J. C. SRIVASTAVA

AND

RANBIR KISHORE

THE articles abstracted below relate to Archival Science and Archival Practice, and have been taken from the journals which were received in the National Archives of India Library during the second half of 1970. The arrangement is as follows:—

- (a) Archival History
- (b) Sources
- (c) Theory
- (d) Management: Control and Organisation
- (e) Personnel—Training and Education
- (f) Preservation.

(a) Archival History

LANCASTER, J. C.—“The India Office Records”, *Archives*, Vol. 9, No. 43, April 1970; pp. 130-41.

Traces the history of the India Office Records and its contents. The article has been reprinted from *Archivum*, Vol. XV (1965). A good and useful guide to the users.

SHELLENBERG, T. R.—“In Memoriam”, *American Archivist*, Vol. 33, No. 2, April 1970, pp. 190-202.

Contributions by Lester J. Cappon, James B. Rhoads, Ernst Posner, Ian Maclean, Aurilio Tanodi and Clinton V. Black, and a bibliography of selected writings by Gorge S. S. Ulibarri.

(b) Sources

HOSKING, G. A.—“Libraries and Archives (Russia)”, *History*, Vol. 55, No. 184, June 1970; pp. 211-13.

Describes the facilities afforded to foreign scholars in Soviet archives as a result of cultural exchange agreements concluded between various states and USSR. Names various guides and inventories about their organisation and contents now available. Also gives certain hints for the use of archival material and libraries. Finally strongly recommends to procure an officially stamped letter from one's institute of study regarding his bona fide scholarship if he wants to carry written notes back with him.

ABSTRACTS OF ARTICLES

41

WOODWARD, D.M.—“Short Guides to Records (Port Books)”, *History*, Vol. 55, No. 184, June 1970; pp. 207-10.

Gives specimens of entries from the Port Books; describes their contents, format and uses. Says that the Port Books can be put to use to trace the development of the trade of individual ports, groups of ports, regions, or the country as a whole. They can also reveal the changing geographical structure of trade, the growing or declining importance of particular commodities in the import and export trades, the proportion of trade conducted by merchants or ships, the dominance of particular merchants over the trade of a port, the efficacy of the control exercised and the size of vessels being used. That is to say, it is possible to build up a well-rounded picture of the trade and mercantile community of particular areas. The historian of industrial development can also use them for tracing the import of raw materials and export of finished goods. Port Books also help to discover the size of the active merchant community and the names of individual merchants. Cautions about certain defects in collecting historical data such as differing tonnage data of ships and trade statistics due to smuggling and corruption. These can be taken only as a record of a part of the trade passing through particular ports. Suggests that, if available the entries in Port Books could be checked with merchants' ledgers. Gives a bibliography at the end.

(c) Theory

MATCHELL, M. F.—“Editing the Papers of a Contemporary Governor”, *American Archivist*, Vol. 33, No. 1, January 1970; pp. 11-8.

Points out the problems facing the editor of voluminous material available for review and selection. Elimination of unwanted material avoiding repetition, remaining objective as far as possible, keeping in mind the programmes of the man involved, the environment of the man, choice of illustrations and editors' personal opinion about the man are a few but important problems discussed. Says there are limitations of working on the papers of a living person but it is a fascinating and rewarding experience.

MUMFORD, L. Q.—“Archivists and Librarians : Time for a New Look”, *American Archivist*, Vol. 33, No. 3, July 1970.

Emphasises the necessity of cooperation between the two because of the common problems of the growing size and the increasing deterioration of their holdings which can be solved more readily together than independently.

RANGER, F.—“The Common Pursuit”. *Archives*, Vol. 9, No. 43, April 1970; pp. 121-29.

Provoked by an article on ‘Manuscripts and Non-book Materials in Libraries’ by Philip Hepworth speaking very high of the National Union Catalogue of Manuscript Collections and showing poverty of British Lists of Accessions to Repositories the author presents a very close scrutiny of the both and admits that both pursue the same ends in different ways. Both attempt to provide an adequate key to the archival resources of the respective nations. In fact, it is a very interesting comparison of the respective advantages of a printed union catalogue and an unpublished national register. Summarises the criteria adopted for contributing repositories in compiling N. U. C. and illustrates the pattern and scope of the compilation. Discusses the advantages and disadvantages of both. Also narrates various attempts in this respect being made, not only in England, but in other allied countries and mentions different plans towards preparation of archival guides in Great Britain and Ireland. Finally suggests the necessity of preparing a bibliography of available guides for the use of scholars. Has touched the use of computers in the field of information retrieval and its potentialities as an economic answer to the problem of non-availability of funds to British archivists in comparison to their American counterparts.

(d) Management: Control and Organisation

ALLDREDGE, E. O.—“Combining Archival and Records Management Terminology”. *American Archivist*, Vol. 33, No. 1, January 1970; pp. 61-5.

Pleads for the standardisation of archival terminology in order to avoid definitional differences now prevailing among archivists and records managers. Says there must be a clearly defined concept or idea behind each term. Accepts that the fluctuating nature of both fields of endeavour is the greatest difficulty in combining archival and records management terms. Hopes that with the two coming closer a natural image will emerge and it will be possible to have a good glossary of terms.

BERNET R. C. AND BETTIS, M. G.—“Disposition of Non-manuscript Items found among Manuscripts”. *American Archivist*, Vol. 33, No. 1, July 1970; pp. 275-81.

Collected information through a questionnaire about retention of non-manuscript items such as pamphlets, books, serials and government documents, maps, photographs, mimeographed items, etc., and suggests some guidelines for their disposition. Says that the primary consideration in dealing with such items is their relationship to: (1) the manuscript accession itself, (2) the overall objectives of the manuscript-collecting programmes and (3) overall programme of the library or historical society itself. At all three levels every attempt is to be made to preserve the original identity

of these items. Suggests that every attempt should be made to make it easy for the researcher to see clearly the documentary interconnection.

CLAUS, R.—“The Proposal for a United Nations Archival Agency”. *American Archivist*, Vol. 33, No. 1, January 1970; pp. 25-33.

Discuss the merits and demerits of 1946 plan put forward by Solon J. Buck, Archivist of the United States. The original proposal recommended the establishment of a single archival agency for care and preservation of United Nations' records, appraisal of international records proposed for disposal, advice to international agencies in the management of current records and performance of research on the background of current problems on request. Although nothing has been done towards the establishment of a centralised agency, yet the archives of the United Nations Secretariat has acted as a nucleus of such an agency. The UNESCO's archival programmes and those of the International Council on Archives together form the kind of centre for archival information and activity that Dr. Buck envisaged and that the profession must have. Expresses satisfaction for the international awareness among archivists which may lead towards a really satisfactory system for the control and preservation of international archives.

FISHVEIN, M. H.—“A View-point on Appraisal of National Records”. *American Archivist*, Vol. 33, No. 2, April 1970; pp. 175-87.

Critically discusses the appraisal standards prevailing presently and emphasises fulfilment of certain basic qualifications for the appraiser like his ability to do research from the original sources, knowledge of arranging, describing and serving records, and keenness to keep himself abreast with scholarly literature and governmental programmes and activities. Recommends errors on the side of conservation rather than rejection.

MITCHELL, T. W.—“New View-points of establishing Permanent Values of State Archives”. *American Archivist*, Vol. 33, No. 2, April 1970; pp. 163-74.

Discusses the problems and methodology of record appraisal, that is, the process of determining the retention value of records. Poses the questions as to who should do it and how to do it? Whether administrator who creates, archivist who keeps or the historian who uses them? Makes a distinction between records of permanent value and of historical interest and enunciates certain principles for measuring the values of records. Apart from historical researches they may be of use to other disciplines also. Therefore, they must be appraised in terms of the total documentation of the agency. Concludes by giving eight guidelines to be followed in records appraisal.

PINKETT, H. T.—“A Glossary of Records Terminology: Scope and Definitions.” *American Archivist*, Vol. 33, No. 1, January 1970; pp. 63-6.

