January 1986

Provenance IV, Issue 1

Sheryl B. Vogt

Richard B. Russell Memorial Library

Follow this and additional works at: http://digitalcommons.kennesaw.edu/provenance

Part of the Archival Science Commons

Recommended Citation

Available at: http://digitalcommons.kennesaw.edu/provenance/vol4/iss1/11
EDITORIAL STAFF

EDITOR
SHERYL B. VOGT
Richard B. Russell Memorial Library

ASSOCIATE EDITOR
MARGERY N. SLY
Clemson University

MANAGING EDITOR
VIRGINIA J. H. CAIN
Emory University

SHORT SUBJECTS
GLEN McANINCH, EDITOR
University of Kentucky

REVIEWS, CRITIQUES AND ANNOTATIONS
MARTIN I. ELZY, EDITOR
Carter Presidential Materials Project
BARBARA S. BENNETT, ASSOCIATE EDITOR
Georgia Historical Society

EDITORIAL BOARD
ELLEN GARRISON (1986-1988)
Archives of Appalachia

LES HOUGH (1985-1987)
Georgia State University

MICHAEL KOHL (1983-1986)
Clemson University

DAVID LEVINE (1986-1988)
Ohio Historical Society

RALPH MELNICK (1986-1988)
Williston-Northampton School (Massachusetts)

DAVID J. OLSON (1983-1986)
North Carolina Department of Cultural Resources

FAYE PHILLIPS (1986-1988)
Archival Consultant

VIRGINIA SHADRON (1983-1986)
Georgia Department of Archives and History

BILL SUMNERS (1983-1986)
Southern Baptist Historical Library and Archives

MARVIN WHITING (1983-1986)
Birmingham Public Library
<table>
<thead>
<tr>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guest Editorial</td>
<td></td>
</tr>
<tr>
<td>Archives to Archives and Dust to Dust</td>
<td>1</td>
</tr>
<tr>
<td>David B. Gracy II</td>
<td></td>
</tr>
<tr>
<td>PERSPECTIVES ON LOCAL RECORDS AND RESOURCES</td>
<td></td>
</tr>
<tr>
<td>What Would I Do Without Georgia Archives and Archivists: A Novelist's Perspective on the Use of Local Records</td>
<td>10</td>
</tr>
<tr>
<td>Eugenia Price</td>
<td></td>
</tr>
<tr>
<td>Legal Records and Historical Gossip: The Records of the Social Historian</td>
<td>16</td>
</tr>
<tr>
<td>Thomas F. Armstrong</td>
<td></td>
</tr>
<tr>
<td>Local Records in Distant Lands: Volunteers to the Rescue</td>
<td>29</td>
</tr>
<tr>
<td>James H. Neal</td>
<td></td>
</tr>
<tr>
<td>Bureaucracy, Public Relations, and Archival Cooperation: The Preservation and Accessibility of State Historic Site Records</td>
<td>39</td>
</tr>
<tr>
<td>Asa Rubenstein</td>
<td></td>
</tr>
</tbody>
</table>
GUEST EDITORIAL

Archives to Archives and Dust to Dust

It's everywhere, dust is. We came from it, to it we return, and in the meantime we fight a constant battle to keep it off of objects we hold dear. Nevertheless, there is one place in all the world where, more than any other, a person expects to find dust: in an archives. People who know nothing about archives—who clearly are blank on the purpose, nature, work and service of archives in the preservation of the permanently valuable documentation of civilization—know there's dust there. There is no more pervasive cliche of our time than that papers consigned to archives moulder into it.

News writers, an accurate gauge of public knowledge, confirm the fact. "Archives Dusts Off Its Image With Souvenirs from WWII to Watergate" a headline writer for the Chicago Tribune titled the 24 February 1985 feature on the exhibit at, and in celebration of the fiftieth anniversary of, the National Archives. Responding to President Reagan's news conference with Soviet journalists late last year, the Soviet newspaper Izvestia attacked what it termed the president's arbitrary use of facts, stating that "The President makes propaganda for American proposals, covered with archive dust...."!

Are archives dusty, dark, dismal, dank, damp, desolate (oh, the alliteration begs for more dingy d words!) places? The question must be asked because people who should know better, don't do better. Take Dr. Ennis Reinhartz of the University of Texas at Arlington. He told a reporter that
"Historians don't all sit in dark, dusty archives, but that's where we're the happiest." The stereotype could be no more firmly rooted and no more hogwash than this. Anyone can see it simply by looking at the pictures accompanying the article. Reinhartz posed in an immaculately neat, clean, and well-lit room. There is not a speck of dust anywhere.  

Ask yourself, if all you had ever heard about archives was dust, dust, dust, would you want to go there? Would you be inclined to put much of your hard-earned money into them? Would you want to be seen openly with people who look forward to spending their working lives there? It is remarkable, isn't it, that the repetition of one little word can stereotype--indeed, has marked for the definite worse--an entire occupation and profession. 

The bald fact is that if archives are dusty, and by inference ill-kept, uninviting, low-priority places, they are so simply because archivists lack the staff and resources to make their repositories otherwise. It is not because we are ignorant of what to do and how to do it. The situation is, therefore, an indictment of the very public, press, historians and organization decision makers who stereotype archives as worthy of only a low priority on the budget ladder. The maxim "You get what you pay for" applies here. 

The blame for the unsatisfactory shape the archival holdings of this nation are in is ours, too, however. When was the last time you objected out loud to the dusty stereotype, took the occasion to inform the hearer of the benefits the person received by virtue of the existence of archives, and invited the person to visit your repository? We archivists have been too quiet, have not made the public, the press, and our budget decision makers aware that the condition of the nation's documentary heritage over which they have control both reflects on and ill serves them. But be positive about it. Recall the advice of the sage who said: "The best way to get on in the world is to make people believe it's to their advantage to help you." In other words, when we do
something about our unsatisfactory situation and the low priority it locks us into, something will be done, and the status quo will not continue ad infinitum.

This positive thought--that we can and must do something--is the inspiration behind the "Archives and Society" campaign of the Society of American Archivists (SAA), nay, of the archival profession. Recognizing that the archival profession in North America is held in low esteem by our society and that low esteem translates into resources inadequate to fund the vital work we are charged to do, the SAA two years ago embarked on a program to begin reversing that low esteem. The SAA established a Task Force on Archives and Society and charged it to accomplish four goals: 1) to produce a statement, that we all can use, on the importance of archives to and in society (That statement, printed as a flier and available now for mass distribution, asks the engaging question: "Who is The 'I' in Archives?" and answers it with a resounding "YOU!"); 2) to propose ways and means that we--as individuals, as professionals in our associations, and as employees of our institutions--can use to raise public awareness, appreciation, understanding, and support of archival work; 3) to suggest action the SAA could take; and 4) to serve as a clearinghouse for ideas and information.

The task force began work on the second and third charge by inviting comment from archivists on the scope of the problem as they saw it and on actions they thought ought to be taken. We received so many, and such philosophically disparate suggestions that we concluded that the most responsible first step would be to conduct a study of the perceptions, opinions, and rationales for decision and action of the most important single group to us, those persons one, two, and three rungs above us on the organizational ladder who control the resources allotted us to accomplish our work--"resource allocators" as we called them. SAA Council agreed, and contracted for the study with Professor Sidney J.
Levy, chair of the marketing department of the J.L. Kellogg Graduate School of Management at Northwestern University and president of Social Research, Inc., to conduct the study.

Sid presented and discussed his findings at the SAA annual meeting last October (1985). What he had to say was instructive and revealing about how we are perceived, and his findings offer solid ground for framing our course of action to combat our unsatisfactory image and thereby to improve the support of archival enterprise.

Resource allocators, Sid found, understand the purpose and value the services of archives. Contrary to our belief that ignorance of archives lies at the root of our image problem, resource allocators showed a reasonable-to-good knowledge of the contents, functions, and usefulness of the holdings of the archives for which they are responsible. Admitting that they knew nothing about archives when they took charge, resource allocators expressed surprise, delight, and relief upon finding no dust or gloom when they first set foot in the archives. They lavished praise on both the staff and the operation, particularly on the quality of service delivered within the difficult confines, which they recognized, of inadequate funding, staff, and space. With a new image of, and pride in, their archives, resource allocators spoke of the archives growing, not diminishing, in interest, importance, size, and quality. At least that is what they said to the interviewer, whom they knew was sponsored by the professional association to which their archivists belong.

When applying this euphoria in concrete situations, specifically budget allocation, resource allocators retreated, became cautious, talked about fairness, and used terms such as "balance" and "reasonable." Archives have and, if nothing is done, will have a low priority for several reasons, Levy learned.

a. They are out of sight and out of mind.

b. They hark to the past, seem passive and
stored, compared to more current, ongoing, aggressive demands on the budget of the organization.

c. They lack, and make no serious effort to have, political clout, compared to other departments.

d. In businesses, they are not profit centers.

To receive a larger chunk of the budget, all resource allocators said plainly, archives would have to present some program or problem meriting the greater allocation. Improving the job being done is not justification sufficient to merit changing present agency budget priorities. That hurts. We archivists have operated on the philosophy that if we did a better job—handled more patrons or processed greater quantities of records—additional resources adequate at least to maintain our level of operation would in time be forthcoming.

More disturbing yet, Sid found that resource allocators believe they know enough about archives to know that archives are getting what they are worth.

The way they see archivists reinforces their opinion. Resource allocators perceive (and respect) us as skilled people driven by a strong motivation to save and serve. The traits they equate with archivists are: appreciation of history; a detective-like curiosity; patience with details; a strong sense of organization; ability to work in solitude and confinement; desire and ability to serve various user groups; and skill with preservation and repair.

Archivists are these things. But recognize that these are curatorial traits. Fine in themselves, they do not include the traits most prized by resource allocators: entrepreneurship, political savvy, skills in management and decision making, innovativeness, commitment to supporting and improving the organization. Moreover, the curatorial traits are, some resource allocators said, more important to them than the professional competence of the individual archivist. Individual certification "might qualify the archivist to do a better job," remarked one, "but there are other qualities that we are looking for."
Since resource allocators view us in this light, can anyone be surprised to learn that pleasure in archival work is thought—indeed, preferred by resource allocators—to be the archivists' greatest reward. Archivists are perceived to be pleased, and to be satisfied to be pleased, by the intellectual challenge of the work, the joy of discovery, the gratification in being of service, and by the fact that the work of "preserving forever" is touched with immortality. "They are rewarded when information from their holdings gets published," said one resource allocator. "The fact that a book comes out and they have helped the author to get the research done and they may see that they get their name printed as having helped the author. It's like they are deserving of a medal."

Is that what we want and what we are worth: a medal? The study says to me in no uncertain terms that we have work to do. Archivists have an identity that is a compound of specific abilities and attractions, somewhat vaguely conceptualized in the minds of nonarchivists and burdened by unexciting stereotypical elements—like dust. To improve our situation, Professor Levy suggests, we need to define a more coherent identity and objectives, and to communicate greater freshness and distinctiveness. Making archives appear more accessible and doing more to open them to use and visiting should diminish the various wrong concepts of dustiness and mustiness, sheer acquisitiveness, territoriality, and dead accumulation wrongly associated with us and our work. Holding and advertising open houses, showcases, special events, celebrations, announcements of findings and distinctive uses of archives, more, and more appropriate, educational programs, Sid explains, will convey a greater sense of vitality.

Simultaneously, we need, Sid observes, to jar the resource allocators' satisfaction so that they re-perceive archivists as deserving of greater support. Archives must be shown to be relevant to modern life. To achieve this understanding, Levy counsels us to emphasize the essential character of
archives and to stress the critical needs we fill in our organizations. The purposes, uses, and contributions of archives have to be made more vivid, more explicit, more concrete, and be repeated in varied ways. Doing this requires the communication of a steady flow of examples to heighten awareness and appreciation of what the organization and the resource allocators are getting for their money.

