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CONTENTS

THE MEDIA OF RECORD: ARCHIVES
IN THE WAKE OF McLUHAN
Hugh A. Taylor ........................................ 1

DOCUMENTING A VANISHING GEORGIA
THROUGH PHOTOGRAPHS
Carroll Hart ............................................. 11

SLAVE FAMILY RECORDS:
AN ABUNDANCE OF MATERIAL
Carole Merritt .......................................... 16

A NOTE ON THE PITFALLS OF BLACK GENEALOGY:
THE ORIGINS OF BLACK SURNAMES
Kenneth H. Thomas, Jr. .............................. 22

PROGRAM PLANNING AND SERVICE POLICIES
FOR A UNIVERSITY ARCHIVES
Nicholas C. Burckel .................................. 31

BOOK REVIEWS ......................................... 36

ARCHIVE NOTES ......................................... 43

RECENT PUBLICATIONS ................................ 49

ACCESSIONS ............................................. 52
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THE MEDIA OF RECORD ARCHIVES IN THE WAKE OF McLuhan

Hugh A. Taylor

"Societies have always been shaped more by the nature of the media by which men communicate than by the content of the communication.... It is impossible to understand social and cultural changes without a knowledge of the workings of media." Marshall McLuhan, The Medium is the Message.

Until comparatively recent times archives as institutions have been regarded essentially as repositories for the public records of government, and for manuscripts from the private sector. The very terms used by archivists have their origins in the administration of handwritten, textual documents on papyrus, parchment, and paper. If typescripts are added to manuscripts, then the overwhelming preoccupation of our profession has been with these "media of record." The writing of history and indeed our whole view of the past has until recent years largely depended on such sources made available in the original, in copies made by hand, and in published versions. For centuries the written, textual record was regarded as the only respectable source for scholars with surviving architectural remains, paintings and other artifacts serving more as illustration than evidence. Myth, being largely misunderstood, was dismissed as totally unreliable evidence and a product of barbarism. Omar Khayyain's moving finger wrote, and some of our most powerful images have resolved around holy writ, the tablets of stone, and the book of life. In short, civilization became dependent upon and equated with literacy.

Modes of communication in literate terms have made a profound and continuous impact on civilization, but archivists have given little consideration to this subject, central though it is to the study of administrative history. We have taken our records very much for granted while we have respected and sought to preserve their physical nature, we have regarded them simply as the neutral "carriers" of messages or pieces of information, despite the fact that the nature of each medium does shape administrative systems. The interplay between the medium and the receiver creates a communications environment over and above the content of the message and thereby becomes a message itself. Information and the medium of record must together be confronted by the reader, at which point they both become a communication and pass from a static to a dynamic state.

Hugh Taylor, who is presently Provincial Archivist of Nova Scotia, and Vice-President of the Society of American Archivists, emigrated with his family from Britain to Canada in 1965 and has been successively Provincial Archivist of Alberta and New Brunswick, and Director of the Archives Branch, Public Archives of Canada. This article is based on a paper presented at the 1976 annual conference of the Society of American Archivists.

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The foundation for this study of the relationship between the media and the message was laid by two Canadians: Harold Adams Innis, an economic historian who may be almost unknown to American readers, and Marshall McLuhan who is very well known indeed. Studies by Innis on the fur trade, the cod fisheries, and the Canadian Pacific Railway had impressed on him the extent to which the movement and processing of staples altered the lives of those involved. The staple itself became a medium of communication as it passed from hand to hand, much as with money to which it is closely related. Equally important was Innis' stylistic rejection of narrative from a fixed point of view in favour of the generation of insights through interface, as in dialogue. This approach can be a stumbling block for readers accustomed to a logical and orderly presentation by an author. Innis for this reason has sometimes been condemned as unreadable, and yet this surely is the reaction of only one part of the brain! We are rapidly learning that insight may be gained by other than rational literate means: by interface and symbolism, for instance, and by the deployment of space, intervals and silence. All of these elements of thought are much easier to depict in fine art, conversation, and literature than in the writing of history which traditionally and classically has received a linear, narrative, cause-and-effect treatment. We know that this view of past activity and process is an illusion. Perhaps that is why it took a Tolstoy to penetrate and record the confusion of a complex military engagement.

Marshall McLuhan, who greatly admired Innis, places great stress on insights arising out of the interplay of suggestive fragments of information at different levels, in contrast to the approach from a "point of view" where the 'detached "gaze" of the narrator magisterially, but perhaps superficially, describes the scene. For McLuhan, "an insight is a contact with the life of forms. Students of computer programming have had to learn how to approach all knowledge structurally. In order to transfer any kind of knowledge to tapes it is necessary to understand the form of that knowledge. This has led to the discovery of the basic difference between classified knowledge and pattern recognition. It is a helpful distinction to keep in mind when reading Innis since he is above all a recognizer of patterns."1

This capacity to develop insights is part of the archivist's skill in the appraisal or selection and the arrangement of disordered material. We understand well this "contact with the life of forms," which distinguishes us from librarians who of necessity must classify, if only so that we can browse through the bookshelves! Classification as an instrument of retrieval has fallen on hard times among archivists and others.

Innis believed that the source of social change was to be found in technological innovation, which extended man's physical capacity, particularly in communications technology, which could be considered as an extension of the mind of the sender. He examined the characteristics of the various media, including the media of record as they affected the Ancient World and the Middle Ages. He then extended his study to the newspaper.
then extended his study to the newspaper. He also developed a theory of limitation in time and space. Stone, clay, wax, and even parchment, while durable, were cumbersome and "time binding." They made for static hierarchical institutions and traditions within a culture built upon oral traditions in which custom grows out of consensus, and mutually acceptable roles identify status. Paper and papyrus, on the other hand, were light, yet sufficiently durable to be "space binding" and moved rapidly. Information and detailed commands could be conveyed accurately over great distances to the delight of generals, bureaucrats, and expansionists of all kinds whose records now fill the archives of today. Innis supported his findings with a wealth of references. As McLuhan put it, "each sentence is a compressed monograph. He includes a small library on each page, and often incorporates a small library of references on the same page in addition."^2

It is not surprising that another Canadian, Marshall McLuhan, should take up the study of media where Innis left off. Canada perhaps more than any other country owes its life to staples such as fur, fish, timber, and grains, and to communication systems such as railways, the telegraph, the telephone, radio, television, and now the world's most powerful communications satellite. On the prairies, where McLuhan grew up, all the communications of media of his generation came together in vital confrontation and interplay. Where Innis perceived the different media of record as affecting social organization, McLuhan sees them changing sensory perception and thought through a type of technological determinism even more complete than that of Innis. Like the sailor in Poe's A Descent Into the Maelstrom, one can recognize what is happening and survive through study of the vortex, the process, and not simply the contents. The *Gutenberg Galaxy* was written by McLuhan "as a footnote to the observations of Innis on the subject of the Psychic and social consequences first of writing and then of printing."^3 It was also a note of warning about taking media for granted. We as archivists should heed this warning and try to understand the characteristics of the media in our custody which are expressed in "messages" beyond their literary content, and pass on this awareness to the user.

Before examining McLuhan's insights into the various media of record and communication which concern us as archivists, it may be useful to look first at his observations on media in general. McLuhan's major interest is in how the media affect the person and this bias gives rise to one of his most important concepts. Each medium causes a different relationship between the human senses, a different "ratio." Much of this theory presented in the *Gutenberg Galaxy* and rephrased in later works. It may be summarized at the risk of gross oversimplification as follows: Communication is not just a matter of logistics, but requires the involvement of the senses to receive the message. Short of ESP, which is not discounted, the earliest form of communication was oral/aural and involved all the senses in the full interplay of interpersonal relations. Oral man was also tribal man, who lived mythically and in depth with his neighbours. Myth was the holistic perception of a complex evolution that ordinarily extended over time. In tribal society, the
the individual was a role player rather than a specialist in the fragmented, industrial sense. Words had a power and a resonance in themselves which they were to lose with the onrush of literacy.

Among McLuhan's most important ideas concerning communication was the concept that: "All media are active metaphors in their power to translate experience into new forms. The spoken word was the first technology by which man was able to let go of his environment in order to grasp it in a new way." However, the phonetic alphabet traps words, without the benefit of expression, within a visual code of symbols unrelated to the object being described or communicated. The one to one relationship is broken, and the alphabet becomes a technological tool, an extension of the sense of sight, and a closed system, unlike the senses themselves which are "endlessly translated into that experience that we call consciousness."

In this way, the media of record and communication, as extensions of the senses, create totally new human environments which are not passive wrappings, but active processes at war with previous environments. There is a constant interplay between media resulting in a fierce hybrid energy, for instance telegraph and newspaper, photograph and movie film, film and sound. The alphabet made Gutenberg possible, but the technology of uniformity and repeatability exemplified by moveable type was not new; it had been present in writing but was now intensified in print and standardized typefaces. Moveable type, the first industrial assembly line, led to expansion, nationalism, specialization, detachment, exploitation. It created the "public" and the passive consumer, and brought about a fragmentation of life which separated content from media through a massive dehumanization of society.

McLuhan further posited that the content of one medium is another medium, for example, thought in speech, speech in writing, and writing in printing. He expressed the importance of this concept when he wrote "the 'message' of any medium or technology is the change of scale or pace or pattern that it introduces into human affairs." This principle is particularly evident in the development of automation and its affect on information management.

Media can be divided metaphorically into those which are "hot," those of high definition such as the printed page, film, and radio, as opposed to "cool" media of low definition, such as T.V., comics, and automation. "Hot" media excite; "cool" media involve and invite participation through completion of the images. Electric technology, especially T.V. and automation, represent extensions of our nervous system. Instantaneous information has caused an "implosion" more violent than the Gutenberg "explosion." We now must live mythically and in depth in the "global village" of our new tribalism. The attribute "tribal" is used throughout in a strictly metaphorical and not in a pejorative sense. It is a shorthand description of those group-oriented characteristics of preliterate society which contrast with the intense individualism of typographic man.
If McLuhan’s theories are brought to bear on early record keeping in North America, the following conclusions would seem to emerge. For McLuhan, the United States, in contrast to Western Europe, had no medieval particularisms to abolish in its transition to an industrialized society, and was in fact the first nation to be established on a homogeneous foundation of literacy and print culture. The Cartesian environment went unrecognized because there had been no other, in contrast to England, where ancient and medieval traditions and institutions prevented print culture from taking complete hold. The fact that there was no tradition of a permanent public agency keeping written records, is explained partly by the poor record keeping in America observed by the DeTocqueville. Ernst Posner’s suggestion in response to DeTocqueville that “Archives thrive best in regimented society; poor record keeping seems to be the price of liberty”7 conveys much truth with gentle irony. Europe’s oral, traditional culture may have been more significant, however, in determining the nature of their archival systems. In Europe, records were, in effect, “file copies” of the complex operations of common law, custom, and land tenure. In contrast, within the print culture of the United States, a record not worth printing was generally not worth keeping.

In this setting, it was the professional historian, that exemplary product and promoter of print culture, who sought to rescue manuscripts and create archives as centers for historical research. Contrastingly, in Canada, which inherited English and European orientations, it was the Public Archives that fostered the study of Canadian history and helped found the Canadian Historical Association. Canada, as a much less, homogeneous culture, has perhaps experienced a more organic archival growth than the United States.8 Canadian archivists are not so closely linked to the historians. It may be significant that in the Public Archives of Canada, the name “Historical Branch” has been changed to “Archives Branch” as being more encompassing. Likewise, the Association of Canadian Archivists has parted on friendly terms from the Canadian Historical Association. As archivists, our future lies elsewhere.

If McLuhan’s insights into administrative history have value for us, he may also help us define our role as archivists in post-industrial, automated society. We may have to assume the shaman’s role as keepers of the tribal memory in our global village. Using the McLuhan metaphor, we have already shown distinctly tribal tendencies despite our typographic and consequently linear acculturation. We are constantly involved with the mosaic of surviving records within our collections, and the mosaic of information spanning them. We constantly seek not an artificially imposed classification by subject, but authentic pattern recognition of media in their archival order. There are gaps in all these mosaic patterns, and the urge towards closure in which we fill and complete the relationships is immensely sense involving. This absorption is over and above our tactile involvement with a wide variety of media of record and our audio-tactile relationship with donors and researchers. We are
not operationally specialized, and our work is not functionally fragmented. In short, we enjoy a healthy mix of experiences which embraces all our senses. Even when we become managers in a large archives, we resist fracture and specialization and encourage total involvement through matrix systems, task forces and intermedia committees to further enrich the archivists still physically involved with the records themselves.

We publish relatively little and often feel guilty about this, but it is not in our nature to trap our science in print too often lest it fossilize there. We are constantly creative, pragmatic, and we instruct those under training through oral exchange and the use of classic texts in the medieval tradition. The archivist’s training is an apprenticeship, and we are none the worse for that. We try not to confuse intellectual content with pedantry. McLuhan expressed the concept by saying that:

Professionalism merges the individual into patterns of total environment. Amateurism seeks the development of the total awareness of the ground rules of society. The amateur can afford to lose. The professional tends to classify and to specialize, to accept uncritically the groundrules of the environment. The groundrules provided by the mass response of his colleagues serve as a persuasive environment...

The “expert” is the person who stays put. In this sense we should all cherish our amateurism.

If we are to realize our role in the newly integrated tribal society of the electric age, we will have to re-examine the assumptions of the historical method which have dominated our public service for a century. The emergence of “scientific” history and the pursuit of the definitive objective account, in contrast to myth, literature, and folklore, created the professional historian. He in turn evolved the modern archivist from those who kept records for purely legal purposes. We have diligently sought out material, but we have for too long concentrated our efforts at the center of our industrial world to serve the interests of historians of centrist political history. There are signs of rapid change here as we respond to other calls, but the “archival edge” should be faced more boldly as we move into a society without center or margin, one of regions, communities, neighbourhoods, families and environments served by local repositories and networks and fostering local studies. The archivist, because he or she is more tribal than the historian, often acquires and saves material prophetically and uses prophetic vision in scheduling and appraisal, but how often? If we are to live mythically, the past becomes both yesterday and as one with the present. The archivist once more becomes keeper of the permanently valuable in the broadest sense with little separation between today, yesterday, and something we have learned to call “history.” This is particularly true of the record in machine-readable archives.