Emphasises the need of having a suitable glossary for the archival profession in order to avoid confusion in planning and execution of work. Discusses its scope and definition of terms to be included in it. The glossary should be based upon the needs of the group or groups for whom it is intended because it will determine as to what terms are to be included or excluded. While deciding this, use of information available in existing glossaries and other authoritative literature can also be made. Then comes the problem of definition. Discusses the prescriptive and authoritarian definitions on the one hand and descriptive and reportorial on the other. Opines that the proposed glossary can be more useful if its definitions conform to the meanings evolved in basic archival literature and in the policies and practices of leading archival institutions. Repetition and bias should be avoided as far as possible in making a definition.

SCOTT, R. W.—“Governors’ Records: Public Records”. *American Archivist*, Vol. 33, No. 1, January 1970; pp. 5-10.

Discusses the problem of preserving gubernatorial records of American States because they are the Public Records and not the private papers of an individual. Continuity in governments depends upon (a) some carry-over of personnel from one administration to the next, and (b) the records of the preceding administration. From the stand-point of administration the “memory” of activities contained in records is more valuable than that of the individual. The future research value also dictates the obligation of preserving these records. Says that to destroy this skeleton, on which is woven the story of the past, is to destroy the outline of the fabric of history. Further argues that it does not mean that everything done by a state employee using state equipment or state time automatically becomes a public record. But from the research point of view whatever is valued as private can also be deposited and preserved as private papers, under certain terms and conditions, in an official archival repository. Concludes that ‘a state is the product of what it has been; it will be what it is in the act of becoming. The story of that progress should be told through the documentation contained in its State archives and in its repositories of private manuscripts’.

WOADDEN, A. R. N.—“Cultural Factors and Records Terminology”. *American Archivist*, Vol. 33, No. 1, January 1970; pp. 57-9.

Pleads setting of mandatory standards for terms and for consistency in spelling, definition and use so that members of the archival profession could understand each other without confusion.

(e) Personnel—Training and Education

GUSHMAN, H. M. B.—“The Modern Business Archivist”. *American Archivist*, Vol. 33, No. 1, January 1970; pp. 19-24.

Says business firms find unsuspected values in their archives and there is evidence of the increasing willingness of business to preserve records of enduring value. Discusses the plan of organisation for archival service and essential elements adaptable to the commercial world. Suggests the arrangements of business records into three groups: (a) records of administrative activities, (b) records of manufacturing activities, and (c) records of editorial and publicity departments containing all published works of the company. Emphasises the need for confidentiality and protection of the company's interests. Qualifications of business management, history and functions of the business in addition to knowledge of archival science and techniques may be helpful in organising business records. The organiser's historical training and insight will of course help him in his endeavour. He should also prepare finding aids to make records accessible for study by qualified scholars.

(f) Preservation

CLARK, W. NELSON.—“Technical Notes”. *American Archivist*, Vol. 33, No. 2, April 1970; pp. 219-223.

Gives on account of the summary prepared by William K. Wilson of the paper research programme of the National Bureau of Standards, Washington, which aims at developing specifications for archival record materials.

A temperature and humidity control apparatus for aging of paper is described. A range of temperature from ambient to 100°C and relative humidity from 0 to 100 per cent can be maintained in this apparatus.

To counteract the effect of variants available in commercial papers on their stability, preparation of handsheets for test purposes is mentioned and plan for evaluating alum sorption, hypochlorite oxidation is described.

Techniques of differential thermal analysis (DTA) and thermal gravimetric analysis (TGA) deployed for studying the behaviour of cellulose undergoing physical and chemical changes in heating are described. Mention is also made of the trend of studies evaluating the degradation of fibres and their relative bondings which had been unaccounted for in studies on preservation of paper so far. These properties throw light on actual changes that occur in paper during aging.

The change in bonding strength of fibres during flexing is measured by (i) a change in velocity of sound through paper, and (ii) a change in accessible surface area of the fibres. The degradation of fibres is determined by single fibre strength determinations after defibring the paper and by Zero Span tensile strength. Out of the two the latter is described to be more useful.

Results of studies on manifold papers are also described.

CLARK, W. NELSON.—“Technical Notes”. *American Archivist*, Vol. 33, No. 3, July 1970; pp. 350-52.

Gives an account of studies made by C. S. McCamy and C. I. Pope of National Bureau of Standards on causes and prevention of blemishes in microfilm.

Observations from a survey of over 7,400 rolls of microfilm has revealed that

- (i) Blemish formation was more severe in humid storage areas.
- (ii) Films stored in metal containers were practically blemish-free.
- (iii) Films stored in air-conditioned area were less prone to blemish formation.
- (iv) Blemish formation on films without leaders was 2-3 times more severe than when the films had approximately 1-5 metre leaders.

According to the studies undertaken, release of hydrogen peroxide, formaldehyde and formic acid as degradational products of paper used in cartons was mainly responsible for blemish formation. Presence of colloidal silver coupled with chloride ions accelerated the blemish formation, which also increased with an increase in optical density of the image.

Based on these studies following precautionary measures are recommended to reduce blemish formation on microfilms:

- 1. Use of safety base permanent record film as specified by NSI specifications for photographic films for permanent records.
- 2. Avoiding higher densities than required for the specific purpose, and use of dark characters on a light background, if feasible.
- 3. Residual thiosulphate content not to exceed one microgram per square centimetre but should be greater than zero. Optimum recommended hypo concentration is 0.5 microgram per sq. cm. in a clear area.

ABSTRACTS OF ARTICLES

- 4. Keeping processing machine and film clean.
- 5. Avoiding scratching of film.
- 6. Storing film in containers made of inert materials, such as metal and plastic, in good ventilation and clean air. The containers need not be sealed.
- 7. Storage temperature not to exceed 70°F, and relative humidity not to exceed 40 per cent.
- 8. Avoiding wide range cycling of temperature and relative humidity since these accelerate inhibition of gaseous contaminants.

NEWS NOTES

INDIA

National Archives of India

DURING the period covered by the present issue the National Archives of India accessioned, besides a few other records, 288 files of the late Foreign and Political Department belonging to the years 1913-42, and authenticated copies of 7 Bills passed by the various State Legislatures and assented to by the President of India.

Among the documents of Indian interest acquired from foreign countries mention may be made of 32 microfilm rolls of Lytton Papers obtained from the India Office Library and Records, London; 2 similar rolls of Grenville Papers obtained from the Public Record Office, London; and a certificate received from the criminal court of Old Bailey, London, in regard to the conviction of Madan Lal Dhingra who was sentenced to death in Britain for assassinating Sir Curzon Wylie.

The papers of historical significance acquired by purchase or presentation include, among others, a collection bearing on the administration of Madras under the East India Company, some letters of Col. Mark Wilks to his nephew Sir Mark Cubbon, certain military and revenue minutes of Sir Thomas Munro, and a photostat copy of the booklet entitled "Bengali-Behari Question" containing Dr. Rajendra Prasad's report dated 2nd October 1938 and the resolution passed on the subject by the Congress Working Committee in January 1939.

The Department microfilmed a large bulk of Sardar Patel Papers in the custody of Kumari Maniben Patel at Ahmedabad. It also borrowed from Prof. Nirmal Kumar Bose six diaries which he kept as Mahatma Gandhi's Private Secretary (1947), and two bundles of papers relating to the National Integration Council (1968-70), for preparing microfilm copies thereof.

Under its records management programme the Department appraised 25,435 files of the Finance Department (1887-1946) and 191 files of the Foreign and Political Department (1920-46). Out of these, 8,384 files were marked for permanent retention.

The reference media of public records and private papers prepared during the period under report include check-lists of 18,155 'B' Proceedings of the Military Department (1905-07) and 1,833 documents belonging to the collection of Dadabhai Naoroji Papers; and subject-lists of 217 Home Public Despatches to the Secretary of State for India (1888-91), 90 maps of the Survey of India, and microfilm rolls of Hamilton and Melville Papers.

As usual, the Department attended to several enquiries received from public and private agencies, involving search among the manuscript and printed materials in its custody. Some of the subjects on which information was supplied were: the life of Dr. Peter J. Freyer of the Indian Medical Service, the Andaman and Nicobar Islands, female education in Vindhya Pradesh (1856-1956), Jallianwala Bagh massacre (1919), Indian electoral system (1892-1962), etc.