Levy continues quickly that self assertion does not mean that archivists have to become belligerent, unpleasant, and obstinant. In the appreciation resource allocators have of the importance of the work we do and the respect they grant for our curatorial strengths, we have a foundation on which to begin seeking participation in decisions about us. In particular Sid proposes that we be less sympathetic to the resource allocator's budget problems. We are doing too good a job, he suggests, because we continue doing as much, if not more, with less. Were you in the resource allocator's shoes, would you give critical resources where they do not appear to be needed? It is time we perceived the politics of budget competition for the give-and-take game that it is and participate in it for the benefit of our holdings and thereby of our organization as a whole. The greatest obstacle to overcome in changing our approach to budget matters likely will be the resource allocators' perception of themselves being on the side of archivists and regret at not being able to do more for us. But this, too, can be a strength when we can make them see how a stronger archives enhances their position.

Some resource allocators will hear us speaking directly to them from within our organization, some will not. To reach these latter, we must pool our energies.

First, accepting the fact that changing the perception of resource allocators in particular and the public in general is a long-time project, we need to organize ourselves to maintain the focus on Archives and Society. Several regional archival associations have established Archives and Society
preserve the documentary heritage of our particular part of the world. By our dynamism, energy, activity, and progress, the misshapen, inaccurate image of archives and archivists as dusty places and people, nice but not really important, will fall away and never be talked of again. "Archives to archives and dust to dust." This is a cry of a new image and an invigorated dimension of service of archives to both our institutions and society at large. It is a cry not of an end, but of a beginning.

David B. Gracy II

David B. Gracy II is the Governor Bill Daniel Professor of Archival Enterprise, University of Texas at Austin. He was director of the Texas State Archives when he presented the original version of this editorial at the fall workshop of the Society of Georgia Archivists, 21 November 1985, Atlanta, Georgia. As president of the Society of American Archivists (1984), Gracy promoted the Archives and Society campaign. He is a former president of the Society of Georgia Archivists and was the first editor of Georgia Archive, now Provenance.

NOTES


2 Barbara Burke, "Professor Assists Government in War Criminal Deportation Case," The Magazine of the University of Texas at Arlington 6 (July 1984): 5.
The obvious answer to the question posed in my title is that, undoubtedly, I would not be writing historical novels laid along the southeastern coast.

With the possible exception of my first novel, *The Beloved Invader* (1965), a quick reading of the afterword of any of my other seven novels will give a clear idea of my deep dependence upon historical archives—both in Georgia and Florida. Back in the sixties, when I was working on *The Beloved Invader* as a rank newcomer to Georgia, I simply didn't know about the wealth of available material in our archives and historical societies. Sound ignorant? I was where historical research is concerned. Before 1961, I had written only nonfiction books. Captivated with both St. Simons Island and the story of Anson Dodge's quaint little church at Frederica, my friend, Joyce Blackburn and I set out to meet the oldest Islanders, hoping eagerly that among them and their remembered tales, we could piece together the actual story. They were all most cooperative and piece it together we did with the open-hearted help of the Goulds of St. Simons and from family and church records. We both feel a bit noble having done it, since there was no Coastal Georgia Historical Society in those early days and even the late Margaret Davis Cate's invaluable material was boxed up and unavailable. We leaned heavily on our friends at the St. Simons Library and the Brunswick Library and somehow we made it. You see, we hadn't even
heard of Hodgson Hall in Savannah and its fantastic collections kept, I now know, since the formation of the Georgia Historical Society back in 1839.

Between the publication of The Beloved Invader and my editor's decision that I should turn the vast amount of Island material into a trilogy, we both became charter members of the newly formed Coastal Georgia Historical Society. During its first or second year, I happened to be program chairman and invited the late Walter C. Hartridge of Savannah to speak to us. Meeting Walter, who, with his wife Susan, became our dear and valued friends, changed the direction of my entire writing life. Not only did Walter share freely with me from his own vast collection (now proudly housed at Hodgson Hall) he introduced me to the treasure-filled world of both Georgia and Florida archives. I met and came to love and respect Lilla M. Hawes, then director of the Georgia Historical Society in Savannah and from her, I further learned my way around the vast collections she knows so well.

I have done extensive research since--enough to have written seven more novels (with the third in the planned Savannah quartet begun)--but in no way do I consider myself an historian. I'm just a writer, who leans and leans and leans upon the expertise of Georgia's skilled archivists and researchers and records. A certain amount of Georgia history has become a part of my mental equipment rather by osmosis, but this in no way diminishes my need for the experts. Walter Hartridge and Lilla Hawes and my friend and fellow writer, Burnette Vanstory, taught me enough about how to research, so that when I reached the writing of Lighthouse, the third in the St. Simons trilogy, I dared one day to fly to Atlanta to do some research for myself on just where James Gould of Massachusetts, who built the first St. Simons lighthouse, might have lived before he built the light. Family records said simply that he'd lived and operated a sawmill on the St. Mary's River.

Feeling enormously brave to be delving all alone (without Walter or Burney or Lilla) into the awesome
state archives in Atlanta, I soon found out how helpless I was without an Atlanta expert to guide me. Luckily for me, I found Marion Hemperley, deputy surveyor general for Georgia. Marion and I had immediate rapport as people, but only his comfortable, warm-hearted manner prevented my being awestruck by the man's knowledge. He helped me pinpoint the exact spot where James Gould must have lived. We have remained in touch and our friendship has grown through the years. (I hope you will read the afterword to my novel, To See Your Face Again, dedicated to Marion, for some small idea of how much I feel Georgians owe this modest, knowledgeable gentleman.)

Once I saw that my story would, in the second novel of the Savannah quartet, move away from Savannah proper into the old Cherokee nation in middle and north Georgia, again Marion Hemperley became an essential part of my working life. One morning, for example, in the heat of writing one difficult scene for To See Your Face Again, I picked up the telephone, as I do so often, and called Marion in Atlanta with still another of my "crazy author questions." I needed to know the height of corn in a field near Cassville, Georgia at a certain time of year. "Why, darlin'," Marion said in the midst of whatever "busyness" occupied him, "that corn would have been just about knee high by then." Already, he had sent me a detailed summary of the exact routes my people would have taken from Savannah to Cassville back in the 1830s, what inns they slept in, the kind of beds, the meals they ate. Not often, but now and then, he'd even remind me that here, they would have eaten from a tablecloth, or there, they would have fought bedbugs all night. When Marion is unable to answer me off the top of his head, the mail, in a day or so, brings detailed material once he has had time to search the marvelous records at the Department of Archives and History. What would I do without Marion Hemperley and the Georgia Assembly's farsightedness in supplying funds to collect and preserve this invaluable material?
What would I do without Hodgson Hall in Savannah? What, oh, what would I do without my close friend, acting director, Barbara Bennett at Hodgson Hall? Without her cooperative, pleasant staff? Without the (to me) always surprising wealth of records? As with Marion Hemperley, I can call Bobby Bennett any hour of the day and get my answers. Bobby began to become "essential Bobby" to me back in the early stages of Savannah. To use another specific example, I needed to know in some detail what my main character, Mark Browning, saw as his ship from the North eased away from the Atlantic Ocean and up the Savannah River into the city proper back in the year 1812. I called Bobby Bennett, who returned my call within ten minutes and pages 38 through 42 in the novel Savannah show the result of her call. Not only did she tell me what Mark might have seen back then, but, fortuitously, she slowed me down, since I would have had the ship sailing up the river and into the Savannah harbor in a time frame to match today's travel on Interstate 95!

In To See Your Face Again, Marion Hemperley (from the records in Atlanta) sent a careful description of the old Georgia town of Cassville in the 1830s. Before the railroads bypassed the town, Cassville was considered the coming city in that area so recently vacated by the Cherokees. In my novel, I was able, because of this material, to take young Burke Latimer on horseback into the then thriving settlement and these results are on pages 322 to 326 of the novel.

To See Your Face Again opens with the account of the ghastly wreck of the sleek steam packet, Pulaski. In order to study the mechanical and tragic details of the explosion firsthand, I hopped in my car and drove to Savannah for access, not only to Bobby Bennett's expertise and patience and good humor, but to the materials she'd assured me we had at Hodgson Hall. Our search turned up not only newspaper ads and information about the ownership and building of the Pulaski, but three--not one, three--narratives of the wreck itself by persons who
actually experienced it. One was by James Hamilton Couper, one by Rebecca Lamar (Mrs. Hugh McLeod) from an old issue of the Georgia Historical quarterly, and another was a firsthand account, via a grandson, Robert Walker Groves, from his grandfather, Colonel Downey Walker. The Walker account had been incorporated in a paper delivered to the Cosmos Club in Savannah in the year 1955. This paper also happily included an actual news account telling the story of a young man who rescued a young lady from the sea after the explosion and who later married her following five days and nights spent together on a makeshift raft in the Atlantic Ocean. Of course, I used this as the basis for my romance between Natalie Browning and Burke Latimer. Believe me, the truth, as made available through Georgia's archives, can be far more amazing than the wildest product of an author's imaginings.

From the Walter C. Hartridge Collection at Hodgson Hall, I was able to use the exact wording of the heart-breaking little account written on the flyleaf of Virginia Mackay's Bible by her bereft husband, William Mackay, in the midst of his grief at having lost not only his beloved wife, Virginia, but their two babies as well when the Pulaski went down. In the final two novels of the planned Savannah quartet, I will be making constant use of the Hartridge Collection, I'm sure, in writing about Andrew Low and the trouble he had getting along with William's sister, Eliza Anne Mackay Stiles, whose daughter Mary Cowper married rich, older Andrew Low.

This article is being written during the always difficult beginning chapters of the third in the quartet, Before the Darkness Falls, in which I will attempt to lead up and into the Civil War. Not an easy job! I mean to try hard to be objective, to show both sides of the conflict--perhaps even to alter a few continuing misconceptions in the South and in the North. The railroads began to spread across our state at this time and not only do I have access to the riches of the Central of Georgia Collection at Hodgson Hall, but, once more, Marion
Hemperley has sent me a detailed account of what a train trip was like from Savannah to the end of the line (at Gordon, just this side of Macon) in the year 1842. (and, oh, yes--another call to Bobby Bennett in Savannah told me the exact location of the old frame Central of Georgia station and that the military men from the Department of Engineers used part of it as a barracks.)

Many think me a touch insane for having signed a contract at age seventy for not one--but four long novels. And beyond the usual stage fright experienced by any novelist (if he or she is honest) at the start of any novel, I signed it without fear of finding in family letters and other records all the research material I'll need. The material I need will be there when I need it in one or another of Georgia's superb archives. Help will be there from Bobby Bennett, Marion Hemperley--and perhaps, before I'm finished with novel number four, other experts yet unknown to me. Materials do disintegrate, though--and my fear is that there will be insufficient monies and staff for their all important preservation and indexing. If I could, I'd go door to door all over the state of Georgia, begging citizens to urge preservation of what must be collections of historical treasures unsurpassed in any state of the union.

Author Eugenia Price is a resident of St. Simons Island, Georgia where she set her St. Simons trilogy of historical novels: Beloved Invader, New Moon Rising, and Lighthouse. She has since written other novels set along the Georgia coast and in Savannah, all of which are based on the lives of actual people and researched using primary sources.
Legal Records and Historical Gossip:
The Records of the Social Historian

Thomas F. Armstrong

Historians who venture beyond the traditional realms of political or diplomatic history find themselves similarly venturing beyond traditional sources for their history. This has been particularly true of the social historian, who undertakes the elusive task of understanding "history from the bottom up," or history of the "inarticulate." In looking beyond those traditional sources, all manner of evidence is legitimate, subject to the usual rules of verification and professional scrutiny. For the historian tempted to use court records, there are realities with which to cope, but much enlightenment for the persistent. Initially, the court and the court records represent an almost forbidding world.