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Probably the most vivid analogy to implosion and mythically is achieved by projects arising out of the "new" history. These studies collect massive data to be received and correlated by the computer, researched through a "field" approach, and made available through a number of outputs almost instantaneously. Their correlation and interface can only be achieved in measurable time by the computer as an extension of our central nervous systems and provide a kind of group memory and recall. This is particularly true of studies involving family history, case files, census, and tax returns. The process is again almost tribal in nature and much closer to oral tradition. It provides a marked contrast to the selective, detached point of view to the qualitative approach, or even to the individualists' orientation of genealogy concerned with specific ancestry in time and space.

The "new" history is largely dependent, again, on groups and teams and interdisciplinary involvement. Archival documents as aggregates of data are transferred to the new medium of magnetic tape where they retain a total validity in contrast to the old approach where each document is "mined" for information in support of a specific line of enquiry by an individual. Hitherto neglected series, especially in the field of municipal records, may yield unexpected insights. Unfortunately many archivists do not have the space to store bulky series of this kind while they await their possible automation.

Further evidence of this metaphorical tribalism and increased immediate awareness may be found in the program of the thirty-ninth conference of the Society of American Archivists in Philadelphia in 1975 which included the Society's first archival film festival. Sessions were also held on patterns in urban archives, which required a "field" approach closely related to McLuhan's "pattern recognition;" the right of privacy, an increasing problem in any retribalised society, since privacy is closely related to literate individualism and on archives, community, and the media as they related to outreach programs. Other presentations discussed the preservation, use, and interpretation of photographs, and the linking of institutions through archival networks, particularly in Ohio and Wisconsin. Of course, this was not the first exposure these subjects had ever received, but their inclusion, as a group, in a single conference indicated an acceleration of important new trends. Add to this, the intense activity of regional associations and "activist archivists" groups, and there emerges something approaching McLuhan's in-depth relationships resonance among archivists today.

Media study may also help us with information control as we move from fragmented classification systems to exploring the concept of integrated pattern recognition. The development of PRECIS (Preserved Context Indexing System) by the British Library, with its emphasis on free language descriptors and context dependency, is in sharp contrast to the older classified indexes and is only possible on a large scale through automation. It is
now being tested for use with archival materials. McLuhan has surely said something important about the nature of the retrieval process when he contrasts Sherlock Holmes, to whom every detail is important and instantaneously related, with the official, bureaucratic, segmented approach of the Scotland Yard stereotype. Fiction perhaps, but we have here a parable about perception. We cannot go on indexing archival materials as if they were finite, self-contained blocks of information. We may have to direct the researcher to patterns rather than specifics, and one day, perhaps, this is all he will require. Meanwhile, we are faced with the deluge notes McLuhan that: "The twentieth century, the age of electric information, instant retrieval and total involvement, is a new tribal time. If Gutenberg technology retrieved the ancient world and dumped it in the lap of the Renaissance, electric technology has retrieved the primal, archaic worlds past and present, private and corporate and dumped them on the Western doorstep for processing." 12

It is therefore instructive and reassuring to see how pre-Gutenberg man coped with the media of record, to see ourselves reacting in a similar way, and to consider the media of the post-Gutenberg age, since all come within our responsibility. We greatly value printed books, but as custodians we relate more closely to scribal society. We recognize our sense of involvement, both public and private, in archival affairs, and we are learning to react immediately. Failure to cope results in what McLuhan calls "rim spin" as technology speeds up process, to the point of dislocation. Automation is producing more information than can be effectively managed by conventional programs as any one in machine-readable archives knows. Traditional retrieval systems are breaking down.

As archivists we have always been less concerned with "shedding light on" the surface of our record from a fixed point of view than historians in the past have sought to do. We try to illumine the whole corpus of our collections and allow the light of relatedness to penetrate through our intricate archival reconstructions as through the interlace of an illuminated manuscript or a stained glass window. We have also re-entered an era of "light through" in a physical sense as we recognize the power of the film, and the transparent slide which may be just as involving as the stained glass window and the stone tracery. The printed book may once again become the visual aid to the other media that it once was, and not vice versa which has long been assumed as the natural order of things. If we believe that media exert such a powerful force, we should understand not only the impact upon us as archivists, but also our clients, as they too learn to move more freely from one media of record to another and recognize the difference in psychic terms.

The classroom is only beginning to feel the full impact of post-industrial society and the new media: John Dewey the educator "wanted to get the students out of the passive role of consumer of uniformly packaged learning. In fact, Dewey in reacting against passive print culture was surf-
boarding along on the new electronic wave." The whole field of diffusion and outreach to all who appreciate archives, and not just our traditional clients is only beginning to be explored.

It is becoming increasingly clear that we can no longer view the records of the past as totally distinct from the records of today. The media of record are presenting their challenges both to the records manager and the archivist, and solutions may affect our senses in ways we should know about. Micrographics is more than a "ditto" process. It involves a significant media change from "light on" to "light through" which may subtly alter our perceptions. As we become more involved with our media and our users, the professions of archivist, librarian and records manager may become one at the point where the media of record becomes predominantly electronic and incorporates the principle of the video-disc as a near-permanent record. There is no wear since the laser scans in an almost tactile way the indentations of the encapsulated matrix or copy. Technology, by "throwing light on" information, is again turning metaphor into process, as yet another medium acting as a metaphor in an endless related chain of communication with the human consciousness, cause "closed systems" to disappear.

McLuhan does not preach instant salvation through electronics and media study. The mastery of the new languages is a tough and demanding discipline. We cannot short circuit the effort required to assimilate them to our past, but success will enrich us all. Further study of media effects must be undertaken, but as Edmund Carpenter has warned us "Knowledge of media alone is not sufficient protection from them. The moment Marshall McLuhan shifted from private media analyst to public media participant, he was converted into an image manipulated and exploited." We should perhaps work to ensure that those who draw sustenance and insight from archives feed on a balanced diet of media and are aware of the effects. We should be more conscious of the power of media hybrids, especially in the field of conversion to microimages. If we have the power, we should ensure that our repositories have good media balance. Since we must be selective, we must also develop the insight to choose the medium of record which is most appropriate in a given situation. Above all, we must learn the "languages" of media without the benefit of syntax and with the grammar still uncertain. Only then will we be able to do full justice to our documents and our profession in the twenty-first century.
FOOTNOTES

2 Innis, Ibid., p. ix.
3 Ibid.
8 Hugh A. Taylor, "Canadian Archives: Patterns from a Federal Perspective" *Archivaria* 1, 1976.

http://digitalcommons.kennesaw.edu/georgia_archive/vol6/iss1/12
Today, as in no other period of time, people are actively aware of their vanishing heritage. They band frantically together to save the wilderness, save the marshland, save the endangered species, save the Fox Theater, save the dialects. The "saves" are legion. There is an urgency in the air, as if overnight the marsh will be drained, the Fox bulldozed, and the dialects will vanish from the hills.

The archivist is poised in the eye of this storm. Hovering on the crest of the wave, he or she is not only playing a major role in the preservation battle, but is attempting to document the work of the "saves." If all is lost in the maelstrom, the archivist is determined that evidence will remain of man's efforts to hold back the tide.

The archivist who has seriously pursued his profession through the years soberly realizes the urgent need for decisive documentation. It is almost too late to save a good part of our written heritage. Much has already been lost, but we still have a fleeting opportunity to grasp the images of that past by systematically locating, identifying, and archivally preserving historic photographs.

No one dreamed, in France, in 1822 when Niepce made the first permanent photograph, that the process was to become so popular. L.J.M. Daguerre, working with Niepce in 1829, experimented with an exposed iodized silver plate fumed with mercury vapor and found that an image could be captured. His process was so successful, the idea mushroomed. The world suddenly became smaller as pictures made it possible for a person to see the Indians of the Plains and the buildings of Paris in the comfort of the family parlor. With modern improvements in photographic equipment, the smallest child could take snapshots with success.

Despite this popularity, it has taken a long time for the photograph to be recognized as a valuable documentary resource. For years, photographs were looked upon lightly as a novelty. They were more numerous than old shoes in the family closet. Not one, but several family members took photographs. Most of the pictures were left unidentified until even the person who

Carroll Hart joined the staff of the Georgia Department of Archives and History in 1957 and was appointed Director in 1964. She is a fellow of the Society of American Archivists and a charter member of the Atlanta Chapter of the Association of Records Managers and Administrators and of the Society of Georgia Archivists. She received her AB degree from Brenau College and her Masters from the University of Georgia.
made them had difficulty remembering when, where, or why the picture was taken. All too often when Great Aunt Minnie died, her nieces and nephews quickly viewed her carefully preserved collection of unidentified photographs and threw them into the trash along with other so-called debris of her home.

Each day, innumerable historic photographs become part of the refuse of city dumps. Many of the pictures that remain in private hands won’t be identifiable five or so years from now because the older family members who hold their secret will have passed away. The time, the place, the individuals, and the event will be unknown to those left behind.

General W. T. Sherman and his staff posed before 312 East Fourth Avenue home in Rome, Georgia, 1864 (Floyd County - 75). Courtesy, Georgia Department of Archives and History.

It is hard to determine just when the documentary value of the photographic image itself began to be recognized. Some say that the poignant portrayal of hunger and of the tenant farmers’ fight against soil erosion during the Depression and early New Deal days established photographs as serious documents. Others credit the film of President Kennedy’s assassination and, more recently, that recording man’s first step on the surface of the moon. Some ascribe to the nostalgia craze the impetus for the preservation of old photographs because of the sudden demand for them in television documentaries, advertisements, and the historic restoration of streets, homes, and public buildings.

Perhaps in these days of “Future Shock” when change comes so quickly and life seems to have lost many of its stabilizing elements, man sees
in the photograph clear evidence of where he has been. The archivist realizes that the photograph image often captures a fragile and unique aspect of man’s experience that cannot be expressed through other media.

My interest in photography began long before I became involved in archives work. In photography class in college, I was introduced to the miracle of the darkroom and began to appreciate a good photograph. I learned that though a photograph could be technically perfect, this alone was not enough; the picture must have composition and content. I learned much from Henri Cartier-Bresson, author of The Decisive Moment, who believed strongly that life should be documented as it is lived.

The idea of a project to document the vanishing elements of Georgia’s life through photographs, came to me about seven years ago. The plan was to employ archival techniques to copy old photographs and to process the film under optimum archival conditions. The goal was to obtain pictures from across the State that reflected life as it was lived in the past, but due to a lack of staff and funds, the project did not get under way until 1975. At that time, a modest, privately funded, experimental program called “Vanishing Georgia” was initiated, using volunteers to select and describe pictures for preservation. After visits to three counties, the project had proven its archival value by obtaining several hundred historic photographs previously unknown to researchers.

Boating on Broad Street, Rome, Georgia, during 1886 flood (Floyd County - 12). Courtesy, Georgia Department of Archives and History.
Along with the challenge and excitement of the process, this achievement justified major efforts to obtain adequate funding. A number of the larger companies in Georgia were contacted for financial support, but their resources had already been committed to Bicentennial projects. The search was then extended to national foundations and to federal grant programs. Dr. Margaret Child of the Research Collections Division of the National Endowment for the Humanities (NEH) encouraged our Department to apply to the Endowment for grant support. With the final approval of the NEH grant application in 1976, “Vanishing Georgia” was on its way.

Aunt Jo Welchel's house, Oriental Hill, in Dahlonega, 1903 (Lumpkin County - 60). Courtesy, Georgia Department of Archives and History.

The parameters of the grant called for a four-person field team of archivists and photographers to travel to twenty counties within the grant year. Having located themselves in a courthouse, library, shopping mall, or other centrally located spot, the team would locate, describe, and copy historic images. After two to three days of filming, the team would then return to the Department laboratory to process and print the film and to catalog the pictures for research use. In addition, the grant called for the publication of a procedures manual that would assist others initiating a similar project.

Proper planning and concern for local support in each county has been critical to the success of “Vanishing Georgia.” While the field team always provides local contacts with brochures, posters, news releases, and radio/TV
announcements describing the project, it is the personal effort of hometown volunteers that opens the contents of long-stored trunks and boxes to view. Volunteers also enlist the aid of family members in identifying the old photographs while "Vanishing Georgia" staff members record these descriptions and the stories connected with them on audio tape for future research use.

Sometimes the local historical society, landmark group, Bicentennial Committee, or patriotic organization takes the lead in sparking enthusiasm for the project within the county. In some areas, school children have painted posters and stores have prepared special window displays utilizing antiques, advertisements, and photographs. Even postmasters have helped spread the work in rural areas.

"Vanishing Georgia" is contagious. It brings about a sense of community spirit that catches on easily. A visit to the site of the "Vanishing Georgia" filming operation becomes "old home week" with the local committee serving coffee and cookies to the citizens bringing in pictures. Older residents, waiting for the return of their pictures, tell stories and laugh over the customs and costumes of earlier days. The team soon finishes their work and moves on to another county, leaving behind a wave of nostalgia that lingers on and on.

Workers at Habersham County Sawmill c. 1915 (Habersham - 16). Courtesy of Georgia Department of Archives and History.

Often weeks later, citizens will find other pictures which they then take to the "Vanishing Georgia" bus in another county or bring to the Archives for filming.

To date, "Vanishing Georgia" has visited some thirteen counties, and the success of the project has guaranteed its continuation for yet another year. Our Department looks forward to working with local archivists and residents in this most exciting adventure in documenting our Georgia Heritage.
SLAVE FAMILY HISTORY RECORDS:  
AN ABUNDANCE OF MATERIALS  

Carole Merritt

Although it is no longer tenable to deny that the history of Blacks is an essential part of the history of Americans, it has now become acceptable to assume that the specific circumstances of much of the Black experience cannot be known. Because slaves, for the most part, left no written records, it is assumed that much of slave life must remain obscure, that there is little or no information on the system's social impact on the enslaved, and that the specific ways in which slave life shared in and contributed to the dominant culture cannot be determined. The assumption that the Black past is unknowable, has a devastating effect since it discourages investigation and results in continued ignorance of African-American history.