The Department continued to render technical service to the offices, institutions and individuals needing the same in connection with the preservation of their books and manuscripts. Such service was rendered, among others, to the Lok Sabha Secretariat, Ministry of External Affairs, Nehru Memorial Museum and Library, Commission for Scientific and Technical Terminology, and the Gazetteers Unit of the Ministry of Education and Youth Services. Besides this, the Department rendered photoduplication service to the All-India Kashiraj Trust, Varanasi, Agricultural Economics Research Centre, University of Delhi, San Diego State College, California, Imperial Embassy of Iran in India, Australian National University, Canberra, etc.

Under the publication programme of the Department, the printing of *Fort William-India House Correspondence*, Vol. XX (Military, 1792-96; Hony. Editor: Dr. A. C. Banerjee), was completed and that of Vol. VII (Public, 1773-76; Hony. Editor: R. P. Patwardhan) made further progress. In the same series Vol. XI (Public, 1789-92; Hony. Editor: Dr. I. B. Banerjee) was sent to the Press.

As regards training in Archives-keeping the trainees admitted to the One-Year Diploma Course last year successfully completed their training and were awarded diplomas, and a fresh batch of eight trainees joined the new session which commenced during the period under review.

Dr. S. N. Prasad, Director of Archives, Government of India, visited Moscow and London where he attended the meetings of the International Congress of Historical Sciences and the Executive Committee of the International Council on Archives, respectively. During his stay in London he also visited the Public Record Office and the India Office Library and Records in connection with the Department's programme of acquiring microfilm copies of documents of Indian interest.

Regional Office, Bhopal—Besides attending to the normal work of preserving the records in its custody including the fumigation of about 700 volumes of *Daftar-i-Insha*, the Office checked, arranged and listed 540 files of the Political Department (1944-48) of the erstwhile Bhopal State, and over 800 files of the Separate Revenue Branch of the Central Board of

Revenue (1902-10), and continued to list the documents to be covered by Vol. IV of the Descriptive List of Mutiny Papers. Some public and private agencies were helped in consulting records, and the exhibition of select documents at the premises of the Office attracted many visitors, as usual.

Nehru Memorial Museum and Library, New Delhi

Among the collections of papers acquired by the Nehru Memorial Museum and Library during the period under report mention may be made of the following:

(i) *Records of the Akhil Bharat Hindu Mahasabha*.—Consisting of 372 files covering the period 1933-50 and throwing light on the activities of the Mahasabha, these records constitute a very valuable source material for the study of Hindu view-point of the national struggle for independence and the revival of militant Hinduism in India.

(ii) *Records of the Madras Mahajana Sabha*.—These records comprise a register of letters, proceedings of the Sabha, proceedings of the Madras Provincial Congress Committee, files dealing with financial matters of the Sabha, and annual reports. They are useful for the study of political developments in the South, particularly from 1894 to 1924.

(iii) *Papers of Sir H. P. Mody*.—They consist of subject files covering the period 1896-1969 and dealing with subjects such as Montagu's visit to Bombay in 1917, First Round Table Conference, Mody's tenure as Supply Member of the Viceroy's Council, his governorship of Bombay and Uttar Pradesh, his correspondence with national leaders on constitutional and political problems, etc. The papers also include press clippings covering 1908-55 and the letters of Pherozeshah Mehta used by Mody for writing the former's biography.

(iv) *Papers of Hiralal Shastri*.—These papers cover 1921-65 and comprise Shastri's correspondence with various national leaders, his articles and speeches, his notes and reports on Banasthali Vidyapith, and some printed material throwing light on the activities of the States Peoples' Conference in Rajasthan and other erstwhile princely states.

(v) *Papers of Dr. K. B. Menon*.—This is the first instalment of Dr. Menon's papers and consists of his correspondence reflecting the activities of the Civil Liberties Union from 1937 to 1940, some files revealing his association with the Praja Socialist Party, and his speeches and articles on different aspects of democracy and problems of Kerala State.

(vi) *Papers of Pattam Thanu Pillai*.—This collection forms the first instalment of Pillai's papers. It consists of five files of the period 1938-41

containing correspondence between the office-bearers of the Travancore State Congress Committee and several regional and national leaders including Mahatma Gandhi, C. Rajagopalachari, K. F. Nariman, Asoka Mehta and others. The correspondence throws a flood of light on the representations of the Congress against the then Dewan of Travancore, intervention of Gandhiji and subsequent suspension of the agitation.

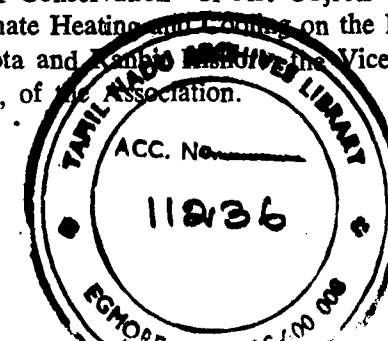
Indian Association for the Study of Conservation of Cultural Property

The 5th Conservation Seminar under the auspices of the Association was held at the National Museum, New Delhi on 2-4 December 1970. It was inaugurated by Prof. V. K. R. V. Rao, Union Minister of Education and Youth Services, and was presided over by Dr. B. B. Lal, Chief Archaeological Chemist, Government of India.

In his presidential address Dr. Lal pointed out some of the problems that needed the attention of specialists in conservation, and stressed the necessity of evolving a code of preservation technology for maintaining a high standard of quality in conservation work. He suggested that there should be well-equipped training centres and that suitable curriculum should be introduced in some universities so that well-trained workers and specialists could be available for conservation laboratories.

Dr. Rao stated in his speech that the Government of India was trying to provide adequate facilities for conservation research and that it also contemplated an effective check on the export of cultural property from India to outside countries, through legislation. He stressed the need for applied research in conservation in various laboratories in the country. He opined that it was desirable to have a liaison with similar bodies abroad, and observed that towards this aim the Government proposed to hold an Asia-Pacific Conservation Seminar in collaboration with Rome Centre during 1971 in the hope that this will enable conservation specialists from different regions to come in close contact with one another.

As usual, a number of interesting papers were read and discussed at the Seminar, noteworthy among them being: "Conservation Problems in Burma" by T. R. Gairola; "My Impressions of Restoration Work in Florence" by Y. P. Kathpalia; "A Report on the Methods of Conservation of Manuscripts in Different Laboratories in Europe" by C. B. Gupta; "Control of Rat Menace in Libraries and Manuscript Repositories" by C. P. Mehra; "Some Unsolved Problems of Conservation of Art Objects" by O. P. Agarwal; and "Effects of Alternate Heating and Cooling on the Physical Properties of Paper" by R. C. Gupta and Kanishk Chandra, the Vice-President and the Secretary respectively, of the Association.



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Institute of Historical Studies, Calcutta

The Dictionary of National Biography Project of the Institute made very good progress. Some more names were selected for inclusion in the Dictionary in order to make it representative and worth its name. All the four volumes of which the Dictionary is to consist, are expected to be got ready for the press during 1971. Under another publication scheme, the third volume of *Sino-Indian Border Question* was sent to the press, and work on the preparation of the fourth volume of *Historians and Historiography in Modern India* neared completion.

The Eighth Annual Conference of the Institute was held at Jodhpur on 20-23 October 1970 under the auspices of the University of Jodhpur. The Vice-Chancellor of the University, Mr. V. V. John welcomed the members and delegates as Chairman of the Reception Committee, and Mr. Justice Bery of the Rajasthan High Court inaugurated the Conference, while Dr M. L. Sharma presided over it. Twenty papers bearing on the 'Sources of the History of Rajasthan' and 'History in Modern Indian Literature' were presented and discussed. The papers on the two themes were of a high standard and discussions on them were most lively.

