The Society of American Archivists

on recommendation of its
committee on awards

presents

Award of Merit

to

Georgia Archive

October 2, 1975

Ann Morgan Campbell, Executive Director
ARCHIVE NOTES

GEORGIA ARCHIVE received high praise from the Society of American Archivists on October 2, when, during the SAA's Presidential Banquet, the journal was presented an "Award of Merit." Under the rules for judging the merit of printed contributions to archival theory and practice, GEORGIA ARCHIVE was not eligible for consideration. But the judges considered our publication "excellent" and created a citation for it.


The matter does not stop here. The January, 1976, issue of the Newsletter of the Georgia Department of Archives and History reports the creation of an internal security committee and the inauguration of new procedures to implement tightened security. A guard in the central reading room and staff ID tags are two of the measures being taken. Public Records Section head, Harmon Smith, summed up the situation neatly when he declared: "It's easy to fall into laxness about security. These measures will place inconveniences on staff and visitors alike, but we simply have to do it. The public will have to face the fact that they will be restricted because of the actions of a few."
Pointing out that "the problem" must be approached in the broad perspective, as well as in each repository, the SAA has obtained a grant of nearly $100,000 to launch a four-pronged attack. The young and ambitious Archival Security Program is described by its administrator, Timothy Walch, in the following three paragraphs.

"The news that archival theft has become a major dilemma for the profession will surprise few readers of this journal. Most of us have heard those hair-raising stories about teams of criminals carting off hundreds of priceless documents from institutions all over the country. Worse yet are the tales about scholars and staff members stealing from their own libraries and manuscript repositories. The problem becomes more critical each year, and the bicentennial celebrations of 1976 will certainly encourage thieves to expand their activities.

"For many years the archival profession acted on the premise that if the theft problem was ignored it would disappear. In the past few years, however, archivists have become more and more willing to discuss theft and replevin at professional meetings. The session on archival security at the SGA workshop last November is good evidence of this trend. More importantly, the suggestions made at earlier conferences and at the SAA council meetings have been translated into a security program funded by the National Endowment for the Humanities. In brief, the plan of action contains four facets: a registry of stolen or missing materials, a newsletter to report theft, replevin, criminal proceedings, and security news, a technical consultant service to help individual institutions develop security programs and procedures, and a Security Manual to meet the needs of archives and libraries, especially those institutions with limited resources. The work, now in its third quarter, will be spread over a three-year period from June, 1975, through May, 1978.

"Each of the four facets will be an effective deterrent against archival theft. The SAA also realizes that this project cannot be the first line of defense. Clearly the protection of valuable and irreplaceable archival materials is the responsibility of everyone working in an archives or manuscript repository. All archivists will have to ask themselves tough questions about their security procedures. What type of identification should be required of
patrons? What kind of information should be included on call slips? What should patrons be allowed to bring into the reading room? Should valuable items be stamped and/or separated from archival collections? The answers to these and other security questions are not easily found. Yet, as the present Archivist of the United States noted nearly ten years ago, "through our collective efforts we can make real progress toward convincing the document thief that he has made a tragic error in his choice of a career."

For more information on the SAA program, contact: Timothy Walch, Associate Director, SAA Archival Security Program, University of Illinois, Chicago Circle, Library, Box 8198, Chicago, Illinois 60680, (312) 996-3370.

"But what can I do?" is the ultimate question of the individual archivist. There are three things you can do.

First, look at the security of your own operation. Can you see researchers as they work with your holdings? Do they have the opportunity to hide documents among their notes and leave? Are your use records kept in sufficient detail that if something turned up missing you could trace the history of its use?

Second, join with the SGA in working for a law in Georgia that would give curators of libraries and archives greater security in their actions protecting the material under their care. After reading the lead articles in this issue, send your ideas on provisions such a law should, or should not, contain to the SGA, Box 261, Georgia State University, Atlanta 30303. The Society hopes to have a bill ready for introduction into the General Assembly next January.

Third, keep abreast of developments. Join the SAA in order to receive, among other benefits, the "Archival Security Newsletter." Attend the program on "Archival Security and the Law" to be offered during the SAA annual meeting in Washington September 28-October 1.

On January 27, UPI carried the announcement by Secretary of State Ben Fortson that 183 Confederate Army discharge papers have been stolen from the state archives.
The theft came to light on Christmas Eve when Fortson re­
ceived a letter from a man in Iowa concerning one of the discharges. Fortson's office and the Georgia Bureau of Investigation are investigating.

Following extensive review of security procedures, the staff of the state archives compiled a checklist of inexpensive protective measures that can be readily instituted without costly hardware.

RESTRICT ENTRY
Limit staff, patron, and tradesmen access to the building or archives area to a few, well-supervised doors, preferably to a single door.

IDENTIFICATION
Have all persons, staff as well as patrons and tradesmen, show positive identification (with photograph) before being admitted to the facility.

STAFF I.D.
Staff members should wear conspicuous badges identifying them as staff.

REGISTRATION
Require all patrons and visitors to register their name, address, nature of business, and time of entry at the be­
ginning of each visit. Check identity information against the identification document they present at the time of admission. When they leave the facility, have visitors and patrons record their time of departure in the same register.