Contrary to the current assumption, records exist through which certain aspects of African-American history can fruitfully be explored. There are records, for example, which document basic social characteristics of Black life in this country, particularly during slavery. Social structure and demographic characteristics can be reconstructed through available records for Black Americans as well as for White. None of these records are obscure or of recent discovery. They include public and private papers that have long been traditional primary sources for historians and genealogists. Only fairly recently, however, has systematic use been made of them in the study of African-American history. Some historians have recognized that traditional historical studies have failed to capture the lives of common folk, whose aggregate stores comprise the country's history. Fortunately, the records have not been so exclusive; they document even slaves--their presence, their identity, their role, and their significance.

Historians may study slave social forms through the same records as the genealogist, albeit for slightly different purposes. Like the genealogist, the historian of slave family structure must use such records as birth registers, marriage certificates, estate records, and census schedules to identify individual family or house-hold units whose kinship and marriage ties he is studying in aggregate.

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At times, the historian of the Black family is as dependent as the genealogist on the identity of specific individuals and families. Unless vital records are compiled by household characteristic, and as long as such matters as kinship and marriage ties between separate households are studied over time, the historian may have to link individual people from record to record systematically.

Perhaps it is in the reconstruction of family forms that history and genealogy meet on common ground. Reconstitution of single families and groups of families is a critical element of the history of social structure. The kinds of record linkages necessary for reconstituting Black families, slave and free, are discussed in this paper.

The most obvious record for reconstruction of the Black family is the federal manuscript census. The names it lists are perhaps the most accessible reference to the membership of Black families after 1865. What is often underestimated, however, is the census’ use as an index to Black family composition during slavery. Even the 1900 census, which is the most recent one available, records one or more generations of slave-born persons. At the very least, it records the last generation born have been recorded in 1900. How close the slave experience is to twentieth century America! The lives of individuals span both slavery and freedom. And one can begin to trace the continuity between the two periods through the individuals and generations recorded in the censuses.

The 1870 census provides perhaps the most direct access to the slave family just before the Civil War ended. The composition of Black households in 1870 would have closely reflected the composition of Black families prior to 1865. The 1870 census would have been among the first public documents to record how ex-slaves chose to organize their families. A family of ex-slaves arranged in a single household in 1870 may have five years earlier been a family of slaves divided among two or more plantations due to multiple ownership. The census, then, provides more than individual names. It organizes names into households whose kinship and marriage ties were for the most part established during slavery.

Household composition recorded in the census provides clusters of names of people who for the most part are related by blood and marriage. These name clusters can be traced from census records to records generated during slavery. Although some persons, when slavery ended, adopted surnames unrelated to a former master, many had surnames which they had taken from a slave owner, not generally the most recent, and which they retained as freedmen. The surnames of ex-slaves recorded in the census, therefore, are often the surnames of former slave masters.

Some of the records by which these slave masters kept an accounting of their property identify slaves. Estate records are among the most valuable of such accounts. Wills, inventories, appraisements, and annual returns name slaves, give their age and sex, sometimes describe physical characteristics, and
may indicate occupation and blood and marriage ties. Annual returns documenting business transactions on behalf of an unsettled estate sometimes report events affecting slaves, such as hired labor, receipt of shoes and blankets, illnesses attended by a doctor, or sale. Although the returns are disorganized and often incomplete, they suggest the range of activities in which the slave interfaced with the system.

It has been assumed that slave status always conferred anonymity. On the contrary, because slaves were property, they were identified and recorded when transferred by inheritance or sale. Since slave surnames were either unknown or unrecognized by the slave master, it is the clusters of first names found in estate records of former masters that must be linked with first names from the censuses. If family reconstitution is not the research objective, the lists of slaves by age, sex, and other characteristics, place slaves in social context at a particular time. The full significance of estate documents is more fully appreciated when it is realized how large a number of slaves they record. Most slaves were concentrated on larger plantations whose owners were likely to have generated such records. The period during which these records would mention slaves extends from 1865 back to a county’s early years. The probability is strong that during that time many slave families would have been transferred by inheritance.

There are less familiar public records which identify slaves, such as the registers of slaves entering a state for the first time. In accordance with a Georgia law passed in 1817, a person was prohibited from bringing slaves into the state for any purpose other than labor for that person or his heirs. Importation for sale or hire, and other forms of transfer, were explicitly forbidden. The affidavits subscribed before the clerk of the superior court stated the importer’s intention and described each slave imported by name, age, complexion, and occupation. Names and clusters of names in these registers can be linked with the names in estate and other records for family reconstitution. The registers are among the few records which would indicate the fact and approximate date of a slave’s previous residence in another state. They would also be of particular value in studying patterns of slave migration.

Court records involving slaves are also relevant research tools. They are common sources of information for the examination of slavery’s legal impact, but generally have not been used for tracing specific slaves.

The records collected by the United States Bureau of Refugees, Freedmen, and Abandoned Lands provide another source of information on family relationships established during slavery. Marriage registration, which was required in many southern counties, recorded the length of unions begun during slavery. One historian, Herbert Gutman, has used these registers to demonstrate that, contrary to traditional belief, many slaves had long and stable marriages. The savings and trust companies created by the Freedmen’s Bureau generated thousands of depositor applications which provide biographical information on ex-slaves: age, birthplace, previous and current

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residence, complexion, occupation, name of employer, name and sometimes the age of spouse, children, parents, brothers, and sisters. There are over four thousand such accounts for the Atlanta company alone. 3

Although private papers are generally less accessible than public records, they are no less rich as sources of information on slave life. Plantation ledgers, account books, business receipts, medical notes, birth registers, diaries, and letters all record major events and serve to chart the day-to-day activities of slaves. They often provide information that is not contained in public documents. As is the case for the free population at that time, slave births and deaths are not noted in public records. Although birth dates can often be inferred from the ages given in census, estate and other public records, direct documentation of slave births is contained largely in the few surviving plantation birth registers and other private papers. Death also is more likely to be recorded in private records. Since slaves ceased to be property upon death and had no property of their own to transfer, their passing was not of public note. What remains for the most part are miscellaneous private papers which record the deaths of a few slaves.

Perhaps the most valuable private documents for tracing slaves are bills of sale. As property records, these provide a wealth of information: name, age, and sometimes distinguishing physical characteristics such as complexion, scarring, speech impediments, or pregnancy. If kin or married persons were sold in the same transaction, the bill will sometimes identify these relationships. It will also place the slave in time and space. The date of the sale and the age of the slave establish the slave's approximate birth date. Many bills indicate the county where the sale took place. In identifying the buyer and seller, and sometimes their counties of residence, the bill reconstructs part of the slave's ownership history. The sale price recorded in the bill gives a more accurate measure of market value than an estate appraisal.

What records the slave as a person, as more than property? Where are the intimacies of family relationships described? The written records are sparse on such detail. Slave testimony in published autobiographies and oral accounts of ex-slaves and their descendants are perhaps the best sources. For many Black persons seeking specific references to their slave ancestors, however, only fragments of information may remain on record. The private letters of a slaveholding family may yield no more than a brief reference to a slave, such as the following: "Mariah is quite well, but misses her children."4 Here, because a slavemaster's daughter, in a letter to her father, made an observation of a slave's mood, the affection of a woman for her children is duly recorded and becomes history.

The wealth of information in private papers may be of little value for much of historical research if the treasures are too deeply buried. The history of social structure, which addresses the study of the family perhaps more directly than other branches of history, is particularly dependent on data which are difficult and tedious to collect and analyze. These obstacles to
research are due not so much to the availability of the data as to their accessibility. Information exists on ordinary people, their births, marriages, deaths, and the structure of their families. However, the forms in which the data are usually organized almost defy numerical and qualitative analysis. This is particularly true for the study of slave families.

The vital records on slaves are contained in documents whose primary purpose was to account for the property of other families. In public records such as estate records, access is indirect via the slaveowning families. And since the history of families is the study of generations of people, it is necessary to reconstruct families over time. Reconstitution of slave families is more difficult, of course, but not impossible. Although slave surnames are not recorded, systematic record linkage can be done with first names to determine intergenerational ties of specific families. From these record linkages the patterns of slave families in aggregate can be derived. The genealogist of Black families has demonstrated the possibilities. And current historical research has begun to explore these possibilities for American social history.

Of real value in these research efforts would be the development of finding aids to facilitate record access. Public documents such as estate records are usually organized by date, geographic area and/or type of record. It is possible to proceed fairly systematically through such documents if they are indexed. In addition to indices, abstracts of document texts can reduce research time considerably. Unfortunately, few abstracts and indices presently available include references to slaves even when they are named in the full texts of the records. The witnesses to a will, for example, may be identified in an abstract but not the slaves transferred. This exclusion of slave references from finding aids is an obstacle to researchers seeking sources documenting slave families. It misrepresents the records and perpetuates the assumption that the Black past is unknowable.

Private documents are among the least accessible records. They contain an abundance of vital information on slave life, but their sheer bulk and variety make them unwieldy for family research. Many inventories of private papers, for example, are incomplete and generally of little or no value in locating information on slaves. The data are there, but in many cases the researcher must go through each item of a file regardless of the content indicated on the inventory. In a project currently being conducted to index and abstract bills of sale of slaves contained in private papers at the Georgia Department of Archives and History, it has been noted that inventories have often failed to list such records. 5

Surely the archivist is a key participant in any attempts to improve record access. More detailed inventories of private papers, for example, are a critical need of genealogists and historians of the Black family. Already, increasing interest in Black genealogy, which was triggered in large part by Alex Haley’s Roots, is making new demands on records that traditionally have been of interest to other groups of people. The challenge this new interest makes to archivists is not necessarily to their basic responsibilities

-20-

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and functions. But the growing interest in African-American family history does demand of archivists that documents be ordered more carefully and impartially to facilitate equitable access for all potential client groups. The task is prodigious, but archivists need not perform it alone. As the demands for improved finding aids increase, so may the opportunities for meeting them. The growing interest of new client groups may yield a corps of persons willing to prepare finding aids for those documents which they consider of high priority. Efficient records management, which would maximize access to the abundance of historical materials, may very well call for a partnership between skilled archivists and committed clients.

FOOTNOTES


2 Ibid., pp. 11-24.

3 U.S. Bureau of Refugees, Freedmen and Abandoned Lands, Freedman’s Savings and Trust Company, *Registers of Signatures of Depositors, 1870-1874, Atlanta, Georgia*.

4 Letter of Anna Durham to Lindsey Durham, September 7, 1853, in Lindsey Durham Papers (University of Georgia, Athens, Georgia), Box 2.

5 This project is being conducted by the African-American Family History Association, an Atlanta group organized in mid-1977 to promote Black family history and genealogy.
A NOTE ON THE PITFALLS OF BLACK GENEALOGY: THE ORIGINS OF BLACK SURNAMES

Kenneth H. Thomas, Jr.

One assumption long held about the South has been that at the end of the Civil War, newly free Blacks took the surnames of their masters. My research in the records of freedmen working in the late 1860's, however, revealed that not all bore their former masters' names. I became intrigued with questions concerning the origins of Black surnames. Were traditional explanations correct?

The M.L. Bivins Plantation

In an attempt to find answers, I examined the surnames of Blacks who worked on the Martin Luther Bivins plantation in western Georgia. The records consulted for the study consisted of census records (1870 and 1880), tax digests (1868 and 1871), and papers in the possession of the descendants, including deeds, bills of sale, receipts, estate records, and two freedmen labor contracts (signed in 1865 and 1866).

Located in Marion County, near Cusseta and about thirty miles from Columbus, the Bivins plantation today consists of 854 acres and the main dwelling house built in 1850, is presently owned and occupied by Mrs. Bess Bivins Lockhart, a descendant of the Civil War owners.

Martin Luther Bivins (1816-1878) came to Marion County with his mother and siblings in the early 1830's from Wilkinson County.1 By 1850, Bivins owned twenty-seven slaves ranging in age from three months to fifty years.2 His farm consisted of 1,130 acres, 480 of which were improved or cultivated, with a total value of $11,000. In addition, to the usual farm animals, there were 42 sheep and 120 swine. Corn, oats, rye, and wheat were grown, and the farm had produced 80 bales of ginned cotton the previous year.3

On the eve of the Civil War in 1860, the Bivins plantation consisted of 1,800 acres, 100 of which were improved, with a total real estate value of $14,500.4 The farm then ranked in size in the upper six percent of agricultural establishments in the State. Cotton production had nearly doubled,
increasing to 156 bales in 1859. In 1860, there were fifty-five slaves, housed in ten slave cabins. With respect to the number of slaves owned, Bivins ranked in the upper three percent of Georgia's 41,000 slave holders.5

Records on slaves living on the Bivins plantation are incomplete. For example, no births of slaves appear in the family Bible. Existing bills of sale, however, document the purchase of thirty slaves from 1842-1860. Of the slaves purchased, one family may be singled out for study because of the unusual first names which make possible easy identification. The following family of five was purchased from Absalom F. Temple of Randolph County, Georgia, for $1,400 on March 22, 1844: Dublin (forty-five years), Nanny (thirty-five years), Gilbert (fifteen years), Dublin (four years), Sea­born (two years). 6

Surname Selection by Freedmen Working for Bivins

After Emancipation and the end of the Civil War, Bivins secured the needed labor force by arranging contracts with his and his neighbors' former slaves. The first contract was signed December 30, 1865 (for 1866) and the second on December 31, 1866 (for 1867), both under terms of the Bureau of Refugees, Freedmen, and Abandoned Lands.

... to have one hour of rest at noon except from 10th July to 20th August they are to have two hours to rest at noon. All field work is to stop at night. The freed women are to have an hour or two on each Saturday evening to wash.

... they may be discharged at any time without compensation for any labor upon failing after being admonished to do their dury. All lost time is to be deducted from the compensation for the year's work...

... they bound themselves to be careful and kind to the stock they may use and to preserve the property of said M.L. (Bivins) from waste or loss...

... said M.L. Bivins agrees to furnish the land, stock, wagons (sic), farming implements gins &c necessary to make, gather and house the crop and to haul the crop of cotton to market....

... As much of the collards and turnips as they will help to raise as they may wish to eat - all the above to be furnished free of charge.