*Archival Activities in the States**Andhra Pradesh*

State Archives, Andhra Pradesh.—The State Archives at Hyderabad received for custody, during July-December 1970, 2,862 files, 5,037 fly-leaves and 3,886 G. Os. from the various Secretariat Departments; 2 *Muntakhabs* from the District Collector of Hyderabad; and 3,439 *Siyahas* (Muslim Marriage Certificates) of the period 1389-90 A. H. from the Qazis of Andhra Pradesh. Other accessions include 286 Strong Almirah Documents, 70 sets of Electoral Rolls of Andhra Pradesh Legislative Assembly Constituencies, and several issues of the Gazette of Andhra Pradesh. 13,895 files of Home Department, 1,793 files of Revenue Department, 100 files of Political Department, 52 bundles of Daftar-e-Mal, 3,439 *Siyahas*, 70 sets of Electoral Rolls and a number of issues of the Gazette of Andhra Pradesh were arranged, besides chronologically arranging the documents in several family and private collections. The State Archives attended to 1,952 requisitions for records, and furnished to research scholars and others extracts and copies of records. Under the programme of preparing reference media, more than 15,000 files of Salar Jung Estate Records were listed, and descriptive cataloguing of three private collections and the documents of Shah Jahan's reign was continued. 28 Research Fellows selected

under the Research Fellowship Scheme in 1966 continued their research. As regards publication activity, printing of "A Guide to Records in the State Archives" made further progress and that of the monograph entitled "A Brief History of Andhra Pradesh" neared completion.

Assam

Assam Secretariat Record Office.—The Office accessioned 18,901 files, etc. belonging to the various Departments of the Assam Secretariat (Civil). Out of 1,636 files examined during the period under report, 1,000 were weeded out. The work of preparing Amalgamated Index to the Government Proceedings for the year 1960, Hand-list of the Chief Commissioner's Records, and Descriptive List of Pre-1874 Records was continued. Eight Research workers were admitted to the Record Room for consultation of records relating to their subjects of research. Nearly 2,000 requisitions for records and books from them as also from the various Secretariat Departments were attended to. The number of books added to the Office Library was 275. On the preservation side the Office flattened 5,690 documents, reconditioned with handmade paper 852 documents, and bound 104 volumes and collections.

Goa

Historical Archives of Goa, Panaji.—The Archives received for custody a large quantity of records from the Village Community Administration, and added to its Reference Library about 40 new and rare historical publications. Research facilities were given to some scholars, and information from records was supplied to several individuals and institutions. About 140 applications, from private parties, for certified copies of records were dealt with and quite a large number of queries attended to. These related mainly to the notarial deeds, inventory proceedings, village community records and quit-rent lease records.

Jammu and Kashmir

State Archives Department.—The State Archives Department of the Government of Jammu and Kashmir attended to its normal work of accessioning and preserving public records. Fresh accruals comprised 900 files. 28 scholars carried on research, and the number of documents requisitioned by them and by the various Departments was 2,125. Over 2,300 files, maps and other documents were repaired, 329 books, etc. were bound, and more than 4,000 slips were prepared and pasted on the record *bastas*. The Record Hall of the State Archives Repository, Srinagar, was fitted with additional wooden racks, and the Provincial Archives Repositories at Jammu and Leh were provided with a number of steel almirahs in the interest of proper preservation of records.

Kerala

State Archives Department.—Noteworthy accessions of the Department during the period under review were 18 Registers of Nair Marriages (1101-1124 M.E.) acquired from the Taluk Office, Pathanamthitta, and survey records and maps of certain villages of the erstwhile Cochin State received from the Survey and Land Records Department. The private papers that were acquired consisted of a *kharita* in old Malayalam issued by the Raja of Travancore to the Commissioner of Calicut about 150 years ago, and a collection of documents of historical value of the period 1895-1918 originally in the possession of late Sir Rama Varma, Maharaja of Cochin. As a first step towards its publication programme, the Department has undertaken the re-printing of *Cochin State Grandhavari*, an obsolete work of archival value. It has also arranged inclusion of certain records in the *Charithram*, a quarterly journal published from Trivandrum.

Madhya Pradesh

Regional Records Survey Committee, Madhya Pradesh.—A meeting of the Regional Records Survey Committee was held at Bhopal on 21st September, 1970 with Dr. Raghubir Singh in the chair. The Committee decided to take steps to constitute Divisional and District Committees with a view to accelerating the location and survey of records of historical value in the possession of private individuals, religious institutions and other private bodies in the State. The Committee further resolved to request the State Government to increase its annual grant in order to facilitate appointment of two Research Assistants for expeditious survey of records. The Chairman was requested to make sustained efforts to convince the State Government of the need to establish State Archives at Bhopal for preserving and making available to research scholars records of historical value lying in the Collectorates as well as those belonging to the former princely states.

Maharashtra

Department of Archives, Maharashtra State.—During July-December 1970 the State Archives Department acquired, among other papers, 75 documents from the Akolkars of Nasik. These comprise original letters addressed to Mukundbhat Akolkar by the Raja of Kolhapur, Jadhavs of Sindkhed, Gaikwads, and others. Another acquisition consisted of the records of Maharashtra Natya Mandir including some registers, minute books, correspondence, etc. useful for scholars carrying on research on the history of Marathi stage.

Survey of Government records in the various District and Taluka Offices was taken in hand. About 2,000 *rumals* (bundles) of records of historical

value were selected from among them for transfer to the Department of Archives.

Nos. 5 and 7 of the *Maharashtra Archives Bulletin* were published. Some of the interesting subjects dealt with in these two issues are: (i) 'Tarikh-i-Shah Alam' by Munna Lal, (ii) Taty Tope's Movements in Gujarat, (iii) Correspondence regarding the Konkan Railway in 1882, (iv) Literary Reviews made by Dakshina Prize Committee in 1867-68, and (v) Itineraries of the Peshwas and Sardars.

The Department sent to the press the Catalogues of Chitnishi and Parasnishi Sections of Kolhapur Records, and made ready for the press the Catalogue of 'Papers selected for further Research' from Peshwa Daftar, Poona.

Orissa

Orissa State Archives, Bhubaneswar.—The State Archives attended to the normal work of checking, sorting, arranging and dusting the records in its custody. In addition, it completed the preparation of the 'Descriptive List of Sanads and the Utkal Dipika' (1873), and continued, among certain other items of work, the indexing of Cuttack Revenue Records and the compilation of Vol. I of Jagannath Temple Affairs. Four scholars were provided with facilities for research, and the number of rare and valuable publications added to the reference library of the Department was fifty-four.

Punjab

Punjab State Archives, Patiala.—The State Archives went ahead with the work of checking and arranging the records in its custody. 14 bundles of Ambala Division records in English and 5,311 files of PEPSU records were checked and arranged. Over, 1,000 files of PEPSU records were listed and about 1,500 cases of Urdu and Persian records indexed. Preliminary steps were taken to prepare a catalogue of Bhandari Collection. As usual, necessary facilities were given to several research scholars and their requisitions for records and books complied with. Requisitions from the various Government Departments for files, etc. were also dealt with. In addition to this, inquiries on a number of topics received from certain individuals and institutions were attended to and necessary information was supplied to them from the holdings of the State Archives.

The Archives Library acquired 22 books by purchase and 43 books by way of gift. Also added to it were 45 periodicals and journals, several issues of *The Tribune*, *The Hindustan Times* and *The Indian Express*, and certain parts of the *Punjab Government Gazette* and the *India Government Gazette*.

The State Archives displayed several rare manuscripts and books in Punjabi at the exhibition organised by the Punjab State University Text-Book Board at Chandigarh in December 1970.

Rajasthan

Rajasthan State Archives.—The State Archives checked and rearranged about 10,000 files and listed over 5,600 documents. Similar work was also done by the Intermediary Archival Repositories. The Department flattened over 7,000 documents, repaired with tissue paper 100 sheets and by full pasting and guarding 1,600 documents, and bound 137 volumes. With the help of the microfilm machine 16,126 exposures of documents were taken. 16 scholars availed themselves of the research facilities, and 660 pages of record material were released to them for their use. The Department has been entrusted with the task of writing Bijoliyan History and the State Government has sanctioned for the purpose one post of Narrator-cum-Research Officer in the pay scale of Rs. 375-850.

Tamil Nadu

Tamil Nadu Archives, Madras.—During the six months under report the records of the Food and Agriculture, Industries, Labour and Housing, Home, Finance, and Rural Development and Local Administration Departments for the year 1966, the records of the Board of Revenue for 1957-59, and some Survey records were transferred to the State Archives for custody. Besides this, over 5,000 printed books were acquired and added to the Departmental Library. The printing of Public Despatches from England, Vol. 59 neared completion and that of Vol. 60 made considerable progress. There was progress also in the printing of the classified catalogue of books, etc. registered at the office of the Registrar of Books for the period 1921-25. Work relating to the preparation of similar catalogues for 1926-30 and 1931-35 was continued. Compilation of the Madras City Gazetteer was completed and printing of the Ramanathapuram District Gazetteer reached the final stage of printing. Apart from repairing some old records, 21 brittle Inam Fair Registers of the North Arcot Collectorate were mended with chiffon. Twenty-seven research scholars were granted permission to consult records in the custody of the State Archives.