VISITOR’S BADGE
Issue to visitors who will be frequenting non-public areas of the facility visitors' badges which are to be worn con­spicuously. These badges need not be elaborate. A numbered, colored card in a simple badge holder will suffice. As it is issued, record the badge number in the Patron/Visitor Registration Book and instruct the visitor to turn in the badge upon departure. Visitors going into or through re­stricted areas must be accompanied by a staff member.

NO COATS, CASES, ETC.
Do not permit researchers to take coats, heavy wraps, brief­cases, purses, bags, or enclosed containers of any description
into research areas. Have a check room or key lockers for these materials.

CALL SLIPS
ONE FOLDER RULE
ITEM CHECK
Have call slips for all original records. Have patrons use only one folder of loose records at a time. Check the contents of the folder before and after each use. Researchers should be instructed to keep all documents in the order in which they were received from the attendant.

IDENTIFICATION MARKS ON DOCUMENT
Identify each book or document with a distinctive, permanent mark in a location not easily removed but not obscuring the text. This may be done as records are checked out.

SUPERVISED USE
Allow use of original records and rare books only in well-supervised areas. The attendant supervising researchers in this area should have no other duties.

RESHELVING/REFILING
Researchers should not be allowed to reshelve or refile books or records. Specific staff members should have this responsibility to reduce the danger of mishandling.

CIRCULATION/LOAN
Original records should under no circumstances be circulated or loaned.

COPYING
It is recommended that electrostatic and photostatic copying be done by staff members, or at least supervised by them, in order to insure careful handling of the records and reduce the risk of accidental damage.

INSPECTION
Patrons' research materials should be inspected as they leave the research areas. Have a conspicuous sign stating that researchers must permit such an inspection and that they may be subject to personal search.

WRITTEN RULES
Have a concise, but complete, set of written rules and regulations presented to each patron and visitor. Provide
a place for them to read these and have them sign an aware­ness statement that they have read the rules and agree to abide by them.

EMERGENCY PROCEDURES
Develop clear, legally sound procedures for handling erratic, ill, or suspicious persons and be sure that staff personnel are trained to follow them.

LIMIT STAFF ACCESS TO RECORDS STORAGE AREA
Limit the staff involved in the pulling and refiling of original documents to a very few, trusted, conscientious persons. Only these persons should have access to the records storage area. Unauthorized personnel, including staff, in the storage area should be stopped, questioned, and escorted from the area. Use "in" and "out" cards to reduce the danger of misfiling.

Inventory of Missing Items
Georgia Department of Archives and History

The following five pages contain a list of the items known to be missing from the Georgia Department of Archives and History. All these documents enumerated were a part of the official state government records of the Civil War period. It is possible that other items are missing, but the fact has not yet been discovered. Documents that have been recovered are omitted from this list.
Part I. Discharge Papers. These items were the first to be discovered as missing. They are papers relating to discharges from the Georgia Army, the Georgia State Troops and the Georgia State Line and were a part of the records of the Georgia Adjutant General's office. Most are certificates of disability for discharge, each 1 sheet and about 7 3/4 x 9 3/4 inches. Other documents are vouchers and receipts for payments to discharged soldiers, each 1 sheet but the size varies. A few items are certificates of discharge, each 1 sheet, but the size varies. Missing are discharge papers for the following persons:


Part II. Enlistment Oaths. These oaths of enlistment into the Georgia Army were a part of the records of the Georgia Adjutant General's office. Each document is one sheet but the sheet size varies. Enlistment oaths are missing for the following persons:

James W. West, James H. Whitaker, George W. Whitney, Charles M. Williams, Stephen Williams, John W. Willis, Moses H. Wright, George W. Youngblood.

Part III. Militia Enrollment Lists. On Dec. 14, 1863, the Georgia General Assembly passed an Act to enroll into the Georgia Militia all white males aged 16 to 60 who were not then in military service. These Militia Enrollment Lists were a part of the records of the Georgia Adjutant General's office. Most lists are on sheets 15 3/4 x 13 7/8 inches. Lists for the following Georgia Militia Districts (GMD) are missing:

320th GMD of Baldwin County (sheet 2 of 3 sheets); 546th GMD of Bibb County (oversize sheet); 143rd and 163rd GMD of Greene County; 550th (Sugar Hill) GMD of Gwinnett County; 302nd and 304th GMD of Jones County (2 copies); 359th and 459th GMD of Jones County (2 copies); 807th GMD of Marion County; 567th, 547th and 461st GMD of Newton County; 390th and 310th GMD of Putnam County; 374th, 307th, 390th, 310th, 312th, 313th, 369th and 314th GMD of Putnam County; 123rd GMD of Richmond County; 124th GMD of Richmond County.

Part IV. Miscellaneous Papers. The following items are missing:

Contract between Paul J. Semmes, agent for the State of Georgia, and Joseph R. Anderson & Co., proprietors, Tredegar Iron Works, Richmond, Va., dated Dec. 27, 1860. 3 pp., each about 8x10 inches.

Contract between Paul J. Semmes, agent for the State of Georgia, and Charles Knap, proprietor, Ft. Pitt Foundry, Pittsburgh, Pa., dated Dec. 11, 1860. 3 pp., each about 8 1/4 x 13 inches.