He will furnish them with full rations of meat and meal monthly at the rate that meat of the same kind and corn may sell for on the first of the said month on the wagons (sic) in Columbus. They are to have for their services a third of the ginned cotton and a third of the (other crops raised there) 7

TERMS OF 1865 CONTRACT BETWEEN M.L. BIVINS AND FREE BLACK LABORERS

The Bureau of Refugees, Freedmen, and Abandoned Lands was created March 3, 1865 in the War Department to assist freedmen as well as white refugees. The Bureau operated effectively until 1868 and officially through 1872. After an insufficient harvest in 1865, it became obvious that the
work force of freed Blacks had to be better organized for the good of both races or everyone would starve. A labor contract system was instituted in early 1865 in order to bring some order to the labor force. However, it did not operate effectively. After that year's poor harvest, the Federal troops in charge worked more diligently to arrange contracts with equitable terms. 8

These labor contracts were the first records to show the identity of freedmen as they emerged from the anonymity of slavery. For the purposes of this study, tax and census records have also been analyzed to show the acquisition of legal identity (or surnames) of freedmen in the period from 1865 to 1880 (See chart on surname evolution).

In 1865, it appears that the order of names on the contract was an important reflection of the social structure of the plantation. Henry, at the top, was the only freedman on the plantation found to have taken the Bivins name. 9 Noah (fourth in 1865 and the second in 1866) became Noah Davis, and his family remained close to the Bivins family, both in geographical proximity as well as in family services. His daughter, Savannah, became the Bivins' cook in the early 1900's. 10 The 1865 contract, which was the only one to list women in full, apparently listed the slave couples, husband first, as two identifiable couples (Cary and Arbor, and Solomon and Tener) were in that order in 1865 as well as in the 1870 Census.

Most of the eleven surnames seen in 1865 and 1866 have undetermined origins, and these names chosen by the Bivins' freedment indicate that there was no rush to take the Bivins' name. No examples were found of anyone changing surnames once one was selected.

Two men (Washington and Lafayette) obviously chose names of men who were never their masters. They may have been in the same predicament in which Booker T. Washington found himself when a school teacher asked his surname. He had felt he never needed one before and, with only a few minutes, to ponder, chose the most obvious one for a native Virginian. 11 Barnard, the surname adopted by the former slave Barney, was a well-known name in the area, originating with a family of traders who settled along the east side of the Flint River. Seaborn Harrison was purchased by Bivins at age two, yet at freedom, he did not assume the Bivins' name.

Other names that appeared among the first eleven surnames that were chosen indicate a different method of name selection. It is obvious that in 1865, three men were listed as Barney, Cary, and Nicholas; in 1866, they became William T. Barnard, George Cary, and James Nicholas. 12 These
### SURNAME EVOLUTION, 1865 - 1880

<table>
<thead>
<tr>
<th>1865(order)</th>
<th>1866(order)</th>
<th>1868</th>
<th>1870</th>
<th>1871</th>
<th>1880</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry(1st)</td>
<td>Wm. T. Barnard &amp; wife</td>
<td>Wm. Barnett</td>
<td>Wm. Barnard</td>
<td>Wm. Berneerd</td>
<td>Henry Bivins</td>
</tr>
<tr>
<td>Barney</td>
<td>Adam &amp; wife</td>
<td>Adam Howard</td>
<td>Adam Howard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adam</td>
<td>Noah(4th) &amp; wife</td>
<td>Noah Davis</td>
<td>(same)</td>
<td>(same)</td>
<td>(same)</td>
</tr>
<tr>
<td>Noah(4th)</td>
<td>Gilbert(5th) &amp; wife (1st)</td>
<td>Mack Gilbert</td>
<td>?</td>
<td>?</td>
<td>Gilbert Mack</td>
</tr>
<tr>
<td>Gilbert(5th)</td>
<td>Geo. Cary &amp; wife</td>
<td>George Cary</td>
<td>(same)</td>
<td>&quot;Cary&quot;</td>
<td></td>
</tr>
<tr>
<td>Cary</td>
<td>(as wife of Geo. Cary)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arbor (after Cary)</td>
<td>Nero</td>
<td>Jackson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tener (next) to Solomon</td>
<td>Solomon Johnson</td>
<td>(same)</td>
<td>(same)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nicholas</td>
<td>Jas. Nicholas &amp; wife</td>
<td>Jas. Nichols</td>
<td>(same)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sam White</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Nancy</td>
<td>Nancy Wright (as mother of Gilbert Mack)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dublin</td>
<td>Willy Dublin</td>
<td>Dublin Wiley</td>
<td></td>
<td></td>
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<tr>
<td>Seaborn (last)</td>
<td>Seaborn Harrison (last)</td>
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<tr>
<td>Milton Majors</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Spencer Anthony &amp; wife</td>
<td>(same)</td>
<td>(same)</td>
<td>(same)</td>
<td>?</td>
<td></td>
</tr>
<tr>
<td>Marcus Lafayette</td>
<td>(same)</td>
<td>Mark Lafayette</td>
<td>(same)</td>
<td>Marcus Lafayette</td>
<td></td>
</tr>
<tr>
<td>Joseph Jenkins &amp; wife</td>
<td>(same)</td>
<td></td>
<td>(same)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>George Washington</td>
<td></td>
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</table>

**Derivation:** This chart shows the surname consistency and confusion of selected persons on the Bivins plantation, based upon selected information from the labor contracts of 1865 and 1866, tax digests of 1868 and 1871, and the censuses of 1870 and 1880.
individuals also appeared in the tax digests of 1868 and 1871. Rather than "pick" a surname as tradition indicates, these freedmen chose first names (or revealed their long-suppressed Christian names). This use of the surname as the slave name is not entirely inconsistent with the research conducted by Herbert Gutman, who indicated that many slaves had surnames in slavery but had no way to express or reveal them in legal documentation. Thus, the tradition grew that they had no surnames.

Several inconsistencies can be noted in the appearance of some names in the records. People today often call other by their surnames, and slaves could have been referred to in that manner, leading to the use of the surname as if it were a given name. William T. Barnard, who appears as Barnett on one list and Barnerd on another, reflects a confusing situation probably brought about by the use of "Barney" as a slave. George Cary appears in 1868 with his full name, yet in 1871, only as "Cary", probably because of the addition of a first name as in the case of Barnard. In 1868, Gilbert Mack has his names reversed; in 1880, his identity appears settled. If these points of confusion are not anticipated by researchers and genealogists, the sleuthing could end in a tangle of mixed identities.

Given the name of persons with rather common Christian names among the Bivins' slaves and freedmen, it is not possible to locate all of them in the Censuses of 1870 and 1880 with any certainty. It has been feasible to trace the evolution of the surnames of the family mentioned earlier, that of Dublin and Nancy and their sons purchased in 1844. As this particular family becomes noticeable in the records, one thing is readily apparent: all four surviving members acquired different surnames.

Dublin, the head of the family, does not appear to have survived into freedom (he would have been sixty-six years old). Therefore, it is not known what surname, if any, he had. Nanny (a nickname for Nancy) appeared to be the wife and mother in 1844. She appears in 1865 without a surname, and in 1880, she surfaces as the mother of Gilbert Mack. At age seventy, Nancy, who was born in Georgia, has the surname of "Wright." Gilbert, the eldest child in 1844, first appears with a surname in the 1868 tax digest with the name "Mack." There was some confusion as to which name should come first and which last. By the 1880 Census, things had settled, and "Mack" is established as his surname. Dublin, the second child, also suffered name-reversal problems. In the 1870 Census, the first time he is seen with two names, "Dublin" is listed first, though he was supposed to have given his last name first. By 1880, things were more settled and he is listed as Dublin Wiley. Seaborn, the youngest child in 1844, appears only once
with a surname in the records surveyed here. In the 1866 contract, he is listed as "Seaborn Harrison." 19 Seaborn presents an interesting case as his purchase at the age of two precludes his birth on the Bivins' estate. Thus, his surname could represent his actual father, his previous owner, or be a name chosen at random. The ages of Nancy, Gilbert, and Dublin were consistent in 1880 with their purchase age thirty-six years earlier, clearly establishing them as the same individuals.

CONCLUSIONS AND CONJECTURES

By tracing a group of freedmen families such as those at the Bivins' plantation, one may become better prepared to take a single family of the Twentieth Century and trace its members back to 1865. The Bivins' case study identifies several pitfalls and opens the way to a variety of conclusions about and conjectures regarding surname assumption by ex-slaves.

I. MULIPLE SURNAMES. One family may have multiple surnames rather than a consistent one, as in the case of the family studies. None of the four adopted the Bivins' name. This single example of an identifiable family of ex-slaves adopting multiple surnames, poses a number of questions of concern to researchers. How unusual was the adoption of multiple surnames within a cohesive group of ex-slaves? Were the slaves purchased as a group in 1844, a true family unit? In the cases of the children, were the different surnames due to different fathers?

II. NAME REVERSAL. The first and last names may be reversed in the legal records, as appears in two instances in the family selected. This may have also occurred in indices, compounding the confusion. Reversal may have happened frequently and could have been caused by the freedom or other spokespersons, not knowing what response was required when an official asked for their names "last name first." Another cause could be the confusion experienced by slaves whose names became their surnames in freedom (for example, Cary and Barney). They may have continued answering to their single names, thus confusing the tax and census takers who might not have known them personally.

III. SURNAMES ORIGINALLY FIRST NAMES. The slave's first name may have been used as the surname after freedom, with the freedman picking a first name rather than a surname. This possibility does not appear to be mentioned in recent works on slavery. This current study may be the first time the situation has been analyzed genealogically or with Christian names unique enough to eliminate the confusion of identity. The

-27-
possibility that surnames were originally first names in slavery should provide researchers with another tangent to explore when tracing their families or plantation groupings. If it occurred with three out of the thirty-two Bivins' freedmen, practically ten percent, it certainly must have occurred in the cases of larger and better documented plantations.

IV. OTHER FINDINGS. The further away from Emancipation one moves, the more accurate the records are likely to be since conditions become more settled. At the Bivins plantation by 1880, freedmen had selected distinct names and had established name sequence which had not been the case in 1870. The consistency of information in this study may discount speculation that freed Blacks picked one name at freedom in 1865 later to change it. The persons in this case study, with surnames in 1865 and 1866, who could be located in 1880, did not change surnames. Even those with the names of famous persons (i.e., Lafayette) retained them. Perhaps the rural area, relatively free from outside influences, may have been a factor in the retention in consistency of the surnames chosen at Emancipation. The lack of relationship among the names that appeared and slave owners in the immediate area, encourages the researcher to accept the names as genuine identification for the future rather than stigmatic links to the past.

These conjecture might also be applicable to the study of Whites to the United States. Like the young Corleone in The Godfather II, they might have found themselves adapting to a "new" surname upon arrival in this country and coping with their confused legal identities much the same way as the freedmen did after Emancipation.

V. ADDITIONAL SOURCES. In addition to labor contracts, tax digests, and census records sited in this study, other sources which might be consulted would include journals, ledgers, wills, and inventories of slave owners. The slave schedules of the U.S. Census in 1850 and 1860 only listed slaves by age and sex, not by name. Descendants should be located and interviewed to learn something about the surname selection procedures and the sources of some of their names. Cemeteries, such as the Pineville Cemetery near the Bivins' plantation, may be searched for evidence of freedmen burials. A 1900 Census may provide further documentation as a vital link for tracing the descendants into the Twentieth Century.
FOOTNOTES

1 Interview with Mrs. Bess B. Lockhart, May, 1977; Sara (Robertson) Dickson and A.H. Clark, History of Stewart County, Georgia, Vol 11 (Columbus, GA.: Columbus Office Supply Co., 1975), p. 387 (for burial records of Pineville Cemetery, Marion County, GA)

2 U.S. Census, Schedule 1, Slave Schedule, Seventh Census, 1850, Marion County, GA

3 U.A. Census, Schedule 4, Agricultural Schedule, Seventh Census, 1850, Marion County, GA., p. 415, line 37

4 U.S. Census, Schedule 4, Agricultural Schedule, Eighth Census, 1860, Marion County, GA., p. 13, line 33


6 The Martin Luther Bivins papers, in the possession of Mrs. Bess Lockhart, Cusseta, GA. There are no plantation journals or ledgers. Since Mr. Bivins did not die during slavery, no inventory was made of his slaves other than the U.S. Census, slave schedules, for 1850 and 1860, which only list slaves by age and sex, not by name. Her papers are not in any order, and some deeds or bills of sale could have been misplaced over the years, and yet all are located in the plantation house.

7 These are the only two labor contracts remaining in the M.L. Bivins papers. It is not known for how many years contracts were used or whether once the obligations became established, they were no longer kept in written form.


9 U.S. Census, Schedule 1, Free Inhabitants, Tenth Census, 1880, Marion County, GA, 710 Georgia Militia District, household no. 155. Henry Bivins is a 40-year-old Black laborer living within 40 households of the widow Bivins (who is at no. 197), and the only freedman within the 710th G.M.D. with the surname Bivins.

10 U.S. Census, Schedule 1, Free Inhabitants, Ninth Census, 1870, Marion County, GA, Kinchafoonee District. Noah Davis is at household no. 900, and M.L. Bivins at no. 906; also oral interview with Mrs. Bess Lockhart, 1977, about the Noah Davis family. The actual manuscript of the labor contract for 1865 has “Savannah’s father” written next to Noah’s name.

11 Both of these men were born after the deaths of Washington (1799) and Lafayette (1834). Harnett T. Kane, ed., The Romantic South (New York: Coward-McCann, Inc., 1961), pp. 127-132, in which she quotes from Booker T. Washington, Up From Slavery (1901), in a chapter entitled, “The Opportunity to Choose His Own Name.”
12 This assumption is made from the uniqueness of the single names and their proximity to M. L. Bivins in the two labor contracts, tax digests, and census records.

13 Marion County, GA, Tax Digest for 1868, and for 1871 (Department of Revenue copies). Originals located in the Georgia Department of Archives and History, Atlanta, GA. The Bivins plantation is located in the 710th G.M.D. (or Kinchafoonee District) in these digests.


15 U. S. Census, Schedule 1, Free Inhabitants, Tenth Census, 1880, Marion County, GA, 710th G.M.D., household no. 198-205, where she is listed as mother to the head of the household, Gilbert Mack.

16 Ibid.

17 U. A. Census, Schedule 1, Free Inhabitants, Ninth Census, 1870, Marion County, GA, Kinchafoonee District, household no. 943.

18 U. S. Census, Schedule 1, Free Inhabitants, Tenth Census, 1880, Marion County, GA, 710th G.M.D., household no. 170-178.