West Bengal

West Bengal State Archives.—During July-September 1970, the State Archives of West Bengal received from the various Departments for custody 1,003 'A' and 'B' Proceedings, 20 File Registers, 5 Issue Registers and 7 Diary Registers. It also received 148 issues of the Calcutta Gazette. The work of preparing presslists of the Revenue Department records (1785 onwards) and index to the records of the Public Health Department (1917)

was continued. About 600 requisitions from research scholars and public agencies were complied with, and 46 search cases were undertaken in connection with supply of information, extracts, etc. to private individuals. 20 scholars availed themselves of the research facilities afforded by the State Archives. On the preservation side, 400 files and 80 proceedings volumes were fumigated, 2,110 sheets repaired and 45 volumes rebound.

INTERNATIONAL

International Council for Reprography

At a meeting held in Frankfurt am Main on 23-24 September 1969, the UNESCO's Permanent International Committee for Reprography was disbanded in favour of a new organisation, the International Council for Reprography. The objects of the Council are: to group internationally organisations and individuals interested in scientific and technical problems of reprography and its application in practice, including standardisation, terminology and copyright, and to co-ordinate their efforts; to convene or sponsor international congresses and other meetings for exchange of information on the science and technology and application of reprography; to co-operate with national and international organisations interested in reprography; to take such other measures as may be conducive to the promotion of the study and application of reprographic techniques. It has been decided to hold the Third International Congress for Reprography in London in March 1971.

UNESCO's Mobile Microfilm Units

In accordance with a resolution adopted by the General Conference of UNESCO at its eighth session held at Montevideo in 1954, UNESCO has been sending its Mobile Microfilm Units from country to country for the purpose of microfilming the valuable archival material in danger of destruction, and training technicians in the handling of microfilm. The documents for reproduction are selected from archives, libraries, museums and research institutions. UNESCO proposes to discontinue the work of the Mobile Microfilm Units at the end of 1970. Beginning in 1971, it will assist Member States in their efforts to preserve their historical archives and to strengthen the regional deposits of material microfilmed with UNESCO's aid by arranging grants for the purchase of microfilm equipment, and by organizing, in different regions, short-term training programmes for technicians in restoration and reprography.

Anglo-American Conference of Historians

The Forty-third Anglo-American Conference of Historians was held at the University of London on 9-10 July 1970. There were two general

and ten sectional meetings. The total enrolment was 510, of whom 154 were from the U.S.A. or from Canada and other Commonwealth countries. Prof. D. Hay of Edinburgh presided over the opening meeting when Prof. E. H. J. Gombrich, Director of the Warburg Institute, spoke on 'Raphael's Stanza della Segnatura', and the closing meeting which was presided over by Prof. A. G. Dickens, Director of the Institute of Historical Research, University of London, was addressed by Prof. H. C. Darby of Cambridge on 'Geography and History'. Renaissance history was a special theme at the Conference and papers bearing on it were read by Prof. N. Rubinstein (London), Prof. M. B. Becker (Rochester), Prof. R. Brentano (Berkeley, California), Dr. M. E. Mallett (Warwick), Prof. M. P. Gilmore (Harvard), Dr. W. G. Urry (Oxford), Prof. R. C. Latham (Cambridge), Prof. W. M. Simon (Keele), Prof. J. B. Conacher (Toronto), and a few other scholars. The exhibition of historical works published in the United Kingdom during the previous twelve months, organised in the Institute of Historical Research, was visited by many members. It was decided to hold the next Conference on 8-9 July 1971.

Microfilming of League of Nations Material

The Research Publications Inc., 254 College Street, New Haven, Connecticut 06510, U.S.A. has undertaken a project for making the League of Nations documents and publications available on 35 mm. microfilm. The object is 'to produce a complete collection of League material, both published and unpublished, so far as remaining restrictions permit,' with the support and co-operation of the United Nations which has agreed to make available for the project its own League of Nations collection.

UNITED KINGDOM

British Records Association

The British Records Association has planned a series of pamphlets under the title 'Archives and the User' with the object of providing information in regard to the availability and use of archives. Of course, sources are being diligently explored and records repositories increasingly visited by researchers who do not find published lists and descriptions lacking; but they need something more: an explanation and discussion of the documents in terms of their value as sources of information for scholars, whatever their field of study. The projected series aims at providing this. The Association has recently brought out the first pamphlet entitled *The Records of the Established Church in England* by Dorothy Owen, and it hopes to add to the series an average of one pamphlet a year. Subjects for further pamphlets will include: title deeds as historical sources, municipal records, sources for the history of houses, charity records, manorial records, maps, Oxford college records, modern estate records, etc.

'History of Parliament' Project

Further two volumes of the *History of Parliament*, dealing with the House of Commons during the period 1715-54, have come out very recently. Edited, with an introductory survey, by Romney Sedgwick, they follow the same general plan as the volumes for 1754-90 by Sir Lewis Namier and John Brooke. Other volumes in the series under preparation are those being edited by J. S. Roskell (1386-1422), S. T. Bindoff (1509-58), Sir John Neale (1558-1603), B. D. Henning (1660-90) and R. G. Thorne (1790-1820).

Publication of Documents on the Transfer of Power in India

The project of publishing India Office and Viceregal papers in a series called 'Documents on the Transfer of Power in India' had been announced by the then British Prime Minister in the House of Commons in June 1967, and he had stated that a team of independent historians would be given unrestricted access to the records and freedom to select and edit documents for publication. The work on the project commenced after some time with Prof. Nicholas Mansergh as Editor-in-Chief of the series. The first volume of the series, entitled 'The Cripps Mission' and covering the period January-April 1942, was published in July 1970. It includes official and unofficial correspondence between the Secretary of State and the Viceroy, Sir Stafford Cripps's own records of his talks with Indian political leaders, and the papers submitted to the India Committee of the Cabinet and to the War Cabinet. Volumes II and III, which are expected to be brought out in 1971, will deal with the Quit India Movement in the summer of 1942 and Gandhiji's fast in February 1943, respectively. Volumes IV-XI will carry the series up to the actual transfer of power on 15th August 1947.

UNITED STATES OF AMERICA

National Archives and Records Service

The accessions of the National Archives include, among some other records, the records of the National Commission on the Causes and Prevention of Violence (1968-69); correspondence and other records relating to early postage stamps (1847-1901); some private papers of E. A. Hitchcock (1835-1901); records of the Labour Secretary, W. W. Wirtz (1862-65); treaties and other international agreements (1967-68); and declassified records of Allied Operational and Occupation Headquarters, World War II, including 1,400 photographic negatives and prints.

Among the records recently microfilmed by the National Archives mention may be made of those of the Department of State concerning political relations between Guatemala and other States (27 rolls covering 1910-29),

60

THE INDIAN ARCHIVES

and between Peru and other States (52 rolls); and letters of the Secretary of the Treasury relating to Subtreasury System. (7 rolls covering 1840-78).

The National Archives has recently published the *Records of German Field Commands: Corps (Part VI)*.

Library of Congress

The Manuscripts Division of the Library of Congress has recently acquired four letters relating to Presidents Monroe and Madison; 50 letters written by A. S. Wotherspoon to Lousia Kuhn relating to the former's military career during the war with Mexico; papers of B. E. Schmit concerning his career (1896-1969); papers of E. I. Lewis covering the years from 1921 to 1943; and some more papers of Wernher von Braun relating to the proposed Mars Project.

Acquisitions of the Manuscripts Division in the field of cultural history include papers of the well-known novelist and short story writer, Bernard Malamud; papers of the theatrical and writing couple, Garson Kanin and Ruth Gordon; and records of the MacDowell Colony (1896-1968), the productive haven for musicians, artists and writers.

The Division has completed the processing of the Heineman Foundation records. These are now available for research. They span the period 1913-67 and consist of general office files, records of award programmes, biographical material on American Negro artists and African artists, and records concerning African art centres.