Requisition for ordnance and attached receipt, showing that Henry Cleveland received specified articles from T. M. Bradford, State Military Storekeeper at Milledgeville, Ga., in November, 1861. 1 p., about 8x12 1/4 inches.


Letter, Richard M. Cuyler, Savannah, Ga., to L. F. Choice, Milledgeville, Ga., dated Sept. 27, 1861. 1 p., about 8x10 inches.


Letter, Levi S. Hart, Military Storekeeper, Savannah, Ga., Arsenal, to Capt. Berry, Georgia Army Ordnance Bureau, dated Mar. 18, 1861. 1 p., about 6 1/2 x 6 1/2 inches.

List of "Arms in Arsenal ready for immediate use," dated State Arsenal, Milledgeville, Ga., Sept. 30, 1861. 1 p., about 6 1/2 x 8 inches.


Receipt signed by Levi S. Hart, Military Storekeeper, State Arsenal at Savannah, Ga., listing items received from Capt. Hollifield, commanding Georgia Artillery, dated Apr. 30, 1862. 1 p., dimensions unknown.


Part V. Depredation Affidavits. After Sherman's March to the Sea many Georgians filed depredation affidavits with the State of Georgia listing property stolen or damaged by the U. S. Army. Depredation affidavits are missing for the following persons:

Giles H. Griswold, Mrs. Perina T. Griswold, Samuel Griswold, all of Jones County, Ga.

Part VI. Military Rosters. The following items are missing from a file containing miscellaneous rosters and muster rolls of military units. These items are usually 2 or more pages in length and the page size varies.

Henry County, Ga., roster of men subject to military service, compiled Mar. 4, 1862; Liberty County, Ga., roster dated Aug. 4, 1863; Talbot County, Ga., roster of men subject to military service, compiled Mar. 4, 1863.

Part VII. Other Papers. The following missing items cannot be identified more completely than appears below. This portion of the list is compiled by noting that file folders are now empty. In most cases the folders contained incoming correspondence but sometimes the folders contained a wide variety of other documents. The contents of some of these folders are listed in Part IV. Miscellaneous Papers but other documents may also have been in these folders. The list is by file folder label.

From Correspondence Received by the Georgia Chief of Ordnance: A. W. M. Archer, Henry Cleveland, Levi S. Hart, D. C. Hodkins & Sons, Lachlan H. McIntosh, Paul J. Semmes.
From Correspondence Received by the Georgia Quartermaster General: J. C. Ives.

From Correspondence Received by the Georgia Adjutant General Relating to the Georgia Navy: Edwin P. Starr, Lachlan H. McIntosh.


Part VIII. Tissue Letter Books. Some tissue letter books containing correspondence sent by the State of Georgia offices of the Chief of Ordnance, the Quartermaster General, the Commissary General, the Adjutant General and the Governor have missing pages. Whether these pages were missing since the Civil War or have recently disappeared is not known. In some cases indexes to the books indicate that the missing pages contained letters; in other cases the index implies that the missing pages were blank. Although no list of missing pages is included here, if any such pages are found it should be possible to determine whether or not they are the property of the Georgia Department of Archives and History.
The *MISSED Archivist*, Vol. I, No. 1 (November, 1975), is the most recent addition to the growing archival literature. It is "a journal devoted to the interests of all those anonymous toilers in the vineyards of history: the manuscript assistants, pages, clerk/archivists and book truck operators who always stay at home to keep the shop running while their bosses go off junketing to such exotic cities as Detroit, Chicago, and St. Paul." Whether the toilers are anonymous, the publication itself—lacking any return address—certainly is.

Front page news is the following notable item from Washington:

Senate File 2602, A Bill for an Act to Deny the Use of the United States Mails to Undated Material, appears headed for passage by the Senate. This law will truly prove a boon to future catalogers. To date the only opposition has come from manufacturers of universal calendars.

"The new social history is simply the new genealogy writ large, and it requires for its historical base a similar archival approach," Samuel P. Hays declares in the concluding segment of his article "History and Genealogy: Patterns of Change and Prospects for Cooperation," *Prologue*, 7 (Fall, 1975), 187-191. "No longer can the historical researcher justify a project on the grounds that it exploits a given body of records. This is inadequate simply because the dimensions of an historical problem are quite independent from the system which collected the historical information." Professor Hays adds that "The archival record is merely an artifact, a momentary product of a given act in time and space, and not a reflection of the context of life itself." Thus, he concludes, "All this requires a new archival perspective, one that shifts from the context of the administrative system within which the records were created to one of individuals as they move through life and come into contact with governmental processes."
There is no question that Professor Hays's article, of which these excerpts are a brief glimpse, ranks among the most provocative writing this year on archival enterprise.