19 The 1866 freedmen's labor contract has his name at the end in a separate column next to M. L. Bivins. This special position could be due to his youth, as he would have been twenty-four years old in 1866.
PROGRAM PLANNING AND SERVICE POLICIES FOR A UNIVERSITY ARCHIVES

Nicholas C. Burckel

Any college or university archives must concern itself with the institutional records of legal, administrative, financial, or historical importance. But such lip-service to the standard shibboleths of the archival profession hardly equips a college archivist with the information needed to make important operational decisions reflected in program planning and service policies. After all, any record, at some point, has historical value. The real question is at what point must the archivist decide that a series, record group, or particular document has less value than another collection. By extension, the archivist may have to choose among a variety of possible programs or services. The murky world of appraisal and allocation of scarce resources has important implications for college archivists.

The institutional context, the university’s age, size, and mission, usually provide the best indication of the type of program or service an archivist can and should develop. With that in mind, let us look at three distinct, but imaginary, situations which might suggest different programs and service strategies: one dealing with a new public institution developed in the past 20 years, another dealing with a small private institution, and a third dealing with a large mature institution. These models are designed less to replicate most college or university archives, than to prompt consideration of the issues raised.

New Public Institution

A significant number of new archives have been spawned by the development of state and municipal universities, frequently as part of a larger federated or multi-unit system. For the purposes of discussion, let us assume the state-supported institution draws primarily from a relatively well-defined geographic area, has primarily an undergraduate student body, and that the impetus for the creation of archives came from discussions between the library and a group of interested faculty. From this set of assumptions it is possible to suggest a program for the archives. For instance, since the archives will probably by housed in the library and be administratively accountable to it, the archivist will have to relate to the rest of the

Nicholas C. Burckel is Director of the University Archives and Area Research Center at the University of Wisconsin-Parkside. This paper was presented as part of a workshop entitled “Establishing and Administering a University Archives” held during the 1976 Society of American Archivists annual meeting.
library's program. Thus it would make sense to develop a university archives as part of a special collections or manuscripts division of the library. Such organization also means that the fledgling archives will not likely be eliminated in times of tight budgets because it will be part of a larger unit which has already won recognition and legitimacy and has a natural constituency.

The direction of planning for the archivist, then, should be toward the development of historically significant collections relating to the institution and to the teaching and research interests of the faculty. The acquisition would loom larger than the collection of records relating to the administration of the institution or the possible development of a records management system. The collecting strategy will focus on the kinds of archival material that the faculty might be able to use, such as local community records. Collection of these kinds of materials might overlap with the research interests of faculty members who want a local setting in which to test their general hypotheses or interpretations. The local setting also provides ample materials and suggests a variety of projects in which students could be involved as an extension of classroom assignments. All this suggests that the focus of the university's archives will be from the institution toward the surrounding community and toward the faculty, students, and community users, rather than to the administration and staff. Vital university records will, of course, be solicited and collected, but they will not form the most frequently used set of records. This will probably be the case because of the public-service, rather than administrative-support, role that most will expect from the archives.

In this prototype, services will be largely to the patrons who use the collections, rather than to the donors. The services will be part of general library operational procedure. If, therefore, the library has a policy of permitting the faculty to xerox freely from its holdings, but charges a fee to other users, then the archives would probably adapt to that program. If the library has a policy of not spending more than x amount of time on telephone or mail reference requests, then the archives may well be required to adopt that policy. Just how detailed finding aids will be and how much work the archivist will do for the potential researcher will depend on the size of the collections and the staff. The use pattern may also dictate whether the collections will be exhaustively indexed, or whether unprocessed collections will be at least minimally processed for immediate use. The pattern holds across nearly all the potential services which an archives can provide.

Small Private Institutions

Private institutions frequently have religious origins and derive their distinctive type of education from these historical roots. The private institutions are primarily undergraduate, emphasizing the liberals arts and tend
to have a large proportion of resident students. Let us here assume that the
impetus for creation of an archives came from an administration interested
in preserving its historical record and in using the archives in an adminstrative
support capacity. The institution has the archives report to the vice-president
for general administration.

In this organizational framework, the major concern of the archivist
is to collect and process information that reflects the general history of the
campus and to collect those administrative records which have not only
historical value, but also legal, financial, and administrative value. Such an
archives will likely not initially seek strong faculty or student input, will
probably exercise more restriction over access to collections, and might not
develop significant contacts with the surrounding community. The archivist
would probably establish vertical reference files of photos, news clippings,
and biographical material of use to the alumni office, the public information
office, and the religious community.

He may be called upon to provide background information for alumni
newsletters, to respond to letters of inquiry for historical information
addressed to the president and other administrators and to prepare displays
and help research a general history of the school. The types of records the
archivist will collect and process relate specifically to the origin and history
of the college, particularly as seen through the papers of previous adminis-
trators and the available published records. If the institution was founded
by a religious order, then, inevitably, the records of the order and the relation-
ship between the order and the governance of the school will feature promi-
nently in the collection strategy.

Here, for instance, the administrative support function of the archives
helps dictate the best service policies. One of the most obvious contributions
an archives can make is initiating a records management service for the
administrative areas of the campus. The justification would obviously be
the increase in office efficiency, elimination of duplication, and cost savings
which would result from removal of a substantial portion of records to less
than prime office file space. The budget of the archives or its position in
the administrative structure of the campus will also suggest other service
policies. For instance, it may be possible and necessary to adopt a charge-
back procedure for referencing records or supplying the office of origin
with inventories. Alternatively it may be possible to establish a procedure
at the time of acquisition that the office of origin transfer records to the
archives only after a certain amount of routine work has been done on the
records. In all of these instances, the primary clientele of the archives are
the administrative offices and service policies would follow that emphasis.
A large institution, particularly one that is well-established, usually has some form of archives, whether it grew out of a library special collections program or was established by the campus administration. These institutions have several colleges and a developed graduate program. They draw their student body from a statewide area and frequently from the entire country. They have a variety of professional programs and a large number of resident students. For the sake of discussion, let us assume that the archives grew out of a group of interested faculty who persuaded the administration to support the establishment of a university archives and to provide it with funding, housing it administratively under the General Services division of the university, along with other campuswide services.

Here the lines of authority are not distinct. The faculty worked for the development of the archives, but organizationally the unit reports to and is financially dependent on the administration. The archivist has the problem of serving two masters whose needs may be different if not at times contradictory. The best strategy for developing program plans may be to suggest the creation of an advisory committee which would make recommendations on general policy. A combined faculty-administration committee, then, could be the forum for developing the collection thrust and the division of labor and resources among programs. At such a large institution, the archives committee can also serve an important educative function to other faculty and administrators about the nature and purpose of the archives, its programs, and possible services. If it is to serve that function, then the committee should include not just historians or librarians, but also social scientists, senior faculty long associated with the institution, and administrators who deal with the legal, financial, and academic and personnel records of the institution. Obviously, function, rather than title, should determine the composition of the committee. The relationship between the committee and the archivist will be critical — a relationship in which the archivist must maintain his professional integrity while trying to be of greatest service to the institution.

Large universities present the most difficult problem for developing service policies because of their inherently diverse nature. Usually such complexity causes the archives to serve multiple functions and a variety of patrons: campus, administration, staff, faculty, students, community citizens, and scholars from other institutions. Here again, however, the organizational structure, the budget and staff will point the way toward the best mix of services. An archives committee that represents the range of potential users can serve as a sounding board for major service policies that may have an impact on either the archives staff or the patron. Fee for services, extent of service to generating office, and extent of service for patrons must reflect a balance of the demands made on the archives and its ability to execute those demands.
Conclusions

All of these examples seem to suggest a rather nebulous role for college archivists, a role determined by a "situation ethics" philosophy or a "politics-of-survival" mentality. There is some truth to that observation, and I can only respond that if one does not have the support of an important segment of the university, the archives will soon atrophy. For a library or office of student affairs, there is a clearly defined constituency and a long-respected tradition of recognition of their place in higher education. That has not been the tradition in this country for university archives, and, therefore, the archivist must respond to the needs of his institution. Those needs may not be well defined and may vary from campus to campus. The archivist needs to determine his constituency and serve it. Doing so is merely to recognize the framework in which an archival program can develop.

Not all of this need imply a sinister plot to justify an archives at any cost. Looking at the establishment of an archives from the perspective of the needs of the institution, program planning and service policy-making then becomes a question of analyzing which parts of an archival program best address those needs. Once these are determined, the archivist can formulate the most useful program with the available resources. In that respect, then, it is similar to the responsibility of all other campus units which must make the greatest use of the money and staff available. Thus the first step is to develop an archival program around the needs of the institution; then look afield to see what else can and should be done to create a comprehensive university archives.
BOOK REVIEWS


Any archivist or librarian assigned the task of putting out a newsletter, designing a brochure, or editing a periodical knows at least a few moments of panic. The skills required are usually taught, if they are taught at all, in schools of art and design, not schools of library science. We are left, then, to muddle through as best we can. But we need not remain helpless; we need only know where to go for help. Fortunately, very good advice can be had for slightly over ten dollars, including postage and handling.

For $2.50 order LaRae Wale’s Practical Guide to Newsletter Editing and Design; for another $3.00 send for Clifford Burke's Printing It (Wingbow’s address is 2940 Seventh St., Berkeley, Cal. 94710); and for just $4.00 add Ferguson’s Editing the Small Magazine. With these three small handbooks an archivist will have just about all the advice that the novice can expect to find on the printed page. The rest of one’s editorial wisdom will have to be earned by (often bitter) experience.

Wale’s and Burke’s subtitles say it all; their advice is for — as they say so courteously — the inexperienced and the impecunious. Even those of us located in major cities boasting computers that can set and then correct type before it is even printed in proof often work under limited budgets that keep us from using such fancy alternatives. Wales and Burke write about the daily world you and I still know and work in.
Wales is more profusely illustrated (though not very attractively) and provides numerous examples, good and bad, of page layouts. Burke, on the other hand, sometimes uses illustrations for strictly decorative purposes. But he restores our confidence in his practicality when we discover that his entire book has been produced by the very processes he recommends and describes — and it looks like a "real" book, too, which of course is the point.

Burke is particularly strong in his description of the preparation of camera-ready copy for offset printing, and Wales is especially good with pointers about mimeographing, some of which may surprise and delight even those readers who have mimeograph ink permanently imbedded in the cuticles. Burke also provides brand names along with the generic names of the various pieces of equipment the editor needs to know about or know how to use.

Both books take the reader, step by step, through the whole editorial and production process. Both are well worth having on hand as you work on any small-scale, inexpensive publication, as each tends to be good on points and procedures the other covers less thoroughly.

If you have the responsibility for a somewhat more ambitious publication — something with a formal though small budget, a staff of more than one person, a periodical that uses material written by other besides yourself — then you will want to read Ferguson’s *Editing the Small Magazine*. Ferguson offers sound advice on the administrative side of putting out a periodical: the steps to follow routinely to keep production running smoothly, how to set policy, how to deal with freelance and volunteer writers and artists, how to get a periodical copyrighted, how to write a contract with a printer, how to manage the finances, and like matters.

If you’ve been editing one periodical for some time, reading Ferguson will be a refresher — new ideas, new approaches, new procedures will begin to take shape in your mind as you read her intelligent examination of the editor’s essential responsibilities.

Jan V. White’s and Marshall Lee’s books are too expensive to be recommended as part of any “basic” library for the nonprofessional editor’s desk; invest first in such essentials as several good dictionaries, style books, and a variety of usage manuals. But if your public or university library does not have copies of these two books, plan to ask Santa for copies next Christmas. These books are delightful, packed with enticing ideas and some of the best thinking in editorial design.

White’s *Editing by Design* is exactly what its preface promises: a thought-provoking “primer that gets down to the basic concepts of what a magazine is” (p. x.). Few of us will ever work with illustrations as much
as White does in this book, and so reading this one may prove to be a bit frustrating. However, White reminds us of a valuable principle: the eye and the mind learn together and work together. Many of his ideas are not expensive to execute or to imitate. Moreover, we all need the reminder that good design is always, in the long run, expensive when its principles are ignored.

Finally, Lee's work on Bookmaking (it's too bad the gamblers have taken over this otherwise very nice verb!) is a book that has come to be called a “bible” in its field. The coverage is comprehensive, even exhaustive (and to some, exhausting) in its detail, and there is much here that the nonprofessional will never need to know. However, when you are faced with the need to produce a pamphlet, a guide to your collection, or an instructional book or manual as handsomely as possible, you will want to know this book exists for reference and reassurance.

In tandem with that old warhorse, the Chicago Manual of Style, Lee's book will provide just about everything you will need to know about book production. The “Useful Information” section at the end is a goldmine; the “Sources of Information” section provides one of the most comprehensive lists that I have ever seen in this field. It lists not only books and periodicals but also associations, libraries, and film sources, with full addresses.

Last but not least, White's and Lee's books are fine examples themselves of the designer's art. “Handsome is as handsome does” — these two books is handsome and does handsome, both.

Reitt Editing Services


What archivist, librarian or curator has not been faced with an accumulation of photographs and negatives of many sizes, of obviously differing materials, and in various stages of disintegration? And then come the questions — How can I use them? What kind of photographs are they? How do I preserve them? How can I make them available to the researcher? Is there any way to control this material? After this bit of soul-searching comes a plaintive cry, “HELP!”

Well, help has arrived. The dust jacket blurb says that this book “was written to answer questions.” And that it does. In a well-written text accompanied by outstanding photographic illustrations Weinstein and Booth (both well-know consultants on historical photograph collections) answer just about any question you may have concerning your photo collections.

The arrangement of the text is logical; Part One describes the collection, use and initial care of photographs (including an excellent “Case Study in Collecting Photographs) and Part Two covers techniques and procedures in
the care of historical photographs. My first inclination was to read through the section "Restoration of Photographic Materials," which is my current concern. But on reading from cover to cover I found the case study the most thought-provoking and informative from the archivist's point of view, along with the chapter on the "Uses for Historical Photographs," which will certainly force archivists to reevaluate how they present their collections to researchers.

The subject of preservation and restoration of photographic materials constitutes a major portion of the book, and rightfully so. Weinstein and Booth give the reader the benefit of the latest research in papers, adhesives, envelopes, plastics, tapes, etc., and instruction in applying this knowledge to the preservation of his own collections. The information offered on the identification of daguerreotypes, ambrotypes and tintypes, and the list of the names and sizes of the most popular mounts used in the late nineteenth century are especially useful for the archivist, photo cataloger and registrar.