Presidential Libraries

Harry S. Truman Library.—Recent accessions of the Library include notes on interviews with United States and European Government officials conducted by Harry B. Price in connection with the preparation of his book "The Marshal Plan and Its Meaning". Also accessioned were copies of speeches and statements of the President from the records of the Truman Committee (1941-44) available in the National Archives. Besides this, oral history interviews with Samuel I. Rosenman, Special Counsel to Presidents Roosevelt and Truman, were completed and accessioned.

Dwight D. Eisenhower Library.—Important recent additions to the collections in the Library include the papers (1952-55) of Oveta Culp Hobby of Houston, Texas; and the papers (1912-68) of Edward A. Bacon.

John F. Kennedy Library.—The Library has recently received the papers (1920-69) and part of the personal library of J. P. Warburg, author and industrialist; and papers (1958-64) of Burke Marshall, corporation executive and lawyer. Also accessioned were some additional papers of A. M. Schlesinger, Jr.

Lyndon B. Johnson Library.—Harry J. Middleton has succeeded Chester A. Newland, on 1st July 1970, as Director of the library. He was a special assistant to President Johnson and has been working on the President's papers since the latter left office.

Office of the Federal Register

The Office has recently brought out the 1970 edition of the *Guide to Records Retention Requirements* with the object of keeping the general public informed about the records to be retained for possible Government Audit. This 89-page guide is fully indexed, with over 2,200 items listing the various categories of persons, companies, and products affected by Federal record retention requirements. It contains about 1,000 digests describing the type of records to be kept, who must keep them, and for how long. Each digest carries a reference to the full text of the basic law or regulation providing for such retention.

CANADA

Public Archives of Canada

The Public Archives in Ottawa has received as a gift the private papers of two recent Prime Ministers of Canada, Louis St. Laurent and Lester B. Pearson. Also it has held on deposit the papers of John G. Diefenbaker. In addition, it has made arrangements with the Canadian Pacific Railway Co. for microfilming the letter-books of the presidents of the Company. Among the private papers recently acquired by it are those of Gen. A. G. L. McNaughton, wartime commander of the Canadian Army and Minister of National Defence; Brooke Claxton, Cabinet Minister, 1944-54; and H. M. Tory, founder of several Canadian universities and first president of the National Research Council. Other private records include those of the National Liberal Federation of Canada and the Canadian Political Science Association. Among the public records transferred to the Public Archives mention may be made of the Sessional Papers, 1916-58, and the Registrar General's Office Records, 1760-1955.

The Public Archives is making plans for the completion of the Regional Records Centres Programme by establishing centres in Vancouver, Winnipeg, and Halifax within five years.

MALAYSIA

National Archives of Malaysia

During 1969, a total of 4,603 linear feet of non-current records were transferred to the National Archives of Malaysia; 13,695 documents were repaired; the microfilm holding grew to 120,100 ft. reels; and the number of researchers rose to 1,490, consulting over 8,000 documents. On the library side a total of 1,683 books and periodicals were registered on legal deposit. Consequent on the decision of the Kedah State Government to transfer its records to the National Archives, the latter made necessary preparations for their shifting to Petaling Jaya. The chief publications issued by the Department during the year were the *National Archives Accessions List*, 1957—67 and the *Catalogue of Microfilms*, 1969. Due to protracted negotiations for acquiring the site of the proposed National Archives building, construction could not commence during 1969 in spite of funds having been provided for the purpose in the Five-Year Development Plan.

Vistas of Modern Indian History by K. Sajun Lal (Osmania University, Hyderabad; pp. V+220; price Rs. 10.00).

SAJUN LAL of the Osmania University has made a name for himself for his rich collection of old Indian newspapers which are now available at the Osmania University Library. Most of the newspapers in Sajun Lal's collection are in Urdu and belong to the 19th century. During the years he used his energies and resources for building up this unique collection, he contributed a number of papers on the newspapers collected by him and articles on diverse subjects based on the valuable information culled from those newspapers. The present volume which bears the title of 'Vistas of Modern Indian History' is a collection of selected papers by Sajun Lal published in various journals and periodicals from time to time.

The author has arranged these papers in the publication in three sections: (1) Social and Cultural Life of Delhi, (2) The Freedom Movement, and (3) Miscellany. The last of these sections includes eleven articles on newspapers published from different places in the country, and this section constitutes perhaps the most valuable part of the publication. Sajun Lal has provided in these articles historical data on the origin of these Urdu newspapers and also given information about their significant contents. They all throw light on contemporary events and offer valuable source material on literary, social and political history.

The most interesting part of the book consists of the three papers in Part I. The first of these is on Professor Ram Chander who was a student of Delhi College and served there with distinction as Lecturer for many years. The paper reflects the various activities in which Ram Chander was engaged. He established himself as a competent mathematician, and the results of his work were published in the *Maxima and Minima*. He wanted to popularise science and started an Urdu newspaper from Delhi in 1845 called *Fawa'id-un-Nazirin* which he himself edited. This newspaper continued to be published until 1855 and through its columns Ram Chander made a very significant contribution to scientific and historical knowledge. Sajun Lal in his article on Ram Chander provides full information about the history of this venture and even mentions the names of some of the prominent subscribers. The article on the *Delhi Urdu Akhbar* which was in all probability the first Urdu newspaper published from Delhi, is also a valuable contribution on the early history of Urdu journalism. Those interested in local history will too find it of absorbing interest. The extracts reproduced from this newspaper for 1851-52 provide good deal of information about Bahadur Shah and the royal family. Sajun Lal's contribution on Delhi Society also has a great value for local historians as well as for those interested in the study of Urdu literature. The Delhi Society,

founded in 1864, was active as a literary society for many years and contributed considerably to the development of Urdu language. It also interested itself in matters pertaining to translation of books in the vernaculars and the establishment of a University.

The articles included by Sajun Lal in Part II do not, by and large, pertain to the freedom movement in Delhi; it is not clear why the author has chosen to give that title. They, of course, contain useful information on many subjects, particularly on the development of public opinion in the 19th century.

This collection constitutes a valuable contribution to the study of modern Indian history, and it provides a clear idea about the potentialities of newspaper material as source for historical research. The printing and production of the book, however, are rather unsatisfactory.

V. C. JOSHI

Anti-British Plots and Movements Before 1857 by Dr. K. K. Datta (Meenakshi Prakashan, Meerut, 1970; pp. 152; price Rs. 16.00).

IT is commonly known that the British conquest of India was a slow unevenly developed process beset with a succession of crises. The major ones of these crises have been adequately discussed by historians; but a number of smaller disturbances still remain largely unexamined. In the work under review Dr. Datta ventures to study a few of these.

The book has two broad thematic divisions. The first 34 pages narrate the disturbances led by some local chiefs of Bihar between 1780 and 1856 and the plot engineered by Wazir Ali of Oudh (1799). The remaining pages of the book are devoted to the sporadic outbursts in the tribal areas of Chotanagpur and Santal Paraganas during 1821-57. The chapters on Santal insurrections of 1855-57 are, however, taken with certain changes from an earlier publication of the author.

The first one of the uprisings discussed by Dr. Datta came in the wake of the revolt of Raja Chait Singh. The zemindars of Gaya and Saran Districts rose in support of the Raja and, among other things, cut off postal communication between Calcutta and Benares. This revolt, Dr. Datta holds, was significant as it added to the unenviable plight of the Company already despaired by wars in the South. In 1782, Rani Sarbeswari of Sultanabad

joined the rebels. While the revolt met its logical end in defeat, another area of Bihar, the tract of Jungle Terai, began to show hostile reactions to the new administrative settlements until a flash point was reached in 1803. Dr. Datta also refers to the plots against the Company during the decade preceding the outbreak of the Revolt of 1857.

The insurrections of the Santals and other tribes are harrowing tales of indiscriminate destruction and carnage. These are veritable outbursts of savage fury unparalleled by anything that occurred before the 'Mutiny'. Dr. Datta points out that a wild world, shattered by the British contact and its concomitant evils—money-lenders and land-grabbers—came out with the inevitable response of battle-axe and poisoned arrow. He traces day-to-day developments of the Santal Insurrection with lucidity and care. He takes enormous pains for ensuring factual accuracy in his narrative. He also gives an account of the administrative reorganisation of the territory ravaged by the rebellion.