The fact that the piece is concerned with genealogical research—a topic of slight attention heretofore in the literature—is indicative too, that this important field has begun to receive its due in recent archival publications. For one thing, the article is but one installment of Hays's three-part series in Prologue, the second segment of which already has been noted in GEORGIA ARCHIVE (Summer, 1975, p. 179). For another, Prologue, 7 (Winter, 1975), includes Richard S. Lackey, "Genealogical Research: An Assessment of Potential Value," 221-226, which points to instances in which data unearthed by genealogists proved highly valuable to historians and which calls for greater cooperation between the two groups. The American Archivist (October, 1975) contains three views of family history, an emerging facet of social history, which draws on non-traditional sources. Family history is proving to be a valid tool for the college and high school teacher struggling to relate the broader sweeps of history to individual students. Teaching historians Kirk Jeffrey and David H. Culbert report to archivists the scope of their inquiries and classroom use of family history material in their articles "Varieties of Family History" (pp. 521-532) and "Family History Projects: The Scholarly Value of the Informal Sample" (pp. 533-542). David E. Kyvig, Director of the American History Research Center, University of Akron, suggests implications of the new field on archival enterprise in "Family History: New Opportunities for Archivists" (pp. 509-520). Archivists should collect "family biographies"—most of which are prepared as class assignments—partly for what they can report about the family, and partly to obtain valuable traditional source material that comes to light in the writing of these pieces. But no archivist, Kyvig warns, should accumulate family biographies without considering first the concomitant problems of privacy, which easily could be violated in making these stories available, and of focusing the collection so that the variety of family biographies collected will be a useful sample rather than a miscellaneous assemblage.
"The risks of any apparent weakening in the pledge of confidentiality are too great to take," Vincent Barabba, director of the Bureau of the Census, told Congress in his opposition to H.R. 10686 of Representative Paul Simon (D-Illinois), which would formalize the opening of census returns after seventy-five years. "The real issue," Representative Gunn McKay (D-Utah) replied, "should not be strict confidentiality, but rather how to allow access without harming the enumerated." James E. O'Neill, Deputy Archivist of the United States, spoke to the value of historical analysis of the data, and concluded by remarking that to his knowledge the National Archives has never received a complaint alleging invasion of privacy through release of census data of this vintage.

** After nearly a year of frustrating delay, the Public Documents Commission, charged by Congress with studying the matter of control, disposition and preservation of records and documents of the President and other Federal officials, met on December 15. The Commission expects to establish a small staff, to commission several major studies by consultants, and thereafter to hold public hearings throughout the country.


"In the last analysis, our history is the source of our heroes and our villains, our heresies and our virtues. Properly and constructively to earn dividends from this moral capital, the nation depends upon the interpreters and transmitters of our history—our historical agencies. To do this,
after everything has been said about competence, energy, funding, planning, programming and constituencies, to do this in contemporary America requires also a commitment to history as a vibrant vehicle for good in the world and a faith that the world is worth surviving and doing good in."

Thus concluded the presidential address of Leslie H. Fishel, Jr., at the recent annual meeting of the American Association for State and Local History. The complete text of his talk--"The Role of the Historical Society in Contemporary America"--is included in the December, 1975, issue of History News and is worth every moment committed to reading it.

On New Year's Day itself the Atlanta Journal and Constitution brought news of the newest archival repository in the state--an archives and museum of education at Georgia College in Milledgeville. Dr. John H. Lounsbery, chairman of the education department, is heading the committee asking the Board of Regents of the University System to establish the repository to collect contracts, certificates, letters, reports, text books, samples of furniture and taped interviews.

The "Vanishing Georgia: Heritage Photography Project" of the state archives was featured in the Atlanta Journal and Constitution, Sunday Magazine, January 18, 1976. The project is designed to enhance the record of the life styles of Georgians by copying old photographs. It has received considerable volunteer support. In the first thrust of the program four archives staff members and four volunteers spent two days in the Morgan County courthouse photographing and recording information on old pictures brought in by county residents. It is hoped the project will duplicate this effort in every Georgia county.
** New in Atlanta is the Document Conservation Center established by Harold Moore, formerly with the Georgia Department of Archives and History, a man with eleven years of conservation work and four as a commercial bookbinder. Located in the Atlanta Historical Society's new building, the Center will employ all restoration and preservation methods currently available and will incorporate new techniques as they are developed. The shop will perform work for all manner of organizations—libraries, educational institutions, societies, museums, governmental units, churches—and individuals. For further information, contact Harold H. Moore, Document Conservation Center, 3099 Andrews Drive, Atlanta 30305, telephone (404) 261-1837.

** The National Endowment for the Humanities, Kodak, and Ehrenreich Photo-Optical are funding the newly-established Regional Center for the Conservation of Photographic Materials at George Eastman House, the International Museum of Photography, in Rochester, New York. This new center will work on preservation of the Museum's collections, evaluate new materials and techniques in preservation, disseminate information and advise on storage and care of materials, and do "limited" research toward the solution of problems in photo conservation.

** The Xerox Corporation has released a new archival bond paper. Available in four stock sizes, the paper is acid-free and excellent for xeroxing onto permanent paper items such as newspaper clippings which are odd-sized, heavily acid, and frequently in a crumpled and torn state.

** Oce-Industries, 6500 North Lincoln Avenue, Chicago, Illinois 60645, is marketing a copier that will reproduce newspaper-sized pages--17" x 24"--five a minute. No warmup time is required and copies are delivered dry.