When it comes to court records, the historian is an outsider looking in, hoping to find evidence, clues, documents that might corroborate evidence from other sources. The documents of courts were not written or recorded for historical use; historians should, however, use them. The language of court records is not the language of the historian; the historian must adopt and then translate that language and the meaning contained in it. The historian will be spending many afternoons in courthouses and in the midst of local, state, and federal court records. So often the historian is alone among the lawyers or law clerks who busily trace land transactions, investigate prior court cases or, as happened more than once, go to the local records room to catch up
on the local gossip. All of this suggests the outsider status. Will lawyers or judges sense a violation of territorial imperative to subject court records to the historians' scrutiny?

How can such court records be used? For some archivists and historians the answer to that question will contain few or no surprises. For others, a brief statement of what the historical enterprise is all about might be in order. Although much attention is given to historical firsts or important events, the fundamental task is the understanding of the human process over time. Who did what first might be important to that task; a dissection of important events might be revealing of the historical process. Ultimately, however, it is not automatically the famous or the first that makes up the essence of history. This is particularly true for social historians. They do not differ from other historians in their attempt to understand development over time; they merely differ in the particular process they wish to understand.

Another caveat is in order. Some who use court records find them valuable as sources in themselves. Thus, they develop an understanding of a particular court, a particular case, or even a particular event through the use of court materials. The social historians' use of court materials differs from that. For them court records are useful, but only as one of many sources. The historian must necessarily exhaust all possible sources, and in conjunction with newspapers, manuscripts, business records, other federal or state materials and even material artifacts, the court records are included.

Given that general proposition, the historian, and the subset social historian, is particularly interested in recreating the patterns of individual lives in order to find understanding of the process of human development. But how is that done? The ideal world of the social historian is one in which the vast array of political documentation is somehow transformed into bits and pieces of evidence about feelings, moods, behavior, social activities, or
mentality in the lives of ordinary human beings. Thus, the rich manuscript collections of senators might become voluminous correspondence files from a sharecropper in late nineteenth century Alabama; the records of the United States Bureau of Corporations might be somehow translated into information on the attitudes of workers employed by those corporations. That does not happen. Nor, for the most part, do collections such as those available to political or diplomatic historians contain much that is relevant to the social historians. The exceptions are not only exceptional documents but rare records. Think, for example, of the rich Adams letters and diaries that contain commentary from the several generations of Adamses from John through John Quincy to Charles Francis, Henry, Brooks, and Charles. A historically self-conscious family, they left tremendous insight into the process. The social historian's dream is to find the equivalent in the form of a timber worker's diary or the musings of a young woman of the nineteenth century as she debated over her household chores.

Given that these documents do not generally exist, the social historian is necessarily forced to seek alternatives. Some of these documents are famous because they are widely used by almost all social historians. The manuscript returns of the federal census, including not only population schedules but census schedules for agriculture, manufacturing, and before the Civil War, the separate slave schedules would fall into this category. Included in such census records are numerical biographical sketches, with the listings giving ages, sex, marital status, occupations, kinship patterns, and educational levels. There are, of course, numerous other parallel records such as the assorted licensing reports, or accounts of agency proceedings listing individual transactions or complaints. From private sources come wage records, business ledgers, day books, or even cancelled checks which might be of use.

Perhaps the largest untapped source of social
history material, however, is found in the courts. Court records at all levels can be most useful. State and local court materials can be addressed first since they ultimately have a bearing on the understanding of the historian's interest and the archivist's insistence that such records be maintained.

A historian's introduction to local court records can come quite accidentally, but in a fashion that will prove most useful to both later use and understanding of the documents. While undertaking research on a small Virginia city, for example, the author was searching the minutes of the city council for clues to institutional developments. The city had a mayor and council form of government and so much of the activity involved the mayor as a participant in council affairs. In the minute book, however, the mayor was recording the transactions of the mayor's court, in which he listed charges, evidence and decisions. A first reaction to the inclusion of the mayor's court minutes with the record of the city council would be to think poorly of the mayor for not separating his records more carefully. In the mind of the mayor, however, the court records were a natural part of his duties and one record was closely tied to another. Further consideration indicated that the happenings of the court itself were an important clue to town developments. By contrasting patterns of punishment, a better understanding of the social climate in which the town developed could be gained.

Such simple but accidental lessons are important, in part, because they force the historian to begin thinking about court records for future research; they also indicate that record keeping is not always neat and packaged and that court records or any other record might appear in most mysterious places. There is, indeed, an overlap of record even if a separation of function. Most importantly, however, the experience is that the court record is but another rendering of the social past and that any historian must consider those materials along with others that
might be discovered.

Court records continued to be frequently consulted after the completion of research on the Virginia towns and a shift in research interests to the social history of middle and coastal Georgia. Earlier experiences indicated that there was no need to separate varied levels of court proceedings too precisely, except to realize just what kinds of cases were brought to which courts. Most useful would be the records of Georgia's inferior courts and the courts of ordinary. After 1868, the local superior court records would also have relevance. As an example, an attempt to understand an outburst of religious enthusiasm called the "Christ Craze of 1889" led to newspapers, census documents, records of churches, and records of the state hospital. Perhaps most revealing of materials, however, was the court record of the trials faced by some of the participants charged with crimes during the revival. Not only did the record document the facts of the case as interpreted by the court, but it also indicated the context in which the religious revival was judged. For example, the local court records included the final judgment of an inquest in which the details of a newspaper account of the proceedings were confirmed and the laconic statement appeared that "Shadrach Walthour, of (Liberty County), did on the 13th of October 1889 come to his death by an injury received on his head in a manner unknown to us." 3 Those same court documents revealed, moreover, patterns of life in the black community of nineteenth century Georgia. In one document, three slaves were brought to trial for trading in corn, rum, baskets, canoes, or mats. The case was revealing in part because the slaves were convicted of illegal trade. More revealing to the social historian was that the slaves had produced and were selling the goods mentioned, including baskets, mats, or canoes. 4 While the conviction pattern is important, the manufacture of goods illustrates a dimension of a hidden economy which coexisted with slavery.
An estate settlement from the same county was similarly revealing. In an effort to determine the value of the estate, the executor listed the slave property. That, in itself, is useful to the social historian. Even more useful in the continuing historiographical debate over the status of the black family under slavery, is the pattern of the list. The slaves are listed by families. Separately noted are "Bob's family, Bob, Clarissa (subject to frequent disease), Junior, John plus children Ann, Richard, Robert, Sophia, Rebecca and Ellen." Not only is the family listed, but the names can be taken a step further as clues and an indication of planter-named slaves. Historians working with the often fragmentary materials on slavery would find such names a contrast to the occasionally listed African naming patterns found in black slave narratives, cemetery records, or the like.

More general studies of coastal life in Georgia required frequent searching of state court materials. A suit against an estate for wages in Liberty County in 1886 revealed the local wage scale as well as the division of labor in the timber industry. Through such a document, it can be discovered that watchmen were paid $1 per day or the slab roller $.77. Such daily rates say something, but Sam Osgood, one of the petitioners, worked for $.07 a log as a chopper and clearly worked on a piece rate system. The blacksmith's demand for $2.50 per day in back wages or the foreman's request for $3.00 suggests the hierarchy of wages within the industry, too.

Similarly, the probate records can contain hidden clues to the changing economy of the region. Records of coastal Georgia often included the term "pine lands." Throughout the pre-Civil War period when rice dominated the economy of the Georgia coast, such "pine lands" were frequently mentioned as adjacent to "planting lands." By the 1880s, though, new language appears in the description of pine lands. A probate record from Liberty County's court dated 1886 reads "timber suitable for mill purposes." The very terminology indicates the possible presence of a new
basis for the coastal economy. A later probate record seems to confirm this, when an affidavit in a land dispute notes that one of the disputants "resided at Clary's Mill in Liberty County and was engaged in buying timber for saw mill...." 7

Judgment books from the Superior Court of Chatham County parallel those of other coastal counties. One case involved the Lumber Workingmen's Association and this confirmed an existence that was only briefly noted in the local press. Another case file included the Constitution and By-Laws of the International Longshoremen, Marine and Transport Workers Association, Local 419. The document would otherwise be a most fugitive source. Coupled with the remainder of the case file is evidence of daily wage rates, death benefits, and injury patterns relating to the timber work of the coast. 8

From the Brunswick County Superior Court records, testimony in a case involving a large lumber concern, Hilton and Dodge, helped explain the processes at work in a sawmill operation. An injured worker sought damages for the loss of a hand. In testifying in the case, the worker explained that the saw needed frequent cleaning but that he was not authorized to stop the blade to clean the shingles. He could not do so, because that would have interrupted the work of one of his co-workers. Revealed in the testimony is the way in which work forces were arranged, the relative lack of autonomy at the work place, and important explanations as to the operation of the mill itself. Finally, of course, a judgment in favor of the plaintiff indicated the jury's concern for the individual's work place health. 9

These examples of the value of local or state level court records could be expanded considerably. The records are useful but incomplete. For some courthouses, the records of lower courts are either missing or so poorly maintained as to be impossible to use. For other courthouses, the organization into case files makes the historian's task a most laborious one. Since evidence from testimony can appear in many legal contexts, the historian must
necessarily engage in the often time-consuming task of paging through records piece by piece with only a small return in the form of useful evidence. 10

Federal court records have some of the same virtues of the local or state courts and have the advantage of being more complete. That very completeness brings the parallel disadvantage of volume and it takes all of the organizational expertise and collegial patience of an archivist to produce the appropriate materials for historical research. Work described here has involved three or four different kinds of federal court materials. Two of these are neither surprising nor did they produce unusual or surprising kinds of evidence. After the Civil War, for example, the Southern Claims Commission established a series of inquiries into claims for return of property lost during the Civil War. The records indicated patterns of property holding that have been most useful in interpreting late ante-bellum slavery and immediate post-emancipation experiences. 11 Correspondence files of the Department of Justice contain letters regarding various post-Civil War cases. Often included in those letters are descriptions of work patterns, housing patterns, or the like. In one piece of correspondence, the writer gives rather complete description of a lumber camp and the accompanying company store where the laborers could use their scrip and coupons. The description is one of a self-contained community in which legal tender seldom circulated, thus reinforcing a dependence of the workers on camp and company. 12

Such case files or correspondence underscore the need to pay attention to court materials. The rather voluminous records from the federal circuit courts and the files of the bankruptcy courts are also important kinds of records to consider. These records are physically located in the East Point, Georgia branch of the Federal Archives. A case involving the American Naval Stores Company contains, for example, a rather complete description of the process of making turpentine in the forests of

23
Georgia. It is a process that is also found in occasional handbooks to the industry or in the correspondence of an occasional company record, but both of the latter are fugitive sources, while the court record's description is more readily available.

On occasion a major case file will include a voluminous testimony record that can be most revealing to the social historian. In the records of the U.S. Circuit Court, Western Division of the Southern District, is the case of N.W. Dodge versus L.L. Williams. Involving land disputes and timber rights, the five volumes of typescript testimony were perhaps the single most useful source in reconstructing the lives of timber workers in late nineteenth century Georgia.13 The evidence of a Mr. DeLacy contains an overview of the industry itself as he noted upon his arrival in 1875 the absence of turpentine farms or sawmills. Turpentine foremen described the process of building spur railroad lines, developing company towns or lumber camps, and the rationale for the decision making of the company. In the testimony of another supervisor, there is a complete discussion of the work patterns of the laborers hired by the Dodge company. At the same time, testimony of others reveals the larger world in which the timber workers lived. In one cross-examination, a witness underscored the relative isolation of the timber worker world when he exclaimed to the court, "Don't you know those people in that country rarely get a paper. That there is not one of them in ten that gets a paper once a week.... Don't you know...that they get very little information from that direction, but they get a great deal of information from others. The persons know what is going on in the county in which they live."14 Revealed in the document is a feel for the timber workers and the oral culture which they possessed.