The publication is based almost exclusively on the records of the East India Company. Unaided, as it is, by adequate supplementary material, Dr. Datta's narrative tends to be one-sided. This is, however, unavoidable, since the movements that have been described have left no records to plead their side of the case.

The book contains mere narration of facts and makes no attempt at analysing or interpreting these facts, or critically examining the evidence recorded in state papers in regard to them. The state papers have, of course, been taken into consideration but without questioning their veracity. Despite these minor lapses the publication is a useful contribution to modern Indian history, as it notices some of the hitherto unexplored fields of study.

P. K. GHOSH

HINDI EQUIVALENTS OF ARCHIVAL TERMS AND EXPRESSIONS—*Concluded*

Machine	मशीन/कल/यन्त्र
Magnification	आवर्धन
Magnifier	आवर्धक
Maida paste	लेई
Manila folder	मनिला फोल्डर/मनिला पत्रावरण
Maintenance of records	अभिलेख (रिकार्ड) अनुरक्षण (संधारण)
Management of records	अभिलेख (रिकार्ड) प्रबन्ध
Manual	(1) नियमपुस्तक (2) हस्तपुस्तिका
Manual repair	दस्ती मरम्मत
Manuscript	पाण्डुलिपि
Map-archives	मानचित्र-पुरालेख
Margin	1. हाशिया (पृष्ठ का) (2) हाशिये में लिखना
Master file	मुख्य संचिका/मुख्य फाइल/मुख्य मिसिल
Master positive film	मुख्य पाज़िटिव फ़िल्म
Memoranda rolls	ज्ञापन पत्र
Mend	मरम्मत करना
Mender	मरम्मत करने वाला
Mending process	सुधार प्रक्रिया
Microfilm copy	माइक्रोफ़िल्म प्रति/सूक्ष्मफ़िल्म प्रति
Microfilming	माइक्रोफ़िल्मीकरण/सूक्ष्मचित्रण/अणुचित्रण
Microfilm reader	माइक्रोफ़िल्म वाचक/सूक्ष्मफ़िल्म वाचक
Microphotographist	माइक्रोफ़ोटो बनाने वाला/सूक्ष्मफ़ोटोकार
Microphotography	सूक्ष्मफ़ोटोग्राफी
Microstat (Camera)	माइक्रोस्टैट (कैमरा)
Mildew spores	फफूंद—बीजाणु
Minor repair	छोटी मोटी मरम्मत
Minute of consultation	परामर्श—कार्यवृत्त
Moisture	आर्द्रता/नमी
Mould	सांचा/संचक
Mounting	मानचित्र को कपड़े आदि पर चिपकाना

HINDI EQUIVALENTS OF ARCHIVAL TERMS

Movie camera	चलचित्र कैमरा
Multilingual record	बहुभाषी अभिलेख
Muniment room	पुष्टिपत्र-कक्ष
Mutilation (of records)	विखंडन
Naphthalene ball	नेपथेलीन की गोली
National Archives	राष्ट्रीय पुरालेखागार
National Committee of Archivists	पुरालेखपालों की राष्ट्रीय समिति (कमेटी)
National Register of Private archives	निजी पुरालेखों का राष्ट्रीय रजिस्टर (पंजी)
Natural ageing	प्रकृत जीर्णन
Natural order of records	अभिलेखों (रिकार्डों) का स्वाभाविक क्रम
Natural series	स्वाभाविक माला
Negative	नेगेटिव
Nipping press	1. कर्तन संपीडक 2. शिकंजा
Non-archival accretion	अपुरालेखीय उपचय
Non-archival records	अपुरालेखीय अभिलेख (रिकार्ड)
Non-confidential records	अगोपनीय अभिलेख (रिकार्ड)
Non-current records	अप्रचलित अभिलेख (रिकार्ड)
Notarial	नोटरी-सम्बन्धी
Office of the origin	उद्भव कार्यालय (दफ्तर)
Official archives	सरकारी पुरालेखागार
Official record repositories	सरकारी अभिलेख (रिकार्ड) भंडार
Open period	(अवधि) अप्रतिबन्धित काल
Open record	अप्रतिबन्धित अभिलेख (रिकार्ड)
Open shelves	खुले ताक
Oriental records division	प्राच्य अभिलेख (रिकार्ड) प्रभाग
Original consultations (E.I.C.)	मूल परामर्शपत्र/ओरिजिनल कन्सल्टेशन्स
Originating agency	उद्भावक अभिकरण/उद्भावक एजेंसी
Pagination	पृष्ठांकन
Paleography	1-पुरालिपि 2-पुरालिपि-विद्या
Palm leaf manuscript	तालपत्र-पाण्डुलिपि
Pamphlet	चौपन्ना (गुजराती)/पैम्फ्लेट/पुस्तिका
Paper, Photographic	फोटो कागज

THE INDIAN ARCHIVES

Paper, waxed	मोमी कागज
Paper jacket	कागजी आवरण
Paper pulp	लुगदी
Papyrus	पेपीरस (प्राचीन मिश्र का पौधा जिससे कागज बनता था)
Para-dichloro-benzene	पैराडाइक्लोरो बेन्जीन
Parent series	मूल माला
Periodical appraisal	सावधिक मूल्यांकन
Perforation	छिद्रण
Permanent retention	स्थायी धारण
Photo-duplication of record	अभिलेख (रिकार्ड) का फोटो-अनुलिपि-करण
Photostating (of records)	फोटोस्टेट बनाना
Pigeonhole shelves	खानेदार ताक
Pigment	वर्णक
Plywood board	प्लाईवुड का तख्ता
Policy records	नीति सम्बन्धी अभिलेख (रिकार्ड)
Polyvinyl acetate	पोलीविनायल एसिटेट
Portable vacuum cleaner	सुवाह्य निर्वात शोधित्र
Positive film	पॉजिटिव फिल्म
Potato starch	आलू का मंड/स्टार्च
Preservation and rehabilitation of records	अभिलेखों (रिकार्डों) का परिरक्षण तथा पुनःस्थापन
Preservation of archives	पुरालेख-परिरक्षण
Principle of arrangement	विन्यास सिद्धान्त
Private papers	निजी कागज
Projector	प्रक्षेपित्र
Public access to records	अभिलेखों (रिकार्डों) तक जनता की पहुंच
Publication programme	प्रकाशन कार्यक्रम
Public records office	सरकारी अभिलेख (रिकार्ड) कार्यालय
Pungent	तीखा
Pyrethrum	कीट-चूर्ण/पाइरेथ्रम
Reception and deposit of records	अभिलेख (रिकार्ड) की प्राप्ति तथा निक्षेपी-करण

HINDI EQUIVALENTS OF ARCHIVAL TERMS

Record administration	अभिलेख (रिकार्ड) प्रशासन
Record collection	अभिलेख (रिकार्ड) संग्रह
Record-creating agencies	अभिलेख (रिकार्ड) उद्भावक अभिकरण/एजेन्सी
Record-disposal procedures and rules	अभिलेख (रिकार्ड)---निपटान (निवर्तन) कार्यविधियां तथा नियम
Record group	अभिलेख (रिकार्ड) समूह
Record holdings	अभिलेख (रिकार्ड) धारित सामग्री
Record management operations	अभिलेख (रिकार्ड) प्रबन्ध संक्रिया
Record management programme	अभिलेख (रिकार्ड) प्रबन्ध कार्यक्रम
Record office	अभिलेख कार्यालय/नीलपिट (प्राचीन शब्द) पोथीखाना
Record preservation	अभिलेख (रिकार्ड) परिरक्षण
Record repositories	अभिलेख (रिकार्ड) भंडार
Record retirement programme	अभिलेख (रिकार्ड) निवृत्ति कार्यक्रम
Record room	अभिलेख (रिकार्ड) कक्ष
Recordak	रिकार्डक
Records Commission	रिकार्ड कमीशन/अभिलेख आयोग
Records in currency	प्रचलित अभिलेख (रिकार्ड)
Records in semi-currency	अर्ध-प्रचलित अभिलेख (रिकार्ड)
Records of creating agency or its successor agency	सृजक एजेन्सी या उसकी उत्तराधिकारी एजेन्सी के अभिलेख (रिकार्ड)
Records officer	अभिलेखपाल/रिकार्ड अफसर
Records of national importance	राष्ट्रीय महत्त्व के अभिलेख (रिकार्ड)
Records of open period	खुली अवधि वाले अभिलेख (रिकार्ड)
Records of permanent value	स्थायी महत्त्व के अभिलेख (रिकार्ड)
Records series	अभिलेख माला/रिकार्ड माला
Records in private custody	निजी (गैर सरकारी) अभिरक्षा में रिकार्ड
Records ripe for retirement	निवृत्ति के लिए तैयार अभिलेख (रिकार्ड)
Records service	अभिलेख सेवा
Records storage	अभिलेख (रिकार्ड) संचयन
Records survey committee	अभिलेख (रिकार्ड) सर्वेक्षण समिति
Reference aids	संदर्भ सहायक
Reference media	संदर्भ माध्यम
Reference service	संदर्भ सेवा