** Discussions of "archival security" that focus only on problems present during operating hours cover but half the issue. Unauthorized persons in the stacks after hours are as unwelcome as malicious daytime visitors. A new, heat-sensing intrusion detector, recently placed on the market, is described in the American Archivist (October, 1975), 580.
The Drexel Library Quarterly, 11 (January, 1975), is a special issue titled Management of Archives and Manuscript Collections for Librarians. Articles focus on collecting, arrangement and description, aural and graphic archives, the law and the manuscripts curator, and preservation. Copies are available for $4 from the Graduate School of Library Science, Drexel University, Philadelphia, Pennsylvania 19104. A lengthy review of the issue appears in the American Archivist, (July, 1975), 378-381.

Nicholas C. Burckel, "Establishing a College Archives: Possibilities and Priorities," College and Research Libraries, 36 (September, 1975), 384-392, offers suggestions applicable well beyond the academic sphere.


The most recent release from the Society of American Archivists is a guide to the basics of Paperwork Management Programs, prepared by the SAA Records Management Committee, and available free. Write Executive Director, SAA, University of Illinois, Chicago Circle, Library, Box 8198, Chicago, Illinois 60680.

With a grant from the National Historical Publications and Records Commission, the SAA will produce five manuals on archival functions: surveys and inventories, appraisal and accessioning, arrangement and description, reference and access, and preservation. These are to be published in 1976, after which other titles will be added. SGA members A. Carroll Hart and David B. Gracy II are working with this project.

Procedures for Salvage of Water-Damaged Library Materials by Peter Waters, Restoration Officer, Library of Congress, is the most recent publication available free for the asking from the Office of Assistant Director of Preservation, Library of Congress, Washington, D.C. 20540. Others include "Selected References in the Literature of Conservation," "Environmental Protection of Books and Related Materials," and "Preserving Leather Bookbindings." Others are planned.
** The Corporation for Public Broadcasting and the National Endowment for the Arts have issued Ralph Sargent's *Preserving the Moving Image*, a report on the technology of film and television materials. Write American Film Institute, Kennedy Center for the Performing Arts, Washington, D.C. 20566. Price $3.95.


** The National Historical Publications and Records Commission issues a newsletter—*Annotation*—that describes the Commission's work and is free on request to the NHPRC, National Archives Building, Washington, D.C. 20408.

** The Committee for the Preservation of Architectural Records of the Architectural League of New York publishes a *Newsletter* describing efforts at preservation and description of architectural archives throughout the U.S. and Canada. Address the Committee at 41 East 65th Street, New York 10021.

** Candace S. Bogar, "Classification for an Architecture and Art Slide Collection," *Special Libraries*, 66 (December, 1975), 570-574, makes a valued contribution in defining problems and solutions for custodians of large slide collections.

** Association of American Publishers offers free a 5-page brochure titled *Copyright Permissions: A Guide for Noncommercial Use*. It gives a brief history of copyright, the current status of copyright revision legislation and interprets the concept of "fair use." Write the AAP, 1920 L Street, Suite 750, Washington, D.C. 20036.

** The annual bibliography of writings on archives, historical manuscripts and current records—this one for items issued in 1973—appears in *American Archivist*, (July, 1975), 339-374.
The Georgia Baptist Historical Society has published Obituaries from the Christian Index, an abstract of notices appearing 1822-1879. Copies are priced at $20 and are available from Reverend Waldo Harris, Box 775, Washington, GA 30673. Marriage records from the Christian Index, 1829-1855, may be ordered for $10 from Mary Overby, Curator, GBHS, Stetson Memorial Library, Mercer University, Macon 31207. Available for use in the Library are card files and bound indexes of abstracts of obituaries, 1880-1916, marriage records, 1855-1916, ordinations, 1829— , ministers, 1800-1900, and a picture file, 1900-present, all from the Christian Index. Another card file indexes memorials from Baptist Association minutes.

Frances Howell Beckemeyer, comp., Abstracts of Georgia Colonial Conveyance Book C-l, 1750-1761, ($10), and Brigid S. Townsend, comp., Indexes to Seven State Census Reports for Counties in Georgia, 1838-1845 [Laurens, Newton, and Tattnall counties for 1838, and Warren (33rd and 34th Battalions), Dooly, and Forsyth counties for 1845], ($5), are new from the Taylor Foundation, Box 38176, Atlanta 30334.

Sources of Georgia Biography: An Annotated Bibliography is the fine product of a graduate seminar in the Division of Librarianship at Emory University. Compiled by Mary E. Gibert, Roger Hux, Donna Mancini, Ann Patterson, Lois Seed, Sally Somers, and Joe Wible, the 44-page publication provides the first "unified source for students seeking collective biographies of Georgians," that is, of "persons who made a distinctive contribution to society while living in the state." Some 127 works, each listing a minimum of ten individuals, are included. Contact: Professor Julia Emmons, Division of Librarianship, Emory University, Atlanta 30322. Price $3.00.

The 10th annual Archives Institute of the Georgia Department of Archives and History and Emory University has been scheduled for July 26-August 20, 1976. The Institute offers general instruction in basic concepts and practices, as well as experience in research use and management of documentary materials. Write the Georgia Department of Archives and History, Atlanta 30334.

http://digitalcommons.kennesaw.edu/georgia_archive/vol4/iss1/10
** The 7th annual Workshops on College and University Archives—one workshop advanced, the other introductory—will be offered June 13-18, 1976. Address Ruth Helmuth, University Archivist, Case Western Reserve University, Cleveland, Ohio 44106.