Such evidence is tremendously useful for the historian. The volume of the circuit court record, however, prevents a thorough immersion into all potentially useful materials. Only the cooperation
of the archivist can help identify those cases which might be relevant because of the nature of the case itself.

Finally, the importance of bankruptcy materials should be mentioned. They are at once a useful and, at the same time, frustrating source of information for the historian. The records relating to the Bankruptcy Act of 1898 housed in the National Archives and Records Service at East Point, for example, are valuable, because contained in the documents declaring bankruptcy were usually revealing bits and pieces of information on work patterns or daily lives. One man's listed personal property included two mules, a horse, ten cows, twelve hogs, but also oxen and wagons and timber tools, suggesting a pattern in which he both farmed and worked timber prior to his bankruptcy. Another filer for bankruptcy noted the "peculiar" character of turpentine and thus helped clarify the process of turpentine production. And yet another timber operator/planter gave testimony to the natural setting of coastal Georgia when he filed for bankruptcy after a devastating hurricane.

The difficulty with such potentially useful materials is again their volume. Boxed by case and often still tied by original ribbons, the bankruptcy cases must be unbound piece by piece to be used. Not only is the process laborious, it is a filthy one! Once the file is opened, each document must be unfolded and read through. Most cases included petitions for bankruptcy, vouchers, or newspaper clippings designed to report the proceedings. Many case files do not include the testimony, and thus, the process of unwrapping the documents proves more or less futile. Given the difficulty of using the documents, their utility is somewhat limited. For those bankruptcy files which do include testimony, however, the files are potentially most useful in better understanding the daily routines of otherwise faceless or nameless individuals in the past.

By way of conclusion, a special plea is in order to those readers who are not historians. The records
of the courts, whether they be local, state or federal, are simply legal documents designed to record the process and outcome of a particular case or judgment. These records are inadvertently historical documents that are filled with testimony on not only the case at hand but also much more. They contain vivid and important documentation for lives of individuals, and it is the collective record of those lives that gives meaning to social history. When accessioning those legal documents, keep that inadvertent use in mind. When confronted with the inevitable archival choices of keeping or destroying court records that have outlived their legal usefulness, recall that for the social historian, those records can contain a wealth of information. Before committing the court records to permanent destruction, ask whether the historian has been consulted; ask whether those court records might contain evidence, documentation, or information that is increasingly lost in a society in which letters are replaced by telephone calls and business ledgers by computer tapes. Court records are essential to a study of the nineteenth century past; they become more essential in the study of the twentieth century past as the country moves into the twenty-first century.

Thomas F. Armstrong is professor of history at Georgia College, Milledgeville, GA. This article is based on remarks prepared for the conference "Clio and the Courts: Tapping the Historical Resources of the Southern Federal Judiciary, 1789-Present," October 1984, Emory University, Atlanta, GA.
NOTES


2 Proceedings of the Mayor's Court [Fredericksburg, Virginia], 1821-1837, King Deposit, Alderman Library, University of Virginia, Charlottesville, Virginia.

3 See Liberty County Court Cases, Box 8 F, "Court Cases: Late 1800," in Probate Court, Liberty County Courthouse, Hinesville, Georgia.

4 See "State vs. William A. Fleming," in Liberty County Court Cases, Box 7, "Civil War and Slavery," Ibid.

5 Ibid.

6 See "Case of James A. Papot" in Box 8 F, Ibid.

7 Ibid.


9 Ibid.

10 A useful discussion of available court records from Georgia counties is in Robert Davis, Research
in Georgia (Easley, SC: Southern Historical Press, 1981). The Federal Archives, East Point branch, has prepared a useful listing of their holdings. See "Checklist of Federal Court Records in the Atlanta Regional Archives, (East Point, GA: NARS, 1984), xerox copy. With these and others, the list is a start; records will almost always need individual attention.


12 "Source Chronological File, Georgia, August 1882-July 1884," Letters received by the Department of Justice from the State of Georgia, 1871-1884, National Archives and Records Service, Microfilm Publication M996.

13 Testimony in "N. W. Dodge vs. L. L. Williams," U.S. Circuit Court, Western Division of Southern District, Macon, Georgia in RG 21, National Archives and Records Service, East Point, GA.

14 Ibid.

15 Box 9045, Bankruptcy Act of 1898, Records of U.S. District Court of Savannah, RG 21, National Archives and Records Service, East Point, GA.
Local Records in Distant Lands: Volunteers to the Rescue

James H. Neal

COLONIAL RECORDS S.O.S. The Caribbean Research Foundation seeks participants during July and August to help save priceless historical documents on Grand Turk Island before they are lost forever. Retirees, students, and others who want adventure and the satisfaction of preserving an important history should write to James Neal, History Dept., Middle Tenn. St. Univ., Murfreesboro, TN 37132.

This and similar classified ads appeared in The Christian Science Monitor, The New York Review of Books, and numerous professional newsletters during the spring of 1983. Of the hundreds of persons who responded, twenty-four were selected to participate in an exotic but useful local records project in the West Indies.

This project began as a result of a graduate student's curiosity about the history of the Turks and Caicos Islands where she was engaged in an anthropological survey. When she inquired about archival records, she learned that a large quantity existed, but she was denied access to them because they lacked order. The student contacted the author, a Middle Tennessee State University history professor who had taught courses in archival administration and had directed several public service projects, including establishing the Rutherford County archives in Murfreesboro, Tennessee. The author agreed to draft a records survey proposal on behalf of the
Caribbean Research Foundation, a contributor-participant organization which had been engaged in anthropological work in Turks and Caicos for several years. In the proposal, the administrative value of the records was stressed, as well as their importance for developing community identity in the colony which was rapidly attaining political autonomy. Permission was requested for the foundation to survey the records and to provide the government with a superficial description of them. Project volunteers would undertake some minimal conservation activities and the project director would prepare a final report to include recommendations for additional processing and maintenance. The proposal emphasized that the survey would be undertaken as a service to the local government and that the highest ethical standards would be observed by all participants. The government was not requested to make any financial contribution to the project.

The Honorable Robert Hall, Turks and Caicos minister of health, education, and public welfare, enthusiastically endorsed the proposal. The foundation named the author project director, advanced $2000 for advertising, broadsides, and brochures, and sent the project director to the islands for a week to develop a plan for the survey and to secure housing for twenty-four volunteer workers.

The Turks and Caicos Islands is a British colony south of the Bahamas and eighty miles north of Hispaniola. Of the thirty islands in the colony, eight are inhabited, including tiny (less than ten square miles) Grand Turk Island, the administrative center. Since the seventeenth century, the principal economic activity on the islands has been the production of salt. The colony has been administered at various times by Bermuda, the Bahamas, and Jamaica. Presently there is a resident governor at Grand Turk. The population is mostly of African ancestry and many residents are descendants of slaves brought to the colony by Georgia loyalists in the
The records surveyed by the Caribbean Research Foundation were local government files created by island administrators and assemblies charged with carrying out instructions from the crown and with purely local legislative and administrative responsibilities. When examined by the project director in May 1983, the records were in a forty-by-fifty foot basement room under the main post office, fewer than forty feet from a short seawall which protects the island's business and administrative section from the Atlantic Ocean. Many were stacked on rough wooden shelves which lined the stone walls of the basement or which formed two floor-to-ceiling stacks running three-fourths of the length of the room. Thousands of loose documents formed a mat as much as three feet thick along the aisles between the stacks and in the areas where there were no shelves. In addition, scores of huge canvas mailbags, full of loose records, were stacked almost to the six foot ceiling. Very few records were bound, most bound materials having long been claimed by local collectors.

Clearly, the records would have to be removed from the basement even to survey them. Minister Hall offered use of a primary school auditorium, two miles from the post office, for a work area. Classrooms, furnished with cots from the foundation's anthropological projects, would serve as dormitory rooms. All that remained was to recruit volunteers and to purchase and ship the necessary supplies.

As mentioned above, classified ads were placed to recruit project volunteers. The plan was to select twelve persons for each of two three-week sessions. Of the twenty-four, it was hoped that at least six would be professional archivists. Each participant was to contribute $530 in return for housing and meals. Professional archivists were offered a discount. Most of the contribution would be tax
deductible, as would be travel expenses to and from the islands. The contributions were to pay for food and incidental expenses of the expedition, for travel and other expenses of the project director, and for start-up money for the next year's project.

Response to the advertisements was overwhelming. Inquiries were received from across the United States and Canada as well as from the West Indies and Europe. Respondents were sent application forms and descriptive brochures. The brochure made it very clear that the work would be hard and the accommodations Spartan. Among the twenty-four persons selected were a West Virginia physics professor and his wife, a vice president of a midwestern utilities company, a clinical psychologist from Illinois, a real estate broker from the Florida Keys, a broadcasting executive from Memphis, a French textbook company representative from Manhattan, librarians from Los Alamos and Chicago, a university guidance counselor from California, and a candy shop owner from Saint Louis. Others, including secretaries, students, and retired civil servants were from Pittsburgh, Nashville, Connecticut, Indiana, South Carolina, and South Dakota.

The only disappointment was the small number of experienced archivists who applied. Although many archivists, including a former Society of American Archivists president, inquired and indicated a desire to participate, only two, Inez Prinster from Colorado and Claire Collier of the Rockefeller Archives in New York, made the financial contribution required of all expedition members. Thus, each group had in its number one librarian and one archivist.

The project and the work and living routine were explained to the volunteers soon after their arrival at Grand Turk. An orientation session included tips on water conservation (there is no fresh groundwater on Grand Turk), shopping and cooking (each day two persons were assigned the task of food purchase and preparation for the group), and relating to the islanders, including British expatriates and permanent residents. Volunteers were instructed not
to discuss the contents of the records with anyone outside the group, although they could talk freely about the nature of the work and could invite interested residents to watch the activities. The work day was 7:30 to 12:00 and 1:30 to 4:30 five days a week. During off hours volunteers were free to enjoy magnificent beaches with crystalline water, to socialize in local lounges and discotheques, to make friends among the islanders, or to engage in any other activity not inconsistent with local customs or which would not reflect poorly on the project.

As for the work itself, it was something more and something less than a traditional records survey and involved the equivalent of partial processing on several different levels at once. The initial task was to establish intellectual control of the records. Here Prinster's expertise proved invaluable. She and the project director assigned alphanumeric designations to every bay and shelf in the post office basement as well as to floor areas and to individual canvas bags. They posted instructions as to the number of bundles into which records from each area should be grouped and they constructed a chart of bundle identification numbers based on shelf and bay labels. The numbers controlled the order for bringing records to the school, for assigning them to individual processors, for returning them to "permanent" storage, and, presently, they permit retrieval.

Bundling and removing the records from the basement was the most physically demanding task of the entire project. Near unbearable heat, poor ventilation, and low ceilings, which prevented workers from walking upright, took such a toll that work there was limited to the morning hours. Rest breaks were called every hour. In one morning five persons could bring out enough records to keep the team busy for two days. The difficulty in securing vehicles to transport records from the post office to the school often made havoc of the schedule and volunteers sat around for hours with nothing to do. Sometimes a pickup truck was available; other times
donkey carts were hired. At the work room volunteers were assigned bundles of records which they cleaned with soft brushes and, occasionally, Absorine or Opaline. Clips, rubber bands, and other connectors were removed and sometimes replaced with plastic fasteners or file folders. Some materials were weeded from the bundles (subject to two levels of review) and the contents of the remaining documents were recorded on three-by-five cards. On each card the volunteer described the documents on a rough equivalent of the file folder level. (Most records were not in folders.) They recorded the bundle number, the office of origin, the type of record, quantity in pages or tenths of inches, inclusive and bulk dates, topics or subjects, their own initials, and a card number. For some bundles only one or two cards were prepared, for other bundles the number of cards exceeded fifty. Additional notes and comments were sometimes recorded on legal tablets.