Although the paragraphs on copyright were written prior to the change in copyright laws effective in January, 1978, the information is still useful in terms of definitions and use of copyrighted material.

Two appendices are included — sources of information and supplies and the George Eastman House List, which is a tabulation of information on direct positives, negatives and prints. A very useful compilation. The suggested reading list includes both technical and non-technical publications and is most comprehensive.

With the assistance of Weinstein and Booth even the most inexperienced photo custodian is able to process his collections in an acceptable manner and feel confident that he has done all possible within his abilities to preserve the photographs and prepare them for use by the researchers and patrons of his organization.

Atlanta Historical Society

Richard T. Eltzroth
Jean Peters, editor of Bowker's *Bookman's Glossary* has assembled a most creditable group of twelve essays by noted book collectors, curators, librarians, booksellers, and scholars. This book is (as the jacket says) a unique contribution which covers the whole spectrum of book collecting. The introduction is by Frederick B. Adams, Jr., one-time editor of *Colophon*, director of the Morgan Library for twenty-one years, president of the New York Historical Society for eight years and the Yale University Press for twelve years.

The volume is intended "for those who have accumulated books haphazardly over the years who now would like to give some focus to their collecting, and for those experienced collectors who may wish to learn about certain aspects of collecting." It offers the collector practical ways of building, organizing, and caring for a collection of books and some hints on manuscripts. What we find is a philosophy of book collecting for contemporary times now that traditional approaches are generally no longer possible for the private collector.

"What Book Collecting is All About," by William Mathesnon, Chief of Rare Books and Special Collections at the Library of Congress, gives a broad view which is highly informative. He reminds the reader that "the diminishing supply, the awareness of categories of books once scorned, and increasing sophistication on the part of collectors have changed the whole nature of collecting." I was interested to see that no specific definition of a rare book is given, although there are some examples of rare books — those inscribed to a friend, those giving details about the author's view of his work, those which provide important new bibliographic information, and those whose texts are annotated in a significant way.

Jean Peters discussion on organizing a collection is a must for the inexperienced collector. She includes everything from shelf arrangement to the catalog, index card and bookplate.

In "Buying Books From Dealers," Robin G. Halwas, a London book dealer, is decidedly writing for the beginning collector and offers an excellent list of steps to follow or places to consult. "Descriptive Bibliography" by Terry Belanger of Columbia Library School is a very worthwhile coverage of the preparation of a book as well as the types of bibliographies.

Robert Rosenthal's chapter on "The Antiquarian Book Market" will be of more interest to librarians and archivists since he emphasizes: (1) characteristics of the antiquarian book; (2) nature of book buying; (3) antiquarian book trade; (4) some general characteristics of the trade; (5) types of booksellers; (6) prices and profits; and (7) buyer-seller relations. The author is curator of Special Collections at the University of Chicago.
Lola Szladits' chapter on "Art and Craft of Manuscripts" seems out of place and would mean more to the book collector if given more coverage, possibly in a full volume. There is hardly enough here for the manuscripts collector to merit inclusion.

Librarians and curators will find Joan M. Friedman's "Fakes, Forgeries, Facsimiles, and Other Oddities" useful, even though it needs elaboration and will serve only to send the collector to other sources. She looks at made-up copies, sophistications, doctored books, detecting fakes bibliographically, and piracies and false imprints. Ms. Friedman is a curator of rare books at Yale.

"Physical Care of Books and Manuscripts" by William Spawn of the American Philosophical Society is highly recommended for the beginner. He discusses environment, storage, acidity, binding, cleaning, dust jackets, and exhibition. There is such a limited coverage of manuscripts, however, that the word should have been omitted from the chapter title.

I found Katherine and Daniel Leab's chapter on appraisal to be one of the most informative. They are especially helpful on appraisals for insurance, sale, donation, or estate purposes.

The concluding chapter on the "Literature of Book Collecting" can be used as a guide by any library or collector. Professor Tanselle of the University of Wisconsin's English Department is comprehensive in his listing of bibliographies, checklists, catalogs, price records, guides, and directories.

There is an index of subjects, authors and some titles and a useful appendix listing addresses of recommended suppliers, bibliographic societies, and other organizations of interest to book collectors.

Jean Peters and Bowker are to be commended for giving us the experienced knowledge of these contributors. No printed manual on book collecting, however, can be substituted for experience, so a collector must choose an area of interest and make it his own. One will need to use other Bowker titles — American First Editions, Care and Repair of Books, Autographs, Invitation to Book Collecting, Taste and Technique in Book Collecting — along with this volume.

Special Collections, Woodruff Library
Emory University

David E. Estes

Published by DigitalCommons@Kennesaw State University, 1978

While The Film User's Handbook is written more for a public librarian than for an archivist, it presents a broad enough view of films to provide archivists with food for thought, especially given the paucity of books devoted to film archival practice. With a little imagination the Handbook can be adapted to archival needs.

The book's emphasis on the use of film for arousing public interest will appeal most to archivists who use film for outreach programs. The chapters "Building The Film Collection" and "Designing Film Programs" provide not only practical information on costs and where to locate materials but also innovative ideas on methods of integrating various forms of media. In many instances the author furnishes sample questions, forms, and diagrams to illustrate methods of managing film programs.

In "The Evolution of Film Service" the reader is carried beyond program planning and encouraged to view films with an eye to their intrinsic value. The comments on film selection and aesthetics are a helpful guide to appraisal for those who must evaluate and accession old film, and where money is available to build a film collection the list of film distributors and equipment manufacturers in the appendix will prove useful.

Although the Handbook will quickly outlast its usefulness to the film professional it serves well the manuscript curator who must handle a few films in conjunction with other types of media. The glossary of terms, the illustrations of damaged film, the description of splicing technique, the extensive bibliography, and the explanation of cataloging and indexing procedures all make the book a basic primer for film handling.

A word of caution though for those concerned about film preservation. The book gives little consideration to long-term storage problems and even recommends a possible fungus-producing procedure for treating brittle film.

This error, like others, arises because the Handbook was not written with the archivist in mind. However, a careful reading enables the curator to develop acceptable film archive techniques from this book. One hopes that the increasing importance of films to the profession will one day mandate the writing of a film archive handbook.

Richard B. Russell Memorial Library  
University of Georgia Libraries

Glen McAnich
A joint Committee on Research in Philanthropy has been formed under the auspices of the Foundation Center and the Council on Foundations in order to increase the quality and quantity of scholarly research on philanthropic activities and institutions in our society. In order to further research in this area the Committee is promoting the archival preservation of foundation records. In this regard the Committee is seeking archival agencies which are interested in serving as depositories for foundation records. In this regard the Committee is seeking archival agencies which are interested in serving as depositories for foundation records. The Committee also hopes that foundations will pay the depositories for necessary expenses in receiving and processing the materials. They are compiling lists of interested repositories for distribution to the members of the Council on Foundations. If your archives is interested in serving as a repository for local foundations, write to Hugh F. Cline, Chairman, Joint Committee on Research in Philanthropy, Educational Testing Service, Princeton, N. J. 08540.

The American Association of State and Local History has prepared a new brochure entitled, "So You’ve Chosen To Be a History Professional," which is directed towards undergraduate and graduate students and others interested in pursuing jobs within the profession. "History professional", according to the AASLH’s definition, means "everyone from an exhibit designer in a history museum to an academic historian." After a survey of some 50 agencies, historic preservation and archives work are the fastest-growing fields in the profession. Single copies of the 20-page pamphlet are available at not charge. They can also be ordered postpaid in bulk quantities at the rate of 25 for $7.50, 50 for $11, and 100 for $20. Write to: Careers Brochure, AASLH, 1400 Eighth Avenue, South, Nashville, Tenn. 37203.

The Tennessee State Museum has launched a statewide artifact-collection drive preparatory to the opening of the new facility in Nashville in 1980. Over 47,000 square feet is designated for exhibits and unless more contributions of artifacts are made, the museum will not be able to fill up the exhibit space. If you have material for the museum or information relating to Tennessee artifacts, write: Tennessee State Museum, War Memorial Building, Nashville, Tennessee 37219.

The Library of Congress will stop filing new entries in its card catalogues on January 1, 1980, and begin to rely almost altogether on automated data to provide access to the collections. From that date forward, the library will possess two catalogues — the "frozen" manual one and a new multipart one that will include all records in the MARC data base and records cataloged at that time.

-43-
The editor of *Essays in Public Works History* is seeking documented articles relating to the broad field of public works (transportation, water, waste collection and disposal, public buildings, parks, military installations, and the public works-engineering profession). For further information write: Suellen M. Hoy, Public Works Historical Society, 1313 E. 60th St., Chicago, Illinois 60637.

From *History News*: May 1 is the deadline for submission of entries to state chairmen for the AASLH awards program. Awards of merit and certificates of commendation are presented annually in seven categories — state and provincial historical societies; regional, county, and local historical societies; specialized subjects societies; junior historical societies; audiovisual and periodical; individuals; and miscellaneous organizations. In addition, the Albert B. Corey Award is presented to a small, local historical agency in recognition of its total program. Books are not eligible for awards, but authors are eligible under the individual category for their contribution to the field through their publications. Guidelines and more specific information for submitting awards are available from the state or regional chairmen. The chairman for Region 5 — South Atlantic Area — is James W. Moody, Jr., Historic Pensacola Preservation Board, 205 E. Zaragoza St., Pensacola, Fla.

The Society of American Archivists will publish an updated version of its *Education Directory* in 1978. Institutions listed in the 1976 *Directory* will be contacted for the latest information about their programs. Other institutions offering education in archives and manuscripts administration should contact SAA’s headquarters office if they wish to be included among the listings. SAA, The Library, P. O. Box 8198, University of Illinois at Chicago Circle, Chicago, Illinois 60680.

The National Archives and Records Service will sponsor its Institute: Introduction to Modern Archives Administration on June 5-16, 1978 at the National Archives in Washington. The Institute is designed to present theory, principles, and techniques of archives administration to persons holding responsibility in the fields of archives, manuscripts, records management, and the management of special collections. For more information write Modern Archives Institute (NNHP), National Archives and Records Service, Washington, D.C. 20408.

The South Carolina Department of Archives and History will host the spring meeting of the *South Atlantic Archives and Records Conference*, May 11-12 in Columbia. Contact Charles Lee, South Carolina Department of Archives and History, P. O. Box 11669, Columbia, S.C. 29211.
The National Historical Publications and Records Commission has issued information on its student intern program for 1978. The volunteer intern program is designed for upper level undergraduate or graduate students with background in American history, American studies, or archives administration. The students selected will receive academic credit and work with the Commission in editing and proofreading, verification of information about holdings of archives and manuscripts repositories, and entry of data into computer data base. Details of the program can be obtained by writing or calling: Dr. Nancy Sahli, Coordinator, Guide Project, NHPRC, National Archives, Washington, D.C. 20408 (202-724-1630); or Ms. Mary A. Giunta, Archivist, same address, at 202-523-3092.

The Committee on the Preservation of Library Materials, Resources and Technical Services Division, American Library Association, has a list of ongoing courses and workshops in binding and restoration. This list is apparently kept current. It has two parts: the first includes 13 "basic awareness" courses suitable for librarians and others, given for one to three college credits; the second includes 10 courses of study leading to certificates or degrees in book or art restoration. The Committee’s report, Preservation Training and Information-1977, gives all pertinent information for the courses and programs. Write: Carol R. Kelm, RTSD Executive Secretary, 50 East Huron St., Chicago, Ill. 60611.

The Winthrop College Archives: A Manual of Policies and Procedures is available to interested institutions and individuals at a cost of $5.00 per copy. Direct orders to: Archives and Special Collections, Dacus Library, Winthrop College, Rockhill, South Carolina 29733.

For those of you who may not have heard, the Georgia Department of Archives and History was awarded the Distinguished Service Award of the Society of American Archivists. Department Director Carroll Hart accepted the award at the 41st Annual Meeting of the Society held recently in Salt Lake City, Utah. President Jimmy Carter and Georgia Secretary of State Ben W. Fortson, Jr., sent congratulations to Miss Hart and her staff. In the nomination for the Award, the Department was cited for its "Distinguished history of achievement in facility expansion, program development, professional competence and influence, and expanded services to state and local governmental agencies and to the public sector."

The Georgia Department of Archives and History has announced the dates and program for the Twelfth Annual Institute. The four week institute will be held in Atlanta from July 24 to August 18, 1978. Instructors are experienced archivists and records managers from a variety of institutions.
Emphasis is on appraisal, arrangement, and description of both governmental and private records. Enrollment is limited to 18 participants. Applications will be accepted beginning in February and the deadline is May 15, 1978. Fees are $225 for non-credit and $576 for six quarter hours graduate credit from Emory University. Housing is available at a modest rate. Contact the Training Officer, Archives Institute, Georgia Department of Archives and History, 330 Capitol Avenue, Atlanta, Georgia 30334.

Society of American Archivists Basic Manual Series: Archives and Manuscripts: Surveys, John A. Fleckner; Archives and Manuscripts: Appraisal and Accessioning, Maynard J. Brichford; Archives and Manuscripts: Arrangement and Description, David B. Gracy II; Archives and Manuscripts: Reference and Access, Sue E. Holbert; and Archives and Manuscripts: Archival Security, Timothy Walch. A set of five are available for $12.00 to SAA members, $16.00 to others. Individual manuals: $3.00 members, $4.00 others. Order from SAA, The Library, P. O. Box 8198, University of Illinois at Chicago Circle, Chicago, Ill. 60680. Also, available from the SAA is an updated Directory of Regional Archival organizations.

If you need information for potential donors, a good model is the brochure of the Nebraska State Historical Society entitled “Manuscripts in the Archives”. The pamphlet explains the importance of records and manuscripts, describes the Society’s program for preserving private papers, and invites donations. A sample copy is available from the Manuscripts Curator, Nebraska State Historical Society, 1500 R St., Lincoln, NE 68508.

Recent groups formed to study Black Genealogy include: African-American History Association, c/o Carole Merritt, 2777 Bent Creek Way, S.W. Atlanta, Georgia 37311, which has begun publication of an excellent newsletter; Yamacraw (or Savannah) Unit of the Association for the Study of Afro-American Life and History, c/o W. W. Law, 710 W. Victory Drive, Savannah, Georgia 31405; and available from the University of Georgia’s Center for Continuing Education, Independent Study is James D. Walker’s “Black Genealogy How To Begin,” a booklet that accompanied his series in 1977 on WGTV.