** The SGA's 4th annual Workshop on Archives and Records has been scheduled for November 19-20, 1976.

** SGA TREASURER'S REPORT

Balance on hand, January 1, 1975 $ 565.48*

Income
- Dues $ 610.00
- Subscriptions 411.50
- Annual dinner 101.50
- Purchases (single issues of GEORGIA ARCHIVE) 43.55
  $1166.55

Expenses
- Postal charges $ 137.00
- Printing & copy charges 815.46
- Copyright fees 12.00
- Annual dinner 141.96
- Office supplies 18.82
- Misc. expenses 2.16
  $1127.40

Balance on hand, December 31, 1975 . . . . . . . $ 604.63

*Adjusted to reflect bank charges in 1974.
RECENT ACCESSIONS AND OPENINGS OF GEORGIA RESOURCES

GEORGIA REPOSITORIES

Athens

MANUSCRIPT COLLECTION
UNIVERSITY OF GEORGIA LIBRARIES

JOHN MACPHERSON BERRIEN Letters, 1825-1849: To Littleton W. Tazewell, Senator from Virginia, discussing congressional matters; 6 items.

FERGUSON BETHUNE Letter, March 5, 1782: Tory requesting pack horses; 1 item.

FREEMAN Collection, 1802-1920: Materials concerned with the Union City Realty & Trust Co. and Consolidated Trust Co.; 377 items.

NELL UPshaw GANNON Diaries, 1933-1973: Concerned with family matters and social affairs in Athens; 52 items.

GEORGIA CONGRESSMEN Collection, 1826-1936: Biographical information assembled by Charles Lanham for the Dictionary of the United States Congress; 57 items.

DUPREE HUMNICTTT Papers, 1900-1946: Bills, receipts, accounts of an Athens family; 850 items.

NEW ENGLAND-MISSISSIPPI LAND CO. Papers, 1785-1826: Material concerning the Yazoo land companies and Perez Morton; 30 items.

JAMES EDWARD OGLETHORPE Letter, Jan. 16, 1734: Concerned with the settling of the Salzbergers in Georgia; 1 item.

JAMES MONROE SMITH Papers, 1895-1917: Business and legal papers concerning lawsuits; 77 items.
WILLIAM HARDEN/NELL HARDEN Collection, 1826-1936: Harden family papers; includes letters written by Gov. George M. Troup; 970 items.

JAMES JACKSON Letters, Feb. 19-20, 1782: Reports a foray of British cavalry; 2 items.

Atlanta

ATLANTA HISTORICAL SOCIETY

ATLANTA, BIRMINGHAM, AND ATLANTIC RAILROAD Photographs, 19 June 1908: With accompanying descriptions of the company's first regular passenger train; 20 photos.

CHATTahoochee BRICK CO. Property Documents, 1820-1940: Plats, deeds, and indentures relating to the firm's property acquisitions in DeKalb, Fulton, and Cobb counties; 2 cu. ft.

MARGARET R. CRISson Collection, 1914-1918: Two scrapbooks of clippings and photos, several U.S. Army documents, artifacts, items relating to her WWI service as a nurse in the "Emory Unit," and a history of the Unit; 1 cu. ft.

FULTON COUNTY, TAX APPRAISER'S OFFICE, Real Property Appraisal Cards (Old Series, 1950s-1960s): Show land lot, district, square, unit, plat diagram, construction details, sanitary tax, etc.; 22 filing cabinets.

WILBUR G. KURTZ, SR., Taped Interviews: Describe his experiences as technical adviser to the movies Gone With the Wind and The Great Locomotive Chase and his relationship with Margaret Mitchell; 1 1/2 hrs.

KENNETH G. M athe SON Papers, 1906-1922: Former president of Georgia Institute of Technology; includes scrapbook of clippings about Georgia Tech, copies of speeches delivered while president, and several personal photos; 1 cu. ft.

RABUN GAP-NACOOCHEE GUILD Records, 1935-1974: Minutes and financial statements, 2 scrapbooks of clippings and photos of the school, and 11 manuscripts about its purposes and functions; 1 1/2 cu. ft.
DRS. S. F. and M. T. SALTER Papers, 1870-1923: Medical forms, pamphlets, formulae for prescriptions used in their mail-order medical practice, lectures delivered at the Georgia College of Eclectic Medicine, numerous copies of the *Eclectic Star* (newspaper), medical journals, correspondence, photos, and medical instruments; 2 cu. ft.

ALLEN C. SMITH Papers, 1937: Manuscripts, notes, and correspondence relating to Georgia politics, 1840-1850, including his dissertation on the Republican Party in Georgia; 1 1/2 cu. ft.

C. MILDRED THOMPSON Papers, 1915-1963: Personal papers of late Dean Emeritus of Vassar College; includes copies of her writings, correspondence with 3 U.S. presidents and various government officials, documents relating to Vassar College and its proposed move to New Haven, and correspondence and clippings from the Conference of Allied Ministers, 1944; 3 cu. ft.