Some volunteers became "specialists" in various phases or types of processing. In each group there was one person who worked exclusively with copies of the Gazette, the official printed record of activities of local government. Another person worked more than a week sorting and cataloging the local library's collection of the only known copies of a nineteenth century local newspaper. One person spent two weeks with three feet of particularly valuable water-soaked records, carefully separating, drying, and interleaving them. Another was adept at untying knots in the red linen tape and was officially designated as the project's "knotty lady." Archivist Claire Collier devoted much of her time to rice paper mending and otherwise repairing active records from the magistrate's office.

The volunteers were extremely dedicated and worked very hard. There was much talking and laughing as they read particularly humorous, poignant, or otherwise noteworthy information that passed across their desks. A parchment bearing Victoria's seal, a Lincoln transcription, or a
Churchillian commendation of local school children for their contribution to the war effort brought volunteers to their feet as they clustered around the desk of the person who had discovered the latest "treasure." Good archival practice it was not, but it clearly demonstrated that they were interested in what they were doing.

After volunteers cleaned and surveyed the records, they filed some in folders and document boxes. The rest were rebundled and labeled. During the last week, all of the bundles were wrapped in acid-free wrapping paper. Prisoners and pickup trucks were provided to haul the records to "permanent" storage where they were shelved by the project director.

After returning to the United States, the project director used the cards to prepare his report. Two computer-generated lists, one chronological, the other arranged by bundle number, and each eighty-seven pages long, include almost all of the information from the cards. A shelf list indicates where individual bundles and boxes are shelved.

In the report, the project director suggested that the project be extended into the summer of 1984 to carry approximately six hundred linear feet of remaining records to the same level of processing as the nearly fifteen hundred feet surveyed during the summer of 1983. He also recommended creation of a local records commission, employment of a professional records manager/archivist, and termination of Caribbean Research Foundation participation in local archives projects upon completion of the survey in 1984. Untrained volunteers could not properly process the records to a level required for research and administrative purposes. He urged the local government to secure adequate storage space for the records. Some are presently shelved in the Victoria Public Library; others are stored in the post office basement.

The project was completed in August 1984 and a comprehensive report should be available in 1986. What remains is to evaluate the concept and to
consider its implications for similar ventures.

The proposal was articulated in terms of administrative and civic values. Before 1983, the local government had no access to most records more than four or five years old. Since 1984, all surviving records of local government dating from the mid-nineteenth century are, loosely speaking, accessible. The project definitely sparked public interest in local history. Volunteers were often asked what information had been discovered about particular families and communities. Local legend and a growing body of scholarly research declares that Columbus's first landfall in America was in the Turks and Caicos rather than on Watlings Island in the Bahamas. Honesty requires acknowledgment that interest in the project waned in some quarters when volunteers confessed their work had uncovered no documentation of that initial landing. A number of items of high visual impact were withdrawn from the records and deposited in the Victoria Public Library. Displays incorporating these materials were very well received and further stimulated interest in local history.

There is no question about local residents' support of the project. The volunteers, popularly referred to as "the archivists," were treated as visiting royalty. Frequently their work schedule was interrupted for receptions provided by civic organizations and government officials.

The project seems to have benefited the volunteers, many of whom had no idea what an archivist was when they arrived in Grand Turk. Work time was set aside for archival workshops so workers would know why they were doing some of the strange things assigned to them. The director and the archivists lectured on the basics of archival practice and conducted a conservation workshop. Two years later, at least three of the volunteers were preparing for careers in archives, one having been hired by the Tennessee State Library and Archives as recently as December 1985.

What the Caribbean Research Foundation volunteers
accomplished in Grand Turk could be duplicated elsewhere. Problems encountered there were identical to those which confront concerned archivists and other citizens in thousands of communities across the country. There is nothing unique about stacks of disorganized papers in the basement of a government building lacking only labor, space, money, and commitment to make them available for research. Virtually every aspect of the project was based on or was subsequently applied to the author's county archives project in Murfreesboro, Tennessee. In both projects, university public service funds ($2500 for Grand Turk) were awarded for purchase of archival supplies. In both projects, academic credit was available on an internship basis. The techniques used to identify and remove documents from the post office cellar for processing at another site were based on experience with county records discovered in an earthen pit. The use of prison labor to move great quantities of records in a short time corresponded to use of Reserve Officer Training Corps cadets for similar tasks in Tennessee. Even the rewards were similar as attested by the plaques, proclamations, and certificates hanging on the author's office wall.

Volunteer programs used to start local archives clearly are feasible; but are they a good idea? Neither Turks and Caicos nor Rutherford County, Tennessee have employed a professional archivist. Turks and Caicos officials and researchers can now retrieve the records they need, but without adequate security those records are as vulnerable as they were before the project began. Rutherford County records are accessible because the author keeps the archives open on Mondays and posts his phone number on the door. Sometimes local officials develop the attitude that if the records are so important that people will voluntarily initiate a project, they must be important enough for the same or other volunteers to continue it indefinitely.

For the author the question is moot. This is his last volunteer project; making slide presentations at
professional meetings based on the last one is enough. On the other hand, ecclesiastical records in Turks and Caicos must be microfilmed as soon as possible. With the right equipment and a few professional photographers looking for a working vacation, who knows what might develop?

James H. Neal is professor of Latin American and Caribbean history at Middle Tennessee State University where he offers courses in archival administration.
The records of large historical agencies embracing geographically dispersed sites pose great opportunities for historical scholarship and better management of historical properties. Unfortunately, all too often the lack of archival policy dealing with these records makes the records inaccessible and exposes them to gradual deterioration or permanent loss.

In turn, the lack of an archival policy stems from the failure of the agency's field and central office staffs to accept the legitimacy of one another's conflicting perspectives and their common inability to appreciate the outside viewpoint of the professional archives that hopes to service the records. Friction between the central office and field staffs over the distribution of power and resources within the agency results in disagreement over control of its records. Also, despite a common historical orientation and interest in old records, the nonarchival historical agency's specialists in architectural history, historical restoration, archaeology, and museum curatorship are often skeptical about the archives generalist's competence in appraising and scheduling records pertaining to those fields.

To make matters worse, tight budgets restrict the staff size of most professional archives, while the demands upon them from a host of other agencies
increase. Under these circumstances, the archives staffs are typically too small to be familiar with the work of every agency they service before assisting each with its records, and they lack the time to acquire this knowledge on the job through frequent informal contacts at all levels with agency personnel: site superintendents, regional managers, and central office policymakers. This means that few if any nonarchival agency personnel—and then usually only some from the central offices—get to view the archivists as open-minded, trustworthy friends and not as indifferent strangers who only care about records. The latter perception, correct or incorrect, helps establish an adversarial relationship, with or without hostility, between many administrative agencies and professional archives that wish to serve them.

This entire situation may, at first, tempt an agency to ignore professional archives and try instead to provide its own archival services. When this effort results in dismal failure, the agency may realize that it needs the professional archives to act as its repository, but may insist on hiring its own archivist who would learn its history, mission, and operations; inventory and appraise its records; recommend dispositions; and process and describe those records designated for archival deposit. However, as Maynard Brichford recently suggested, the archivist "in mission" may find his professional judgment distorted or compromised by institutional loyalty and himself thus losing overall perspective. The Illinois Department of Conservation's Division of Historic Sites faced this very predicament in July 1980 when it hired the author as temporary archivist.

As discussed below, this agency and the Illinois State Archives finally cooperated to resolve the dilemma and saved valuable records by sharing archival and records management tasks instead of fighting one another to monopolize them. The key to success was a process of negotiation within the administrative agency and between it and the archives. In this case, an in-house archivist was
needed to facilitate negotiations by making a historical agency's informational needs more intelligible to fellow archivists and records managers, while teaching that agency the benefits of cooperating with a professional archives to implement improved archival and records management techniques for controlling its records. Although Frank Burke correctly observed that cooperation should be "a process of speaking familiarly with colleagues without need for translation,"² this particular case illustrates the necessity and usefulness of an interpreter when collegial familiarity is, in fact, lacking between the staffs of a professional archives and a nonarchival agency, despite common intellectual interests in the documentary remains of the past.

Illinois's system of historic sites began during the 1860s and 1870s when the state purchased land and appointed commissions to construct and maintain the Stephen A. Douglas Tomb in Chicago and the Abraham Lincoln Tomb in Springfield. During the next thirty years, similar commissions were formed for Lincoln's Home in Springfield, monuments to three of Illinois's early governors, and five Civil War memorials to her soldiers, including two at the Gettysburg battlefield in Pennsylvania.

In 1909, the state began linking its historic sites and parks into a centralized system with the appointment of the Illinois Park Commission, which became responsible for managing Fort Massac, Fort de Chartres, and Starved Rock Park. With the replacement of commissions in 1917 by executive agencies under the governor's direction, all of the state's parks and historic sites were placed under the control of the Department of Public Works and Buildings. During the next sixty years, Illinois's system expanded enormously with the acquisition of many more parks and historic sites and was responsible for Joseph Booton's reconstruction of Lincoln's New Salem during the 1930s and Richard Hagen's interior restoration of the Abraham Lincoln, Ulysses S. Grant, and Pierre Menard homes during the 1950s and 1960s. In 1952, the parks and historic
sites were transferred to the Department of Conservation, but this did not change a managerial philosophy which subordinated historical to recreational considerations until 1975. In that year, a separate division within the Department of Conservation--the Division of Historic Sites--was created to upgrade the development of the state's historic sites as cultural properties while also managing the federal and state historic preservation programs in Illinois.

For administrative purposes, the sites were clustered into geographical districts under the management of historical museum professionals who initially had considerable autonomy. In 1977, the division's central office became more actively involved in the details of research, restoration, interpretation, staffing, and general operations. This development met resentment and opposition from field staff who believed that they were more knowledgeable than the central office policymakers about the condition and potential of their sites and the expectations of their clientele, especially the local residents. While asserting its authority, the central office became increasingly aware of the need for an archival program, especially for the agency's older records of enduring value. This view was not shared by at least some field staff, who feared that an archival program would only deny them and their local communities access to important records still at their sites, while requiring no similar sacrifice from the central office, which would be gaining additional information and thus increasing its power to meddle even further in field operations.

The records themselves were scattered randomly throughout Illinois and were relatively inaccessible and often unknown to the division's policymakers in the capital. Frequently, personnel at the sites and offices housing the records were aware only of those that pertained to their own duties. Also, records pertaining to a particular site had often been scattered to several different locations for long forgotten reasons, for example, administrative
changes, including moves of offices or shifts of personnel. The combination of these factors often left field personnel at one site ignorant of pertinent records at other locations. Furthermore, historical manuscripts and other materials requiring careful archival storage were generally housed in dusty places with improper lighting, fire hazards, dripping air conditioners, poor ventilation, and no temperature and humidity controls, because the agency's buildings and staff were not legislatively intended for archival purposes. By correcting this situation, the Division of Historic Sites hoped to preserve its corporate memory and thus avoid repeating costly research already documented in its inaccessible records.