The foremost library and archives documenting the consumer movement in the United States has been awarded a major grant from the National Endowment for the Humanities. The announcement by the Center for the Study of the Consumer Movement valued the grant at more than $150,000 if all the matching funds are received. To date, funds have been received from the Rockefeller Foundation, Governor Averell Harriman, and individuals. They will be used to conduct historical documentation of Consumers Union and the consumer movement.

-46-
Consumers Union provided initial funding to establish the Center for the Study of the Consumer Movement. The purpose of the Center is to locate, evaluate, and preserve materials of historical significance; to supplement this documentation with manuscript histories and scholarly taped interviews; to arouse the interest of consumer advocates in the history of their past; to assist scholars in the field to use the primary source materials available, and to encourage them to initiate historical studies based on such materials.

The Center houses a unique collection of personal papers, CU records, books, periodicals, oral history interviews, and films relating to the consumer movement and its important personalities over the last four decades. Located at CU's Mt. Vernon headquarters, the Center is open to scholars, consumer activists, researchers, authors, and others interested in the development of the consumer movement.

The Center is interested in information on the locations of materials relating to the consumer movement which have already been given to other repositories and in the preservation of endangered records. Information and requests for the Center's free Newsletter should be sent to Sybil Shainwald, Director, Center for the Study of the Consumer Movement, Consumers Union, 256 Washington Street, Mount Vernon, New York 10550.

The Tennessee Archivists have drafted and adopted articles of organization and have elected officers and are now an official archival group. They have begun to collect dues so that they can publish a newsletter and sponsor workshops. They will play an active role in the Annual meeting of the Society of American Archivists to be held in Nashville October 3-6, 1978. Their mailing address is: Tennessee Archivists, Joint University Libraries, Nashville, Tn. 37203.

The Society of American Archivists announces competition for four Society awards to be presented at the 1978 annual meeting in Nashville. The awards will recognize accomplishments which occurred during 1977. The selection of the winners of each award will be made by an appropriate subcommittee of the Committee on Awards chaired by Mary Jane Dowd. Individuals and institutional members of the SAA are welcome to nominate themselves or others for any of the awards. A complete description of the Society's Award policy appears in the American Archivist, volume 39, no. 3 (July, 1976) pp. 415-420. All nominations for SAA Awards should be sent to Mary Jane Dowd, Civil Archives Division (NNF), National Archives, Washington, D. C. 20408, by June 1, 1978.

Since October, 1977, "Vanishing Georgia", the historic photographic preservation project of the Georgia Department of Archives and History,
has copied historic photographs in the following counties: Floyd, Murray, Lumpkin, Habersham, Stephens, Clarke, Wilkes, Richmond, Bulloch, Chatham, Glynn, Ware, Lowndes, Dougherty, Sumter, and Muscogee. Counties scheduled through July are: Bibb (Macon, 2nd week in June), Baldwin (Milledgeville, 4th week in June), Greene (Greensboro, 1st week in July), Spalding (Griffin, 3rd week in July). If you have photographs of potential historic value, wish to view those already copied, or simply learn more about the project, contact the "Vanishing Georgia" staff. Georgia Department of Archives and History, 330 Capitol Avenue, S.E., Atlanta, Georgia 30334. Telephone: 656-2361.

The Georgia Historical Society in Savannah has announced the schedule for the Board of Curators' meetings for 1978. All meetings will convene at Hodgson Hall at 4:00 p.m. on the following dates: June 9, September 22, and December 8.

The Georgia Department of Archives and History, in cooperation with Duke University and the Church of Jesus Christ of Latter-Day Saints, has undertaken a project to film the Georgia county records housed in the Manuscript Collections at Duke. The project, which began on April 20, is expected to take four weeks and will concentrate on the filming of the early records of Greene County.

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http://digitalcommons.kennesaw.edu/georgia_archive/vol6/iss1/12

52


Processing: The *Manuscripts Collections Processing Manual* recently published by the University of Virginia Library touches all aspects of preservation, arrangement, and description of private papers and includes a glossary of abbreviations, terms, and processing instructions. Copies are $5.00 from the Curator of Manuscripts, University of Virginia Library, Charlottesville, Virginia 22901. The "book" is unbound, by the way, so that repositories can insert their own variations or special instructions.

General: Three recent publications from the midwest testify to the vigor and variety of archival publishing programs there. Archivists and historians will be interested in the *Guide to the Microfilm Edition of the Temperance and Prohibition Papers* edited by Randall C. Jimerson, Francis X. Blouin, and Charles A. Isetts. This joint microfilm project (the first ever funded by the National Historical Publications and Records Commission) brings together the collections of the Michigan Historical Collections, the Ohio Historical Society, and the Women’s Christian Temperance Union which document the evolution of the temperance movement from the mid-nineteenth century until 1933. The *Guide* includes an effective essay by
editor Jimerson which provides an overview of the entire movement and describes the relationships among various organizations and individuals; inventories of the papers of the eight organizations and four individuals on the film; a roll list of five temperance periodicals on the film; and brief notes on unfilmed materials (principally those after 1933) at each institution. Current price and order information about the guide and the microfilm edition of the papers may be obtained by writing the Ohio Historical Society, Columbus, Ohio 43211.

A second cooperative project, *The Guide to Historical Resources in Milwaukee Area Archives*, edited by John A. Fleckner and Stanley Mallach, may be of less immediate interest to Georgia historians since none of the material is related to Georgia. But this concise and well-indexed *Guide*, which covers the holdings of eight institutions, sets an example that Georgia archivists who lack the resources to undertake an individual repository guide might well follow. Copies of the 102 page paperback may be ordered from the Milwaukee County Historical Society, 910 North Third Street; Milwaukee, Wisconsin 53203, at a cost of $3.00.

University archivists or anyone involved in the development of archival standards or repository networks will be interested in *Core Mission and Minimum Standards of University Archives in the University of Wisconsin System*, which outlines the purpose of an archive and then summarizes, with considerable skill and clarity, the requirements for workable administrative relationships, archives and manuscripts administration, records management, special collections management, personnel, facilities and equipment, and support services. Copies of the thirteen page booklet, produced by the University of Wisconsin System Archive Council chaired by Nicholas C. Burckel, may be obtained from the State Archivist of Wisconsin.

*Georgia Women, A Celebration*, edited by Barbara B. Reitt, provides brief biographies of a cross-section of Georgia women from the founding of the state to the present. Two additional sections following each biography—"Just Think!" and "Let's Do It!"—add thought provoking questions for additional projects and further reading. Intended for use in elementary and high school classes, this attractive volume should, as its sponsors hope, encourage the discovery of new material about women in the state. For copies write the Project Director, Georgia Women, Atlanta Branch, American Association of University Women, 3505 Hampton Hall Way, N.E., Atlanta, Georgia 30319;

-50-
A slick new magazine, *American Preservation*, offers more for the eye than the mind. A private profit venture, the magazine bills itself as “THE magazine FOR historic and neighborhood preservation.” But the first issue devotes most of its eighty-eight pages to lavish color photographs and trite travelogue descriptions, some marred by bad grammar. A charter subscription is $9 a year for six issues but at $16 *History News* is a better buy.

An oral history newsletter, *RF Illustrated* is available free from the Rockefeller Foundation, 1133 Avenue of the Americas, New York, NY 10036.
RECENT ACCESSIONS

Georgia Repositories

Athens

Special Collections
University of Georgia Libraries

ATHENS-CLARKE CO. Tax List, 1857: 1 item.

ATLANTA BUSINESS FIRMS Collection, 1871-1912: records of grocers and buggymaker; 2 items.

ATLANTA TYPOGRAPHICAL UNION, WOMEN’S AUXILIARY, Records, 1899-1934: 10 items.

FLORENCE BEEL Papers, 1886-1903: scrapbooks on Oglethorpe Co.; 2 items.

EUGENE ROBERT BLACK, JR., Papers, 1917-1974: banking and politics; 3,228 items.

BONBRIGHT Gift: Photographs, 1880-1940, of North Georgia and Tennessee; 48 items.

HENRY BOURGUIN Slave List, 1779: 1 item.

ERSKINE CALDWELL Collection, 1933-1977: Literary manuscripts, clippings; 354 items.

JIMMY CARTER Cartoons, 1977: Political cartoons by Walt Lardner; 36 items.

LEON HENRI CHARBONNIER Papers, 1875-1899: Scientific observations at the University of Georgia; 33 items.

CHEROKEE CORNER WOMEN'S MISSIONARY SOCIETY Records, 1881-1898: Minutes and financial reports; 1 item.

CAPT. THOMAS COLE Record Book, 1777-1778: Revolutionary War account book; 1 item.

P. M. COMPTON Papers, 1781-1853: Surveyor-general’s records; 151 items.

http://digitalcommons.kennesaw.edu/georgia_archive/vol6/iss1/12
JAMES M. CRAWFORD Papers, 1974-1975: Rate to Southeastern Indian languages; 1,023 items.

E. A. CUTTS Papers, 1886-1944: Cotton broker accounts; 261 items.


DeRENNE CONFEDERATE MANUSCRIPTS, 1861-1905: Military history; 54 items.

DeRENNE FAMILY PAPERS, 1732-1939: Savannah; genealogical material, historical transcripts; 7,420 items.

DeRENNE FAMILY Receipts and Remedies, 1860s-1940s: 136 items.

DeRENNE HISTORICAL MANUSCRIPTS, 1746-1908: Relate to Georgia historical figures; 56 items.

BINGHAM DUNCAN Papers, 1975: Relate to Whitelaw Reid; 40 items.

DR. WILLIAM DUNCAN Papers, 1861-1873: Confederate surgeon; 53 items.

DANIEL DECATUR EMMETT Papers, 1899: "Dixie Land" manuscript; 20 items.

SAMUEL FUNK Papers, 1767-1771: Colonial Georgia sermons; 1 item.

GEORGIA DEMOCRATIC PARTY Records, 1974-1976: Relate to charter convention, Carter delegation; 98 items.


GREAT BRITAIN PUBLIC RECORDS OFFICE Collection, ca. 1730-1790: Copies of papers relating to Georgia; 450 items.

JOHN GROTH Papers, 1963-1973: Illustrations for Gone with the Wind; 36 items.

J. C. HARDY Papers, 1877-1888; Relate to Georgia education; 29 items.
HATTIE HARMAN Papers, 1855-1857: Relate to travels in Georgia and Alabama; 23 items.

HERCULES Log Book, 1784: Relates to voyage from Plymouth to Savannah.

CHARLES COLCOCK JONES, JR., Papers, 1867-1889: Manuscripts of printed works; 18 items.

NOBLE JONES and NOBLE W. JONES Papers, 1754-1838: Relate to Georgia politics and society; 80 items.

REV. JOHN JONES Papers, 1775-1928: Relate to Georgia social and family history: 2,849 items.

MICHAEL JOHNSTONE KENAN Collection, 1872: Notebook on McIntosh murder; 1 item.

HUGH LAWSON Papers, 1801-1970: Georgia history and genealogy; 1,068 items.

JOHN LINLEY Papers, 1965-1972: Relate to architecture of middle Georgia; 918 items.

ANDREW A. LIPSCOMB Papers, 1861-1878: Sermons and speeches on education; 23 items.

MADISON CO., GA., Collection, 1939-1967: Relate to history of the area; 262 items.

WILLIAM MANSON Papers, 1769-1878: Georgia Loyalist papers; 37 items.

MAURY FAMILY Papers, 1863-1872: Relate to Confederates in Mexico; 18 items.

OGLETHORPE CO., GA., Diary, 1866-1868: On Reconstruction Georgia.

RUFUS PAINE Papers, 1838-1976: Relate to Georgia mining; 1,581 items.

ETHELDRED RAINLEY Papers, 1861-1893: Contain diary of Confederate soldier: 5 items.

JOHN A. ROCKWELL Papers, 1866-1872: Relate to freedmen's schools; 34 items.
SHEFTALL FAMILY Collection, 1774-1942: 7 items.

SHIP LOGS, 1813-1814: Reproductions from British Public Records Office; 4 items.

WILLIAM BACON STEVENS Papers, 1847-1848: Historian’s correspondence; 9 items.

TREZEVANT Papers, 1880-1891: Pertain to railroad business; 11, 040 items.

W. O. TUGGLE Papers, 1973: Relate to Indian affairs, 1879-1882; 12 items.

CLARENCE L. VER STEEG Papers, 1975: Relate to early Georgia and Carolina; 24 items.

JOSEPH WHEATON Papers, 1806-1808: Relate to Georgia frontier and postal service; 29 items.

U. S. ARMY OF OCCUPATION Records, 1865-1868: Savannah area horse and mule records; 1 item.

U.S. WORKS PROGRESS ADMINISTRATION Georgia Records Surveys, 1935-1940: 2, 600 items.

Atlanta

Atlanta Historical Society

E. KATHERINE ANDERSON Collection: Copy photographs of family album, including Montgomery, Northcutt, and Haynes families of Atlanta, 1850-1900; 51 photos.

ATLANTA (city) Architect’s records, ca. 1976, specifications for reroofing the Cyclorama, 1 item; Dept. of Planning, records, 1932-1971, 10 cu. ft.

ATLANTA PUBLIC SCHOOLS Scrapbook, 1932-1933: Documents establishment of Georgia Bicentennial Forest, a park commemorating the state bicentennial; includes correspondence, photos, clippings; 1 item.

DR. FREDERICK BELLINGER Papers, 1940-1970s: relate to chemical engineering, civil defense, atomic weapons, radioactive fallout, national security; 2 cu. ft.

EPISCOPAL DIOCESE OF GEORGIA Journals, 1827-1907 (some missing); ½ cu. ft.

A. T. HOLLIDAY Civil War Letters, 1864: To wife Elizabeth in Washington, Ga.; describe conditions in and around Atlanta; 41 items + transcripts.

EMILY HENDREE (Mrs. Robert E.) PARK Papers, 1890-1910: Include correspondence, clippings on the Jamestown Exposition of 1907; ¼ cu. ft.

PRESBYTERIAN SYNOD OF GEORGIA Records, 1914-1966: Minutes, pamphlets; ¼ cu. ft.