Regional Records Survey Commsttee	प्रार्थक अभिलेख (रिकार्ड) सर्वेक्षण-समिति
Relative humidity	आपेक्षिक आर्द्रता
Repair and mounting of maps	मानचित्रों का मरम्मत तथा मढ़ाई (आरोहण)
Repair materials (for records)	जीर्णोद्धार सामग्री
Reproduction of full texts of records	अभिलेखों (रिकार्डों) के पूर्णपाठ का पुनः प्रस्तुतीकरण
Research rules	अनुसंधान नियम
Research scholar	अनुसंधान छात्र
Research workers	अनुसंधान कार्यकर्ता
Respect des fonds	फण्ड्स विन्यास
Retention of records	अभिलेखों (रिकार्डों) का धारण
Retention period	धारण अवधि
Retention schedule	धारण अनुसूची (सारणी पत्र)
Retirement of records	अभिलेखों (रिकार्डों) का निवृत्त होना
Salvaging of records	अभिलेखों (रिकार्डों) का निस्तारण
Second review of files for retention	धारण के लिए संचिकाओं का द्वितीय पुनरीक्षण
Selection of documents and records for preservation	दस्तावेजों तथा रिकार्डों का परिरक्षण के लिए प्रवरण
Semi-active (records)	अर्ध-सक्रिय
Semi-current records	अर्ध-चालू अभिलेख (रिकार्ड)
Semi-public records	अर्ध सरकारी अभिलेख (रिकार्ड)
Shelf space	ताक स्थान
Sizing	ताक पर रखने की व्यवस्था
Shelving equipment	सज्जीकरण/लिपन
Smearing of ink	ताक उपकरण
	स्याही पोतना
	विलायक
Solubility of dextrine	डेक्स्ट्रीन की विलेयता
Source material	स्रोत-सामग्री
Spectroscope	स्पेक्ट्रमदर्शी/स्पेक्ट्रोस्कोप
Spectrum	स्पेक्ट्रम
S tarch paste	माड की लेई

Storage conditions	कोठार-दशा (परिस्थितियाँ)
Storage equipment	गोदाम उपस्कर
Storage space	संग्रह जगह (स्थान)
Straw-board	पट्टा / गत्ता / दफती
Stray files	बिखरी संचिकाएं
Stray historical documents	बिखरे भटके ऐतिहासिक दस्तावेज
Stylus	शूक / लोह शूक
Subject cataloguing	विषयानुसार सूचीपत्रण
Subject classification	विषय-वर्गीकरण
Successor agency	उत्तरवर्ती एजेंसी / उत्तराधिकारी एजेंसी
Summary inventory	संक्षिप्त वस्तु सूची
Super-imposed document	अधिरोपित दस्तावेज
Supply of requisitions for records	अभिलेखों (रिकार्डों) की मांग की पूर्ति
Survey of records	अभिलेख (रिकार्ड) सर्वेक्षण
Synthetic adhesive	संश्लिष्ट आसंजक
Systematic inventory	व्यवस्थित आलेखसूची / व्यवस्थित (वस्तु सूची)
Tear (of records)	चीर / फटा
Temperature, optimum	अनुकूलतम ताप
Tensile strength	तनन-सामर्थ्य
Tensile strength tester	तनन-सामर्थ्य पारखी
Termites	दीमक
Textual editing	पाठ-सम्पादन
Thymol fumigation	थाइमाल धूमन
Tissue paper	ऊतक कागज
Trained archivists	प्रशिक्षित पुरालेख अधिकारी
Trainee	प्रशिक्षणार्थी
Training in archives-keeping	पुरालेख-रक्षण-प्रशिक्षण
Transcript	प्रतिलेख
Transcription	प्रतिलेखन
Transfer of records	रिकार्ड-स्थानान्तरण
Transliteration	लिप्यन्तरण
Undeciphered	अनुद्घातित

Ultraviolet filter	परा बैंगनी फिल्टर
Ultraviolet lamp	परा-बैंगनी दीप (लैम्प)
Ultraviolet rays	परा बैंगनी किरण
Vacuum fumigatorium	निर्वात धूमन कक्ष
Water-proof	जलसह
Weeding	छंटाई
Weeding rules for records	'प्रभिलेख (रिकार्ड)' छंटनी नियम
White ants	शीमक
Wrinkling of paper	कागज में सिलवट पड़ना
Yellowness of prints	प्रिण्टों का पीलापन
Zonal repositories	क्षेत्रीय भंडार

CONTRIBUTORS TO THIS ISSUE

ARORA, K. L.—M.A. (Persian and History), Punjab University; joined the National Archives of India as Assistant Archivist in 1959; has been Archivist since 1960.

GHOSH, P. K.—M. A. (History), Calcutta University; Assistant Archivist in the National Archives of India since 1956; has contributed several research papers to learned journals.

GUPTA, JATI RAM.—M. A. (History), Punjab University; Archivist, National Archives of India.

GUPTA, R. C.—B. Sc. (Hons.) and M.Sc. in Physics; holds Diploma in Archives Preservation and Administration from the School of Social Sciences and Public Affairs, American University, Washington, D.C.; at present Deputy Director of Archives, National Archives of India; has written a number of research papers.

JOSHI, V. C.—M. A. (Hons.) in History; joined National Archives of India in 1948; became Assistant Director of Archives in 1963; presently Head, Archives Division, Nehru Memorial Museum and Library; has edited *Writings and Speeches of Lala Lajpat Rai*.

MOHD. ABDUL WAHEED KHAN.—F.R.A.S. (London); joined Archaeological Department, Andhra Pradesh as Special Deputy Director in 1960; Director of Archaeology and Museums since 1962; has written several monographs.

PASCOE, J. D.—Has been a law clerk, official photographer, illustrations editor and writer; Chief Archivist, National Archives of New Zealand since 1963; editor of *Oxford New Zealand Encyclopaedia* and a few other works.

RANBIR KISHORE.—M. Sc. (Chemistry); Scientific Officer, National Archives of India; author of a number of research papers on problems relating to the preservation of archival materials.

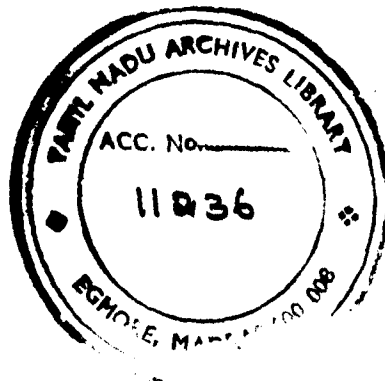
SARMA, P. C.—M. A. (History), Calcutta University; holder of Diploma in Archives-Keeping from the National Archives of India; Keeper of Records, Government of Assam since 1953; author of articles based on records in the Assam Secretariat Record Office, Shillong.

SRIVASTAVA, J. B.—M.A. (History), Diploma in Library Science from the Banaras Hindu University and in Archives-Keeping from the National Archives of India; at present Librarian, National Archives of India.

VENKATASUBBIAH, H.—Economic Correspondent of *The Hindu* (Madras) at New Delhi, 1956-69; now London Correspondent of that paper; author of *The Structural Basis of Indian Economy*, *Indian Economy Since Independence*, and *The Anatomy of Indian Planning*.

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