At that time, the state archives held a legislative mandate to provide an archival remedy through several statutes, especially the State and Local Records Act of 1976. This legislation obligated the state's administrative agencies to follow carefully outlined procedures for cooperation with the state archives in the voluntary retirement of their records. However, before the hiring of an in-house archivist in July 1980, cooperation between the state archives and a historical agency like the Division of Historic Sites was impeded by conflicting interests and misunderstanding. The state archives seemed insufficiently sensitive to the research needs of historic sites managers who were desiring safe storage but easy access to records consulted sporadically. The site managers did not understand the records management principles which justified and motivated recent changes in the archives's procedures and policies, especially greater selectivity in records accepted for permanent archival deposit. Also, even if the division understood the validity of the state archives's strong preference for storing massive record groups on microfilm when possible, neither agency could recognize the other's budgetary constraints that made it impossible for either to subsidize the filming. Moreover, at this time, the state archives was reversing a longstanding policy
that had permitted the state's administrative agencies to place hundreds of cubic feet of uninventoried records in its vaults on security deposit without any restrictions on quantity, with easy withdrawals and no deadlines for removing them permanently or surrendering control.

In the absence of an in-house archivist or intermediary who understood the methodologies and concerns of both agencies, the Division of Historic Sites avoided the retirement of its records and began in 1977 to establish an internal archives separate from the state archives. Three years later, few records from the field had been collected or inventoried and, instead, many records from the central office dating from the 1930s to the 1960s had been dispersed around the state to various sites and regional offices. Little more had been accomplished than the rough sorting and microfilming of incomplete record series deposited in the state archives twenty-five years earlier and some work on an elaborate subject classification scheme to arrange a few of the old records that were already in the division's research office in Springfield. These results were achieved by one sporadically assisted staff member, who could devote little time to archival tasks.

After the division had recognized the failure of that experiment, it hired a full-time archivist on 1 July 1980 to strengthen its programs for research, restoration, and interpretation by devising and implementing an archival plan to preserve, centralize, and organize its relevant records in cooperation with the state's three archival and library agencies: the state archives, the state historical library, and the state library.

Although the Division of Historic Sites could have resorted solely to assistance from the state archives in solving its records problem, the administrative agency believed that its own archivist would learn its mission, history, and operations from its own personnel and thus devise a program better attuned to its needs. At that time, the division
viewed the state archives as a collector and guardian of important but immediately useless records and remained virtually ignorant of its records management function. Even if it had thoroughly understood the archives's capability and legal responsibility for solving its records problem, the division would have been unwilling to let outsiders appraise, plan, and execute the retirement of its records, which affected its work, without displaying a good knowledge of its staff and operations at all levels. In order to demonstrate that particular competence to the division's satisfaction, the state archives's records management experts would have had to take time through frequent contacts to become known to the division's staff personally and professionally as individuals genuinely interested in them and their work. Unfortunately, the state archives's records management staff was too small and swamped with requests from many state agencies to have that kind of time to spend with just one of them. In contrast, an in-house archivist would be at the beck and call of only the Division of Historic Sites and would have the time to establish a close working relationship with field as well as central office personnel through on-site visits, numerous phone conversations, informal and sociable encounters, collaboration on small projects, and attendance at meetings to observe candid discussions of the agency's programs, procedures, achievements, and problems.

As a preliminary step in devising a records program, the division's archivist travelled the state from Galena in the north to Fort Massac in the south and inventoried the records at all but two of the division's nineteen staffed sites (Shawneetown Bank and Douglas Tomb, whose pre-1970 records were received later) and the two central offices in Springfield, including the Office of Research and Publications. This archival material consisted of historical manuscripts, photographs, maps, architectural plans and drawings, archaeological field notes, in-house historical and archaeological research reports, and research and administrative
files. Many of those documented the conservation department's cooperation with the federal government and the private sector in identifying and preserving sites of archaeological, historical, or architectural significance listed on the National and Illinois Registers. Fortunately, a good representative sampling of the material in the field was already in the division's Springfield offices. In between trips to the various sites around the state, the archivist examined this sample very carefully in order to devise a tentative scheme for arranging all the site-related records. This was easily revised upon completion of the records survey in November 1980, just in time to be incorporated into a major grant application.

By that time, the archivist had met with all concerned field personnel, and they and the central office concluded that, regardless of age, many of the records contained operationally vital information requiring immediate access on location at any and all times. This meant that they could not be removed to a safe repository miles away without leaving xerox or microform copies. Since the division could not fund the microfilming of all this material, the archivist consulted with the heads of the Illinois State Archives, the Illinois State Historical Library, and the Society of American Archivists in drafting an application for a two-year grant from the National Historical Publications and Records Commission (NHPRC) to fund the production of one microfilm copy for the division's field staff, another for the central office, and a third for the state historical library and its scholarly clientele. This would have permitted the placement of originals according to their provenance in either historical repository; as prescribed by Illinois law, the retired government records would go to the state archives, and manuscripts of private individuals and organizations would be transferred to the state historical library.

Not until the plan was defined in writing and submitted for informal review did it become clear that there were two serious weaknesses which would
make NHPRC approval highly unlikely. The first, which was correctable, was the absence of explicit appraisal criteria defining the records requiring permanent archival preservation. This oversight occurred because a fledgling in-house archivist identified too closely with his agency and unwittingly adopted its generally undiscriminating attitude towards its records. The second flaw, which was fatal, was the impossibility of proving to NHPRC's satisfaction that a grant was necessary to save records when, in fact, no funding was required merely to have the records transferred to suitable public repositories. The purpose of the application was to obtain funding for microfilm copies. Although the Division of Historic Sites could not transfer old but operationally vital records without having accessible microfilm copy, the NHPRC's concern was not accessibility but endangerment through lack of archival facilities or personnel.

Unfortunately, when the archivist learned that the NHPRC was not a suitable funding source, there was no time left to apply to the only alternative, the National Endowment for the Humanities, because its earliest deadline for receiving applications was later than the division's for submitting a budget to the legislature. Although the division would not receive enough state money to microfilm all its important records, it could obtain funds for filming some of these, but only if it requested the money before it was allocated elsewhere. The division, at this point, could not afford to pass up a small amount of state money to gamble on receiving a larger federal grant. On the other hand, the division's central office could not hedge this bet by promulgating a modest archival policy based on smaller state funds and subsequently increase its scale radically upon receiving a large federal grant. Such a course would have damaged the central office's credibility with higher bureaucratic and budgetary authorities and especially with its field staff, who were still uneasy about the very idea of a records program.
Instead, the original archival plan was scaled down so that it could be completely executed by 30 June 1982 and financed entirely by the Division of Historic Sites. This gave first priority to the preparation of simple finding aids and the collecting, processing, and microfilming of only the division's pre-1970 administrative and research reports and files (which included many drawings and photographs) pertaining to its own historical properties. These records would be transferred to the state archives. It gave second priority to producing security microfilms of oversized architectural plans and drawings, large photographic collections unaccompanied by notes or correspondence, and other valuable pre-1970 material required for use on location in its original form by the division's field and central office staffs. However, architectural plans and drawings and archaeological field notes and photographs of work done at the sites by the Works Progress Administration (WPA) during the 1930s and 1940s were to be collected from the field, processed and described, prepared for microfilming, and deposited in the state archives. Such material was clearly too old to be relevant to ongoing field investigation--also, its volume was relatively small. In both respects, it differed radically from similar material generated during the 1960s and 1970s at Cahokia Mounds and Fort Massac, where considerable resources had been invested in major research and capital projects that were still undergoing critical evaluation within the agency. In short, under the new archival plan, the processing and microfilming costs were reduced by approximately sixty percent.

Moreover, from the standpoint of gaining the cooperation of field personnel, 1970 was a good cutoff point because almost all of them had been hired since that date, and thus, the records generated by their own work for the agency were temporarily exempt from mandatory collection. Operational friction was further reduced by the willingness of central office staff (namely, the Office of Research and Publications) to provide xerox
copies of any pre-1970 material needed immediately at the sites as long as the particular items or folders were specifically identified.

Later, while the Division of Historic Sites was still considering the new plan, the state archives expressed its official approval. The state archives agreed to provide temporary storage and processing facilities in its vaults for the duration of the project. Also, at no charge to the division, the archives offered folders, boxes, other archival supplies, and the services of its paper conservator. In return, the division would commit itself to cooperate with the archives's staff in scheduling and accessioning any records brought to its building. The agency pledged that the historically valuable portion of the records would be transferred to the archives's custody, while the remainder would be destroyed immediately or after a specified time according to procedures defined by state law. This agreement protected the state archives from becoming a dumping ground for unprocessed material controlled by another agency. Finally, after consulting the field staff, the division's central office accepted this agreement in August 1981 when it endorsed the new archival plan without any modification.

Although the new policy required the field and central office staff to surrender only certain categories of pre-1970 records, several staff members voluntarily released records that were much more recent. While many of these consisted of timesheets, petty office vouchers, utility bills, personnel records, routine departmental memos, and other legitimately disposable material, some contained information of enduring administrative and scholarly value. For example, without having them microfilmed, the central office decided to transfer to the state archives several hundred National Register architectural and engineering drawings dating from 1969 to 1981. These provided an up-to-date structural record of Illinois's and especially Chicago's architecturally or historically significant structures, including a military ship from World War II.

49
Even before its formulation and official promulgation, the new policy's archival preservation objective had been gradually defined in a piecemeal fashion through the successful completion of several small-scale projects. This included cooperation with other state agencies in microfilming the division's records. For instance, the archivist arranged the microfilming of fifty-one of this agency's archaeological reports with the state library, Illinois's central library agency and repository for government documents and other printed works of interest to government employees.

These reports had been generated since the early 1960s by agency staff and outside consultants in the course of archaeological research at significant Illinois sites that would be affected by state or federal capital projects. Unfortunately, the reports were also occupying several cubic feet of coveted office space in the division's main office in Springfield. After consulting with the division's archaeologists, the archivist prepared a bibliography and coordinated the production of a microfiche edition through the state library's publication-on-microform program at no cost to the division. The completion of this small project made it possible to preserve the original copies of the reports in the state archives, while making them all available for the first time on microfiche around the state to the division's field and central office staff and to the general public. Also, the distribution of the reports and bibliography with a written request for further assistance encouraged field and central office staff to cooperate closely with the archivist in collecting, copying on microfiche, listing, and depositing thirty-two additional archaeological reports that were being kept mostly outside the central office. In short, this small project's success helped make the entire archival program look more worthwhile to staff throughout the division.

An important element of the final archival policy
involved cooperation with the records management personnel of the state archives in destroying records that had long outlived their usefulness. Long before any archival plan had even been formulated, this started with a request for help from a site superintendent. She asked the archivist to examine and remove twenty cubic feet of Parks and Memorials Division vouchers dating from 1940 to 1952. These were occupying badly needed space in a hot, stuffy, and humid attic. Upon careful appraisal, the archivist transferred one-half of a cubic foot of them to prepare for microfilming and deposit in the state archives, because they contained handwritten justifications for period furnishings purchased for several historic sites. By working with the state archives, the archivist secured legal authorization to destroy the remaining nineteen and one-half cubic feet, which merely documented fuel and petty office expenses.

Two months before the final archival plan became official policy, an important step was made towards implementing another feature: the security microfilming of pre-1970 material that had to remain at the sites. In June 1981, one month before the end of the state's fiscal year, the archivist was asked to suggest a small project that would make good use of contractual service funds remaining in the central office budget. Consequently, the archivist helped prepare the copy and index for a security 35mm microfilm edition of approximately 340 rare maps and architectural drawings documenting the restoration and development of Lincoln's New Salem from 1919 to 1975. The contractual service funds enabled a private micrographic firm to do the filming and produce three microform sets: a security negative roll, negative mounted aperture cards for convenient printouts of full-scale paper copies in Springfield, and positive microfilm rolls which New Salem field staff could use more handily than the fragile, original drawings.