PRESBYTERY OF ATLANTA Records, 1911-1939: Minutes, reports, manuals, guide to area churches (1913); ½ cu. ft.


ELISE M. STOKES Collection, 1920-1954: Director, Camp Dixie for Girls, 1920s-1964; Camp catalogs, photos of campers, staff, and activities, and issues of camp newspaper, Dixie Echoes, 1920-1954; ½ cu. ft.

Special Collections
Robert W. Woodruff Library
Emory University

CONRAD POTTER AIKEN Letters, 1951-1962: Letters relating to publications and publishing arrangements with comments on reviews and writers: 14 items. Finding aid in repository.

PANKE M. BRADLEY Papers, 1970- ; Correspondence, memoranda, reports, printed material relating to Atlanta politics, government, and civic affairs; 5 cartons. (In process).

CASON J. CALLAWAY Papers, addition, 1936-1974: Letters, photographs, personal reminiscences, and mementoes; 1 ms. box. Inventory available in repository.
EMILY HARRISON Papers, ca. 1880-1940: Correspondence, clippings, photographs, legal, business, and organizational records. Subjects include education in Georgia and the United States, the Fernbank Science Center in Atlanta, Atlanta churches, and the Harrison-Ball-Park families; 20 cu. ft. (In process)

WILLIAM PETER KING (addition to Methodist Collection), 1869-1935: Includes seven pieces of correspondence with Corra Harris; 10 items. Finding aid in repository.

V. E. MANGET (addition to Methodist Collection), 1881-1884: Documents relating to the Women's Foreign Missionary Society of the North Georgia Conference, Methodist Church; 17 items. Finding aid in repository.

**Georgia Department of Archives and History**

**Governmental Records Office**


DEPARTMENT OF AGRICULTURE: Office of the Commissioner, Commissioner's General Subject File, 1970-1073, (8 cu. ft.); Administrative Division, Director's General Subject File, 1972-1975), (4 cu. ft.); Animal Industry Division, Director's General Subject File, (1 cu. ft.)

DEPARTMENT OF COMMUNITY DEVELOPMENT: International Division, Foreign Countries Projects Files, Fiscal Year 1974, (1 cu. ft.); Tourist Division, Director's Subject Files, 1974-1975, (2 cu. ft.); Public Relations Division, Director's Subject Files, 1975, (1 cu. ft.).


COURT OF APPEALS: Case Files, Numbers 50748 through 51735, 1975, (113 cu. ft.).


OFFICE OF THE GOVERNOR: *Legal Division*, Director’s Subject Files, 1973-1975, (10 cu. ft.)


DEPARTMENT OF HUMAN RESOURCES: *Division of Family and Children Services*, County Child Welfare Reports Files, 1937-1968, (13 cu. ft.); Office of the Director, Director’s Subject Files, 1974, (5 cu. ft.); *Comprehensive Health Planning Division*, Office of the Director, Director’s Subject Files, 1970-1975, (17 cu. ft.); *Division of Physical Health*, Maternal Health Section, Office of the Director, Director’s Subject File, 1965-1974, (1 cu. ft.); *Division of Benefits Payments*, Office of the Director, Director’s Subject File, 1969-1976, (12 cu. ft.); *Division of Physical Health*, Office of the Director, Director’s Subject File, 1975, (10 cu. ft.); Child Health Unit, Office of the Director, Director’s Subject File, 1974, (1 cu. ft.); *Division of Youth Services and Social Services*, Office of the Director, Director’s Subject File, 1974, (6 cu. ft.).

DEPARTMENT OF NATURAL RESOURCES: Environmental Protection Division, Water Quality Management Unit, Director's Subject Files, 1966, (3 cu. ft.); Office of the Commissioner, Commissioner's Subject Files, 1974, (3 cu. ft.)


DEPARTMENT OF REVENUE: Property Tax Division, County Property Tax Digests, all counties, 1975, (150 cu. ft.).


UNIVERSITY SYSTEM OF GEORGIA: Board of Regents, Annual Reports to the Board of Regents, All institutions, Fiscal year 1974, (6 cu. ft.); Master Campus Development Programs Files, 1965-1974, (114 cu. ft.)

For reference to, or information concerning, these records please contact: Governmental Records Office, Georgia Department of Archives and History, Atlanta, Georgia 30334. (404) 656-2383.

Manuscripts Section

ERVIN E. ADDY Letters, 1861-1863, 1873: Tenn., Miss.; Civil War letters, family data; xerox copies. 34 lvs.

BATTLE FAMILY Papers, 1811-1914: LaGrange and Powelton, Ga., and Italy; include Civil War papers, family data; 22 lvs.
BLISSIT FAMILY Papers, 1861-1864, 1876: Butts, Harris, Henry, Monroe Cos., Ga.; Civil War papers, family data; xerox copies, 40 lvs.

GILLIAM BUTLER Sales Ledger, 1779: Savannah; business record; xerox copy, 9 lvs.

GAULDING MASONIC LODGE NO. 215 Minutes, 1864-1866: Dublin, Ga.; typed transcript, 1 vol.

GEORGIA STUDENTS HOME ECONOMICS ASSOCIATION Records, 1924-1976: Minutes, booklets, newsletters, officer list, correspondence, programs; ½ cu. ft.

ALEXANDER GORDON FAMILY Papers, 1845-1915: Cobb and Baldwin Cos., Ga.; legal documents, business receipts; xerox copies, 90 lvs.


THOMAS W. HARRIS Papers, 1829-1842: Athens and Walker Co., Ga.; genealogical data, business receipts, material on economic conditions and Indian problems; xerox copies, 117 lvs.

JOHN VICKERS LESTER School Record Book, 1856: Mt. Zion, Hancock Co., Ga.; lists of instructors and students, poetry, genealogical data; xerox copy, 27 lvs.

MILLER FAMILY Letters, 1857-1873: Bullock and Screven Cos., Ga.; genealogical data, material on economic conditions and Indian problems; xerox copies, 31 lvs.

PILOT CLUB INTERNATIONAL Records, 1921-1970: Club histories, convention minutes, programs, annual reports, executive committee minutes, executive director’s reports, publications; 4 cu. ft.

WILLIAM G. PONDER Letters, 1848-1865: Thomasville, Ga., Richmond, Va., and Tenn.; business correspondence, receipts and correspondence relating to slave trading; xerox copies, 30 lvs.

JAMES HENRY ROGERS Diary, 1862: Corinth, Miss.; Civil War diary, accounts of western campaign; typed transcript, 30 pp.

HENRY SMITH Letters and Diary, 1885-1886: Griffin, Ga.; diary includes data on economic and weather conditions; xerox copies, 34 lvs.

CALEB P. SPICER Diary, 1864: Baltimore, Md.; Civil War naval diary describing a naval engagement involving the C.S.A. Florida; xerox copy, 3 lvs.

ALEXANDER H. STEPHENS Papers, 1884-1887: Crawfordville, Ga.; will and legal papers; xerox copies, 52 lvs.

ALEXANDER STEPHENS Travel Journal, 1838: Crawfordville, Ga., and New York; journey from Crawfordville to New York City; xerox copy, 122 pp. (Publication and duplication restrictions)

THOMAS STOCKS Diary, 1818: Travel diary of a surveyor on the Tennessee-Georgia boundary; 6 lvs. + typed transcript.

WILLIAM O. TUGGLE Diary, 1864: Decatur and LaGrange, Ga.; Civil War diary of soldier in Morgan's cavalry in Kentucky, Ohio, Tennessee, and Virginia; typed transcript, 57 lvs.

ELIOT WIGGINTON/FOXFIRE Papers, 1960-1976: Correspondence; 1 cu. ft. (Restricted)


Southern Labor Archives
Georgia State University

AMALGAMATED CLOTHING WORKERS OF AMERICA, SOUTHERN REGION, Records, 1939-1976: Correspondence (primarily between Southern Region Directors Harry Haberthear and Ed Blair and union organizers and officials, principally ACWA Vice-Pres. Gladys Dickason), National War Labor Board and National Labor Relations Board case material, financial documents, company-designated subject files, and misc. printed items pertaining to ACWA organizing in the South and Southwest; 2 lin. ft.
ASHEVILLE (N.C.) CENTRAL LABOR UNION Records, 1948-1975: Correspondence, minutes, financial statements, National Labor Relations Board case material, arbitration decisions, North Carolina and United States court documents, and printed items illustrating the role of the CLU as a clearinghouse of AFL-CIO information for affiliates; 4 lin. ft.

Columbus Archives Columbus College

ABSAŁOM HARRIS CHAPPELL Collection, 1840s-1870s: Georgia legislator, U. S. Congressman; letters, writings, speeches, pamphlets, books; ca. 100 items + 600-vol. personal library (pre-1860).

PVT. FRANKLIN ASHTON CLARK World War I Diary, 4 Aug. 1917-16 Dec. 1917: microfilm copy.

COLUMBUS MUSEUM OF ARTS AND CRAFTS Collection: Letters, diaries (typed transcript), newspapers, and magazine articles relating to the history of Columbus; 8 letter boxes.

COLUMBUS (GA.) NEWSPAPER Collection: Columbus Enquirer (1832-1956); Columbus Ledger (1905-1956); Daily Sun (1860s-1870s); Columbus Times (some issues, 1850s).

FOREST L. COSBY Collection: Muscogee Co. physician; letters, including 6 from George Washington Carver, and clippings; 20 items.

LOUISE GUNBY JONES DUBOSE Collection: Poet and author (under pseudonym Nancy Telfair), journalism teacher, Director of Univ. of South Carolina Press; letters, articles, scrapbook, and books, concerning her career in and writings about Columbus, Ga.; 82 items.


INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES AND MOVING PICTURE MACHINE OPERATORS Records, 1923-1934: Correspondence, financial records, treasurer’s cash book (1926-1929), local minutes and records of regular, special, and executive board meetings (1929-1932), and records of films shown at Pastime Theatre (1932); 49 items.

http://digitalcommons.kennesaw.edu/georgia_archive/vol6/iss1/12
LEAGUE OF WOMEN VOTERS OF COLUMBUS Records, 1930-1958: Minutes; auditor, treasurer, and annual reports; by-laws of national, state, and city league; publications; material on activities; work, finance, and membership cards; 5 scrapbooks; clippings; 7 records storage boxes.

SOL LIEB Collection: Columbus, Ga., wholesaler; ledger, 1868-1876, and scrapbook containing letters, photographs, liquor price list; microfilm.

McGEHEE-WOODALL Collection, 1858-1971: Includes transaction book, 1858-1863, of Allan C. McGehee, Columbus, Ga., slave dealer; 7 scrapbooks, 1899-1971, of clippings kept by W. C. Woodall; many clippings on Columbus history.

JOSEPH B. MAHAN, JR., Collection: Historian, Director of Education and Research at Columbus Museum of Arts and Craft, and Director of Westville Village, Lumpkin, Ga.; research collection of extracts from primary sources on Eastern North American Indian Tribes and archeology, periodical and newspaper articles, 1952-1977, on American pre-history; personal correspondence, 1952-1976, relating to research; card file, indexing and annotating information, dates, and bibliography in the collection; 6 record storage boxes.

CHATTACHOOCHEE VALLEY ORAL HISTORY Collection: Transcribed oral history interviews pertaining to the history of Columbus and Ft. Benning, Ga., and Phenix City, Ala., particularly its clean-up in the 1950s; partially indexed; 35 interviews.


LAVA C. SMITH Collection: Businessman, local historian, collector, politician; contains material on Columbus and Georgia history, local and state politics, Civil War, Masonic Lodge records, business records; 36 record storage boxes, 9 letter boxes, 3 newspaper boxes.

FRANCIX ORRAY TICKNOR Collection: Columbus physician, poet; letters, 1832-1871, and transcripts, 1839-1870; poems; M.A. thesis, 1934, by Sarah A. Cheney and biography by C. Alphonso Smith; genealogy of the Ragan family, 1770-present; genealogical correspondence of Amelia Cutliff, 1898-1950; 2 letter boxes.

-63-
J. W. WOODRUFF, JR., Collection: Columbus businessman interested in historic preservation and Chattahoochee River navigation; includes Confederate Salvage Assn. minute book, 1962-1974; letters, 1968-1974; material on Confederate gunboats and salvage efforts; 40 items.

Savannah

Georgia Historical Society

MARGARET DAVIS CATE Collection: Relates to coastal Georgia history, 1591-1967; 6,917 items; published inventory.

CHAMLEE-SIPPLE Collection: Georgia legal documents, 1769-1872; 13 items.

WILLIAM COOLIDGE Collection: Civil War claims, 1870-1919; 34 items.

SARAH ALEXANDER CUNNINGHAM Collection, 1803-1920: Material on Alexander, Lawton, and Cunningham families and World War I relief in France; 294 items.

TELEMON CUYLER Collection: Materials relating to colonial and early state history and the siege of Savannah; 10 items.


JAMES HABERSHAM Collection, 1770-1773: Materials relating to Bethesda Orphanage; 5 items.


LIBERTY SHIPS (WORLD WAR II) Collection: Logs, blueprints, engraving details of ships built in Savannah shipyards; 41 doc. boxes.

CHARLES A. McCORMICK Papers, 1940s: World War II letters; 31 items.


-64-
VERA PALMER Collection: Materials relating to Palmer family, Mulberry Grove Plantation, Spanish-American War; 3 doc. boxes.

STILES FAMILY Papers, 1839-1920: Family papers, materials relating to World War I; 1 doc. box.

IVAN TOMKINS Photographs, 1940-1960s: Relate to Georgia natural history; 53 photos.

VARNER FAMILY Collection, ca. 1830-1965: Personal papers; business records of Indian Springs Inn, Newnan, Ga.; 2½ cu. ft. + 15 vols.

VON DER LEITH FAMILY Papers, ca. 1900-1970: Family papers, letters; 3 doc. boxes.

RAIFORD WOOD Collection, ca. 1850-1920: Wood family personal and business papers; 8 doc. boxes.

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Duke University

Durham

MARY G. FRANKLIN Papers, 1842-1855: Two account books from her farm, goldmine, and sawmill in Cherokee Co., Ga.; one vol. contains personal journal, 1853; 2 vols.

RICHMOND CO., GA., SUPERIOR COURT Slave Importation Register, 1820-1821: 1 vol.

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