SPECIAL COLLECTIONS DEPARTMENT
ROBERT W. WOODRUFF LIBRARY, EMORY UNIVERSITY

WILLIAM B. HARTSFIELD Papers: Mayor of Atlanta, 1937-1961; 8 cartons (in process; not yet open to researchers).


SUSAN MYRICK Papers, 1939-1972: Correspondence, scrapbooks, and memorabilia relating to her career in journalism (with Macon *Telegraph*) and her work as a technical adviser for the movie *Gone With the Wind*; 2 MS boxes.

ELIZA K. PASCHALL Papers, Addition, 1944: Typed journal kept while with the American Red Cross in England during WWII; ca. 75 pages.

GLENN W. RAINEY Papers, additions, ca. 1929-1950: Mainly personal correspondence, scattered items on labor movement and New Deal programs in the South; 1 carton.


BUSINESS AND PROFESSIONAL WOMEN'S CLUB, Atlanta Chapter Records, 1920-1974: Minutes, yearbooks, correspondence, scrapbooks, publications; 20 cu. ft.

LAY HAMPTON EVERHART (1870-1945) Papers, 1792-1930: Officer, U. S. Navy; family correspondence from throughout the world, includes his impressions of the Battle of Manila Bay and genealogical data on Everhart family; 288 items.

BRIG. GEN. WILLIAM MONTGOMERY GARDNER Memoirs, 1842-1865: Typed transcript, describes service in the U.S. Army during the Mexican War and in the Confederate Army in the Civil War; 100 pp. (In the James Gardner Collection.)

GEORGIA APPALACHIAN TRAIL CLUB Records, 1930-1974: Correspondence, minutes, publications, photographs, drawings; 10 cu. ft. (To be microfilmed.)

GREENE COUNTY, GA., BOARD OF EDUCATION Minutes, 1884-1900: Board minutes and minutes of teachers' annual and monthly institutes; 2 vols. (To be microfilmed.)

DR. GEORGE HORINE Office Account Books, 1896-1903: Eye, ear, nose, and throat specialist, Americus, Ga.; 2 vols. (To be microfilmed.)

SAMUEL PORTER JONES (1847-1906) Papers, 1880-1905: Evangelist, Methodist Episcopal Church, North Georgia Conference; consists of family, personal, and business correspondence, sermons, legal and business papers, photographs, newsclippings; 2 cu. ft.
HENRY D. MCDANIEL (1836-1926) Papers, 1873-1926: Correspondence, letter books, records from his law practice, and material relating to the University of Georgia of which he was a trustee; 5 cu. ft.

PARKER FAMILY Papers, 1836-1865: Family correspondence; Jackson, Clarke, and Murray counties, Ga.; 65 items.

Public Records Section


DEPT. OF COMMUNITY DEVELOPMENT: Public Relations Unit, State advertising files (FY 1970, FY 1973; 2 cu. ft.); Director's subject files (1973; 1 cu. ft.); Bureau of Community Affairs, Area planning and development 701 supervision files (FY 1974; 13 cu. ft.); Local assistance co-ordination office block grant files (FY 1974; 1 cu. ft.); Local assistance co-ordination office project files (FY 1972-FY 1974; 1 cu. ft.); Latin American and Canadian Affairs Unit, Director's subject file (1974 and prior years; 2 cu. ft.); International Division, Foreign countries projects files-U.S. projects files (FY 1973 and prior years; 4 cu. ft.).

COURT OF APPEALS: Case files, case nos. 47000-48283 (January, 1972-April, 1973; 124 cu. ft.)

CRIME COMMISSION: Director's subject files (1970-1975; 6 cu. ft.)


EXECUTIVE DEPT.: Legal Div., Division subject files (1971-1975; 36 cu. ft.); Office of Planning and Budget, State and local government co-ordination study files (various dates; 9 cu. ft.); Intergovernmental co-ordination subject files (1971-1974; 11 cu. ft.); Appalachian Regional Commission project files (various dates; 10 cu. ft.)

DEPT. OF LAW: Attorney General, Opinions correspondence file (1967; 5 cu. ft.)


METROPOLITAN ATLANTA RAPID TRANSIT AUTHORITY: General manager's subject file (FY 1974; 6 cu. ft.); Finance and Administration Div., Assistant general manager's subject file (1974; 1 cu. ft.); Intergovernmental Relations Div., General manager's subject file (1973-1974; 2 cu. ft.); Construction Management Div., Director's subject file (1974; 4 cu. ft.); Program Control Div., Director's subject file (1974; 3 cu. ft.); Transit System Development Div., Assistant general manager's subject file (1972-1974; 8 cu. ft.); Atlanta Transit System, Operations report file (various dates; 24 cu. ft.); Rate increase application and supporting document file (various dates; 14 cu. ft.); Tangible property inventory file (10 vols.); Intangible property inventory file (20 vols.)


SECRETARY OF STATE: Commissions Div., Returns of regular, special and local referendum elections (1974; 13 cu.

SUPREME COURT: Case files, case nos. 9147-13899 (1876-1885; 91 cu. ft.); Proceeding books (1854-1859; 13 vols.); Record books of proceedings and opinions (1846-1855; 15 vols.); Minute books (1846-1967; 34 vols.); Opinion books (1855-1890; 57 vols.)