The results of this project were far-reaching and valuable. The records preserved and microfilmed
constitute a wide ranging collection of data valuable for administration and disinterested scholarship. They include files and photographs documenting the 1950s restoration of Lincoln's Home by Richard Hagen and the involvement of governors and other state officials. They contain reports and administrative files providing archaeological data on the Cahokia Mounds civilization and showing the political problems of preserving and developing the mounds as a state historic site from the 1920s through the mid-1970s. Archaeological and historical data on the eighteenth century French, British, and American social and military presence in Illinois can be seen in the division's recently transferred files on Cahokia Courthouse, Fort de Chartres, and Fort Massac. These include reports, correspondence, drawings, photographs, and notes from WPA-sponsored historical and archaeological research during the 1930s and 1940s and from similar efforts in the 1960s and 1970s, which were funded through the Department of Conservation and executed by researchers at Southern Illinois University at Carbondale.

Among the most valuable papers transferred to the state archives are almost ninety historical reports generated from 1930 to 1982 for all the properties owned and operated by the Division of Historic Sites. These include 1970s transcripts of interviews with those responsible for restoring, furnishing, and developing the agency's historic sites during the 1930s and 1940s as well as reports relating specifically to each. The latter provide considerable insight into many topics including the social structure and values of Abraham Lincoln's New Salem, the lifestyle of Galena's mercantile and political elite during the commercial heyday of the 1840s and 1850s, the material culture of the mid-nineteenth century Jansonite Swedish communal colony at Bishop Hill, and the architectural and social significance of the early twentieth century Dana Thomas House in Springfield, which was designed along with its furnishings by Frank Lloyd Wright.

The preserved records are all in a safe
repository and accessible through concise, descriptive finding aids at the folder level. Information of scholarly interest and indispensable to long-range projects and ongoing operations is organized and available where needed instead of being scattered, hidden away, and stored where it can be forgotten or lost. An improved archival situation was achieved at the Illinois Division of Historic Sites when tight budgets convinced this nonarchival agency's leadership that no large organization could afford to waste money by repeating earlier mistakes, duplicating costly discoveries, or overlooking the effect of its past experience on its current policies and circumstances. It became clear that an archival program was needed to preserve an agency's corporate memory by identifying its records, classifying them in terms of comparative value, providing guidelines for retiring and microfilming different types, and establishing effective physical and intellectual control over those that would be permanently preserved in a central location. That conviction produced the necessary commitment from the division's leadership to provide adequate financial support for the program and to command full cooperation from staff throughout the agency.

The division's experience shows that there are several phases involved in a successful archival program. It begins with a survey of the records and discussions with the staff who are keeping them; this enables the agency to know what records it has, where different types or record series are located, and how important each type is to the agency's work. Before any policy towards these records is formulated, it is very likely that some of these will already fall under the archivist's control. In fact, from the beginning there will be small projects which will serve as building blocks to a full-scale program. Namely, there will be demands to relieve staff of unwanted records and to decide whether to deposit, microfilm, or destroy them. The completion of such projects is not a diversion from the main task of devising and implementing an archival policy.
essential. Within the Division of Historic Sites, this was accomplished by consulting field staff and accommodating them where possible in completing and executing the archival policy.

Between the agency and the state archives, a good working relationship was achieved through continuous contact and fruitful cooperation on small archival projects. This was reinforced by the division's commitment to respect the state archives's rights and procedures and by the archives's generous assistance to the division's archivist during the execution of the archival policy.

A successful archival program, however, does not always depend on the nonarchival agency's employment of an in-house archivist. Other large administrative agencies may be ready to rely solely on outside archival services because of a climate of trust and mutual understanding and the awareness that an archivist "in mission" tends to lose his critical perspective as he identifies more and more with the outlook of his employer. However, the willingness of an in-house archivist to take that risk proved essential to secure the active participation of the Illinois Division of Historic Sites in a records retirement plan in close cooperation with the state archives. Furthermore, in this case, the risk was minimized, because the division's archival interest had to be articulated in terms professionally acceptable to the state archives before any records could be transferred or legally destroyed. Indeed, the successful partnership of these two very different organizations in preserving important records suggests a more hopeful lesson: Through a system of checks and balances, the statutory or contractual involvement of an outside archival agency can ensure objectivity in the in-house archivist's judgment, while his superior knowledge of his own agency's personnel, operations, and history can guarantee full attention to its most vital archival needs.
Asa Rubenstein's experience as archivist for the Illinois Division of Historic Sites is reflected in this article. Recently, he completed and successfully defended his dissertation for a Ph.D. in history from the University of Illinois at Urbana-Champaign. Special thanks go to John Daly of the Illinois State Archives, Richard S. Taylor of the Illinois Division of Historic Sites, and Maynard Brichford of the University of Illinois for their criticisms of an earlier draft of this article.

NOTES


3 Lincoln's Home did not become a National Park Service property until 1972, when the Illinois Department of Conservation transferred it to the federal government.
Southeastern State Archives and Local Records: A Sampler

[NOTE: Archivists at selected state archives were asked to write a short statement on the activities of their archives in encouraging local government officials to preserve records and in educating officials about records management.]

GEORGIA DEPARTMENT OF ARCHIVES AND HISTORY: LOCAL GOVERNMENT RECORDS MANAGEMENT

Georgia has 159 counties, 187 school systems, over 500 chartered municipalities and numerous local boards, commissions, and authorities. Many are experiencing dramatic growth, and that is straining their resources and necessitating change in their traditional operations. Preservation of the historical record is a responsibility recognized by Georgia's local government officials. This fact is supported by requests to the Department of Archives and History, by laws passed by the legislature, and by recent studies.

Records in Georgia's local governments date from the mid-eighteenth century. The volume of the surviving records increases each year. Computers and increased demand for services have caused this growth in volume to reach almost exponential speed. The paperless office is still a dream of the future.

Identifying and separating records of historical, and of long-term legal and administrative value, and then providing them with curatorial care requires experience and knowledge that most local government
staff do not possess. Records management, records appraisal, and records preservation are not subjects generally taught, or even mentioned, in the schools and colleges of Georgia, or other states.

The reality is that until local government officials and staff understand, generally, the purposes and practices of records management and records conservation little lasting improvement in the preservation of historical records is likely. Georgia has too many governments with too many records for the Georgia Archives to inventory, accession or microfilm, or to provide protective storage for all local records of historical value.

The department sought and was awarded a National Historic Publications and Records Commission (NHPRC) grant to develop contacts with the various state agencies, organizations of local government officials, and other groups in and out of the state that are interested in improving the effectiveness and efficiency of local government. The number of groups with communication networks involving local governments and the level of interest displayed by these groups indicates a previously untapped resource for educating local government staff in the basics of records management and Georgia records law. Cooperative efforts by the archives and a few of these groups are now being tried and an assessment of the results will be reported to NHPRC in July 1986.

The department's publication of the Managing Public Records series serves as the basis for the educational and training efforts. The five volumes include a handbook and common records retention schedules approved by the State Records Committee for counties, municipalities, school systems, and courts, each published in separate volumes. The handbook explains the Georgia Records Act and how to use the common schedules. Planned subjects for new publications of the series include micrographics, off-site storage, files management, and additional approved common records retention schedules.

Peter E. Schinkel
Georgia Department of Archives and History
FLORIDA STATE ARCHIVES BUREAU OF RECORDS AND INFORMATION MANAGEMENT: LOCAL RECORDS

The Bureau of Records and Information Management has worked closely with archivists at the Florida State Archives in encouraging the management and preservation of local government records. The archives has participated with the bureau in presenting workshops to local government records custodians and plays an active role in the scheduling and disposition process that insures the preservation of this information resource. Independently, the archives has provided workshops to local records custodians on the management of archival collections, document preservation and archival storage. A "Starting an Archives Workshop" was presented to local groups in Tampa in March, and this workshop will be offered on a continual basis. The Florida State Archives provides technical assistance to local government agencies through site visits. Specialists from the archives's Public Records Section, Conservation Laboratory, and Photographic Collection travel to localities when requested to provide technical information needed to manage and preserve local records. As a special service, the archives provides a security microfilm storage service to local government agencies insuring a protective off-site storage location for their valuable permanent film. The Florida State Archives continually strives to develop and expand its programs to encourage local government officials to preserve their records.

As part of the continuing effort to institute and maintain a training and information program in all phases of records and information management, the Bureau of Records and Information Management is offering specialized training again in 1986. The seminar series includes training in the Public
Records Law, Inventorying Techniques, Scheduling and Dispositioning, Files Improvement, and Machine-Readable Records Management. The seminars seek to bring approved and current practices, methods, procedures and devices for the efficient and economical management of records to the attention of all agencies.

All three seminars are already filled to capacity (over eighty registrants per session). The Bureau of Records and Information Management, as part of its continuing effort to reach and train state and local government records and information managers, is working with the Data Processing Managers Association (DPMA) on their Region 7 Conference and Expo. In addition to the fine seminars and speakers DPMA has arranged, the bureau is providing three nationally recognized speakers in the information management field. This event is scheduled for 14, 15, and 16 May 1986 at the Hyatt Orlando (Disney World).

Gerald J. Clark
Administrator, Public Records Section
Florida State Archives

LOCAL GOVERNMENT RECORDS AND THE ALABAMA DEPARTMENT OF ARCHIVES AND HISTORY

Like other early state archives, Alabama was initially interested in the preservation of the historical local records by centralizing control. Today, the Alabama state archives is committed to a very different program, one that encourages and equips the local officials to care for their own records. Other than the acquisition of local records that are immediately endangered or available on microfilm, the state archives has adopted the principle that records should remain in the geographical and institutional settings in which they are created. In the localities the records can be better managed, understood, and appreciated.
The transition from a centralized to decentralized system has been one of slow evolution in Alabama. Like other state archives, Alabama was unable to develop a systematic centralized approach for the care of local public records. In 1955, Alabama's state archives became responsible for supporting a County Records Commission, a body charged with the statewide administration of county records, but this commission has been virtually inactive over the past three decades. Eight years later additional legislation—promoted by the Alabama League of Municipalities—was enacted that established procedures for the management of municipal records; this legislation has been more effective than other local records laws, but its focus has been on the destruction of selected records and not on the development of a comprehensive records program. For a brief time in the mid and late 1970s, the Alabama Department of Archives and History supported a small local records section to work with the local governments, but this program was largely reactive with little measurable impact in the improvement of Alabama's local government records.

A renewed interest in local records has emerged in the mid-1980s in evaluation, planning, and working for new resources, largely through the assessment and reporting project sponsored by the Alabama Historical Records Advisory Board and the National Historical Publications and Records Commission. Assessing Alabama's Archives: A Plan for the Preservation of the State's Historical Records, published in late 1985, concluded that the state's local records are in "deplorable condition," legislation is "inadequate" to allow proper administration of these records, and local officials are "greatly interested" in receiving assistance to improve the management of their records. Building on this last positive finding, the Alabama Historical Records Advisory Board recommended that the state archives seek the necessary resources to develop a full assistance program and gain stronger legislation to support this development.

Nineteen eighty-five was the beginning of the
unfolding of a new local records program by the Alabama state archives. First, the institution acquired resources to hire three professional archivists to survey, appraise, and schedule local records, provide on-site technical assistance to local officials and records custodians, and develop an ongoing educational program for improved records administration by local officials. New staff will be hired by late 1986. Second, the Alabama Department of Archives and History has sought legislation that would reconstitute the County Records Commission into a Local Government Records Commission and adopt stronger technical standards and procedures for the production of microfilm of public records. The expanded commission will provide an improved means to establish a statewide focus on all local public records from the approval of general retention schedules to the monitoring and sponsorship of legislation that concerns the efficient and economical administration of these records. The legislation regarding micrographics adopts national standards, such as those of the American National Standards Institute (ANSI), as state guidelines and reinforces the authority of the Local Government Records Commission in the regulation of local micrographics practices. Third, and finally, the department has made a concerted effort to have a higher profile among the local governments through workshops and attendance at their professional meetings. State archives staff increasingly participate in these meetings; for example, records management sessions are now a common feature of the workshops for the certification of Alabama's municipal clerks.