DEPT. OF TRANSPORTATION: Support Services Office, Director's subject files (1974; 2 cu. ft.); Road Design Office, Highway project plans files (various projects; 3 cu. ft.)

UNIVERSITY SYSTEM OF GEORGIA: Board of Regents, Minutes, Board of Regents (1971-1972; 1 cu. ft.); Admissions and Testing Office, Freshman normative data file (1958-1959; 1 cu. ft.)

SOUTHERN LABOR ARCHIVES
GEORGIA STATE UNIVERSITY


AMERICAN FEDERATION OF STATE, COUNTY, AND MUNICIPAL EMPLOYEES, LOCAL 3 (Fulton County) Records, 1951-1974: Correspondence, minutes, financial records, legal documents, and printed material relating to pensions, organizing in DeKalb County, and legislative interests; 2,800 leaves.
PLUMBERS AND STEAMFITTERS, LOCAL 72 (Atlanta) Records, 1939-1972: Correspondence, financial records, and printed material concerning jurisdictional matters and financial affairs; 564 leaves.


UNITED BROTHERHOOD OF CARPENTERS, LOCAL 144 (Macon) Records, 1887-1970: Correspondence, minutes, financial records, reports, and printed material relating to apprentice programs, contract negotiations, wage predeterminations, and local union finances; 10,990 leaves.

UNITED TEXTILE WORKERS OF AMERICA Records, 1930 (1941-1956)1975: Correspondence, minutes, financial records, and printed material illuminating a wide range of activities including organizing in New England and the South, the movement of New England textile firms to the South, community opposition to unionization, joint union-industry-government efforts to strengthen the textile industry, and competition with the Textile Workers Union of America; 104,000 leaves.

UNITED TEXTILE WORKERS OF AMERICA, SOUTHERN REGION, AREA B, Records, 1972-1973: Primarily correspondence between Area Director Roy Whitmire and the UTW International officers; major topic is the Southern Conference in Atlanta, May, 1973; 540 leaves.

Carrollton

ARCHIVES
WEST GEORGIA COLLEGE

JAMES EMORY BOYD (1906– ) Speeches, 1961-1965: President, West Georgia College, 1961-1971, member, University System Board of Regents; Speech notes; 10 in.
St. Simons Island

**COASTAL GEORGIA HISTORICAL SOCIETY**

PHINEAS MILLER Letter, 29 Nov. 1788: To Charles Rutledge; entitled "Memorandum for a Description of Cumberland Island," contains a physical description of the island; 4 pages.

**NOTE:** Appointments to use material must be made through the Museum of Coastal History, P.O. Box 1151, St. Simons Island 31522; phone (912)638-4666.

**OUT-OF-STATE REPOSITORIES**

North Carolina

**MANUSCRIPTS DEPARTMENT**
**WILLIAM R. PERKINS LIBRARY, DUKE UNIVERSITY DURHAM**

SAMUEL WRAGG FERGUSON Memoirs, 1902: Includes description of his participation in the Atlanta Campaign.

JOHN MCINTOSH KELL Papers, 1785-1921: Kell and Munroe family correspondence from Macon and elsewhere; 4,285 items and 8 vols.

ANNA B. MCLAURIN Papers, 1841-1878: Includes letters from William A. Fuller, conductor of the train from which "The General" was stolen; 48 items.

LUCY RANDOLPH MASON Papers, 1917-1954: Labor organizer for the CIO in the Southeast; 6,528 items and 4 vols.

GEORGE F. METZ Papers, 1860-1891: Diary of a Union Army ambulance driver in Georgia, 1864-1865.

JAMES NOURSE Diary, 1862-1878: Relates experiences of Union soldier during the Atlanta Campaign and Wilson's Raid.

GEORGE F. PALMES Papers: Includes daybook, 1869-1871, of Palmes & Lyon, wholesale grocers and commission merchants at Savannah.
Physician's Ledger, 1831-1838: Author not identified, Lawrenceville (Gwinnett County).

THOMAS ROSIS Papers, 1851-1858: Cuban revolutionary in Savannah; 30 items.

SCARBOROUGH FAMILY Papers, 1760-1939: Correspondence of this Montgomery County, N.C., family includes 27 letters, 1836-1856, from relatives or friends who were farmers in Carroll, Fulton, Harris, Monroe, and Troup counties in Georgia; 1,414 items and 23 vols.

JOHN EDGAR DAWSON SHIPP Diary, 1876: Describes his student days at Gordon Institute, Barnesville.

ALVA CARMICHAEL SMITH Papers, 1840-1969: Coal wholesaler and retailer in Columbus; 4,223 items and 2 vols.

ALEXANDER SPRUNT & SON, INC., Papers, 1779-1960: Records, 1875-1953, of major Wilmington, N.C., cotton exporting firm that drew business chiefly from Georgia and the Carolinas; 5,860 items and 235 vols.

RUTH ELIZABETH (NEWTON) UNDERWOOD Papers, 1926-1942: Material on Southern Conference on Women and Children in Industry; 27 items and 4 vols.