Local government records represent the most serious of archival problems and challenges in Alabama, but their future management looks brighter now. The staff of the Alabama state archives see themselves as the means to raising the ability of local officials to care for their records. The key is the acceptance by local officials of the responsibility to manage well their records as a
public trust.

Richard J. Cox
Head, Archives and Records Division
Alabama Department of Archives and History

NEWS REELS

Among the National Historical Publications and Records Commission (NHPRC) grants approved in October 1985 were the following in the Southeast:

The University of South Alabama in Mobile received $10,840 to preserve and make available 3,600 photographic negatives in the S. Blake McNeely Collection.

Kentucky State University at Frankfort will receive $59,610 over two years to establish an archive by collecting historical materials relating to the education of blacks in the Upper South and by developing archives and records management programs for the university.

Of national interest is the NHPRC grant of $7,500 to the National Association of Government Archives and Records Administrators to support the state archives preservation needs analysis projects.

The St. Augustine Historical Society has received from the city of St. Augustine, Florida city records dating as far back as 1821. The accession includes city council and commission minutes, municipal court documents, ordinances, tax rolls, licenses, and city department records. The materials have been organized and are available for research use. They also include major manuscript collections relating to St. Augustine and Florida history dating from the
The Society of North Carolina Archivists is preparing a directory of North Carolina archival and manuscript repositories. The directory will benefit both researchers and archivists by identifying repositories and describing holdings. A committee has been formed and a questionnaire was mailed late in 1985. For more information contact Sue Hiatt, Randall Library, University of North Carolina at Wilmington, 601 S. College Road, Wilmington, NC 28403-3297.

The files of the Bill Glass Evangelistic Association have been given to the Archives of the Billy Graham Center, Wheaton College, Illinois. Glass, a pro football player for the Detroit Lions and the Cleveland Browns, has been inducted into the Football Hall of Fame. The material received by the archives includes correspondence, photos, films, reports, clippings, and audio tapes. These materials reflect the association's work of organizing evangelistic meetings, Bible studies, and personal visits for inmates of local, state, and federal prisons.

Clearwater Publishing Company of New York has announced the availability of two new microfilm series containing photographs. The first, the William Randolph Hearst Collection: Photographs and Acquisition Records, consists of 130 notebooks in which Hearst documented his collection. The second, La Gazette De L'Hôtel Drouot, documents the sales of an important auction house. The second set
contains 200 reels of microfilm.

* * *

At the end of 1985 the Mississippi State Historical Museum and the University of Southern Mississippi Historic Clothing and Textile Collection won a Certificate of Commendation from the American Association for State and Local History for the exhibit and catalogue, "Treasured Trims: Mississippi Lace." A national selection committee, composed of leaders in the history profession, reviewed 138 nominations. Twenty-three awards of merit and seventy-one Certificates of Commendation were awarded to individuals, institutions, and historical organizations across the United States and Canada.

* * *

Also at the end of 1985, the Louisiana Division of Archives, Records Management and History held a seminar attended by over one hundred records managers. The participants heard presentations on recent revisions to Title 44 of the Louisiana Revised Statutes, on the functioning of the new states archives building, and on records management goals and priorities of the division.

* * *

The University of Alabama Library School is now offering an MFA in Book Arts. The new degree is an option to both its MLS and sixth year degree programs. The book program, which will be coordinated by Richard-Gabriel Rummonds, is for both hand printing and bookbinding majors. The binding will be taught by Paula Gourley, who has studied in Brussels.
In the spring of 1986, the African-American Family History Association, Inc. in Atlanta, Georgia is publishing a two volume set which documents the history of the African-American family in Georgia during the antebellum period by providing indexed information from bills of sale of slaves. The information was drawn from 443 documents located in archives in Georgia and indexed with a microcomputer. For more information, write the association at P.O. Box 115286, Atlanta, GA 30310.

★ ★ ★

The Georgia Department of Archives and History has formed an in-house task force to improve finding aids and the availability of all collections. The task force, coordinated by Malvina Bechor, will examine control systems now used, identify collections for which only limited access exists, and, by July 1986, make final recommendations for improving access. They will also study the possibility of automating the archives's finding aids. This will parallel the developments of seven state archives which have an NHPRC grant to enter records into the Research Libraries Information Network (RLIN), an automated technical processing system.

★ ★ ★

The Midwest Archives Conference Fall 1986 Program and Local Arrangements Committees are proud to announce receipt of an NHPRC grant to support the planning and conduct of a series of one-day workshops utilizing labs and classrooms available on the campuses of the three participating Area Research Centers at the University Archives of the University of Wisconsin-River Falls, Eau Claire, and Stout (Menomonie). The grant will support honoraria and expenses for nationally known professionals to lead workshops on such diverse topics as micrographics, papermaking, audiovisual productions, archival
displays, disaster planning, and microcomputer applications.

In addition to the workshops, a full slate of traditional program sessions will be offered. The meeting theme is "Documenting Rural America," and the dates are October 9-11, 1986. Headquarters are at the Hudson House Hotel, Hudson, Wisconsin, only thirty minutes from Minneapolis/St. Paul. For more information, contact Cheryl Norenberg Thies, Minnesota Historical Society, 1500 Mississippi Street, St. Paul, MN 55101; 612-296-6980.

EDITOR'S NOTE: The disclaimer for the article "Strategies for Archival Action in the 1980s and Beyond: Implementing the SAA Goals and Priorities Task Force Report" (volume III, number 2; fall 1985) should have read, "Although the author participated on one of the working groups of the GAP Task Force, this paper is not an official view of that body."

We apologize to Richard J. Cox, the author, for the omission of the word not.

Is this Richard Berner's legacy to the archival profession? It is inspired by lofty goals. "One of the objectives of this book," Berner writes in the Preface (xi), "is to form a perspective that provides a broader approach to archival problems--one that is based on a shared concern about common problems and that will result in reciprocal benefits for all professions and the different publics that each serves." By the title it promises to enrich the literature with an examination never before done. And it is the fruit and culmination of the thought of a practitioner active in the field for a generation.

Our height of anticipation for the intellectual feast is exceeded only by the depth of our disappointment in the fare. The writing, in the early chapters especially, is very difficult and, in many instances, a barrier to understanding. Throughout the book are pronouns that have no antecedents, or which do not agree with their antecedents. The text is tortured with passive voice that labors on for paragraphs at a time. Berner even seems to lose his own way, for many paragraphs contain sentences irrelevant to their theme. The last paragraph on page 38, for example, which reports Neal Harlow's observations on the "relation between
the card catalog and other finding aids," ends with the sentence: "Also he provided no rational basis for subgrouping." This gratuitous thought, totally unconnected to anything in the paragraph, leaves the reader first wondering what he missed, then puzzling over what thought the author really was trying to convey in the paragraph.

Contrary to the beckoning subtitle, this work is more tirade and horn tooting than analysis. The book is peppered with references to Berner's personal insight and achievement. Berner's idea of analysis leaves the reader gasping early and often. As the book opens (pages 3-4), after stating erroneously that the National Archives "invented" records management, Berner asserts, "Their experience had shown that it is the degree to which archivists control records management that largely determines the quality of an institutional archive." How, if the staff of the National Archives developed records management, it could do so on the basis of experience with records management defies understanding.

At the heart of the trouble with this volume is boundary and definition. Berner bounds his field and defines many of his basic terms in a manner logical only to him. Far from being the broad-ranging historical analysis of archival theory and practice promised in the title, this book, instead, focuses on arrangement and description. "All else in the archival world, except appraisal," he trumpets dogmatically on page 5, "is a matter of philosophy and attitude, or is part of a body of theory from another field."

For most of his terms, Berner provides a glossary, the core of which is the glossary compiled by a committee of the Society of American Archivists (SAA) and published in the American Archivist, 37 (July 1974): 415-433. Without explanation, however, Berner chose not to include in his glossary at least two terms he uses frequently. One is his own hybrid term "inventory/guide," the other is the word "guide," which, to him, apparently is not a finding aid that gives summary descriptions of all the
holdings of a repository and is published for
distribution outside the archives.

Berner's most paradoxical definition is that of
the "subgroup." Berner defines the subgroup as a
unit based in provenance--that is, a unit of records
related by their origin from a common creator. A
series, he asserts on the other hand, is a unit based
solely on quirks of filing activity. Berner roundly
attacks my manual for adhering to the definition in
the SAA glossary, which recognizes the subgroup and
the series both as being based on either provenance
or filing activity. Evidently Berner is unconvinced
of his own position, however, for the definition of
subgroup that he includes in his glossary is
word-for-word the very one presented in the SAA
glossary.

Some have suggested that, if not analysis,
perhaps the book's strength is as a reference work.
Unquestionably, Berner has pulled together a great
deal of data that required considerable time to
assemble. But a reference work is more than data.
It also must include a strong index. The indices
included here omit too many references to be
adequate.

No, Rich Berner's legacy for me will continue to
be his outstanding articles: "Manuscript Collections
and Archives: A Unitary Approach" (1965),
"Description of Manuscript Collections: A Single
Network System" (with Gary Bettis, 1969), and
"Manuscript Catalogs and Other Finding Aids: What
Are Their Relationships" (1971). These made
significant, lasting contributions to archival
literature.

David B. Gracy II
Graduate School of Library and Information Science
University of Texas at Austin

A Modern Archives Reader was produced for the purpose of providing a convenient compilation of basic readings in the theory and practice of archival administration for use in the Modern Archives Institute sponsored by the National Archives and Records Administration (NARA). The editors, both former directors of the institute, planned the reader as a collection of useful readings for all students of archival administration, in any program. In that aim, they have most certainly been successful. Since most of the articles frequently assigned in archival courses are no longer available in reprints or any other handily available form, this volume will be welcomed by instructors and students alike and will have a place on every archivist's bookshelf.

Many of the articles in this well-organized and attractively produced collection are classics in the archival literature. What a pleasure it is to find in one volume Ernst Posner's article on archival development since the French Revolution, Theodore Schellenberg's essay on appraisal of modern public records, Schellenberg's and Oliver W. Holmes's writings on archival arrangement, and Sir Hilary Jenkinson's reflections on his profession, alongside later excellent pieces by Leonard Rapport, Gerald Ham, and others. All are fine; some are indispensable. The collection of articles and other writings is divided into nine topical sections, following a usual and familiar progression for a course in archival administration (generally, history and theory, records management, appraisal, archival acquisition, arrangement—including photographs and aural and graphic records—description, reference, public programs, and "establishing priorities").
Three or four articles have been selected on each topic. Instructors in archival courses vary in their readings selection, of course, and some might have made different choices on several of the topics. Some might not have included the information bulletin from NARA on the preparation of inventories at the National Archives; others might have excluded Katharine Brand's description of the place of the manuscripts register at the Library of Congress. The editors' rationale for their choices is clearly laid out in the introduction, and it is a very valid one. Happily, the selection is of high caliber and chosen with care to focus on specific principles and issues of universal interest. Few will quarrel with individual choices in the collection, though some may regret the lack of space to add other articles. A useful essay on archival terminology, a glossary, and suggestions for further readings on each topic are included.

The editors have cast a wide net in archival, library, and other special topic publications, such as National Archives information papers and bulletins. While journal articles from the American Archivist predominate, as they should, it is pleasurable to note that four articles come from regional archival journals (two each from The Midwest Archivist and Georgia Archive, now Provenance). We may at times bemoan the dearth of incisive and important contributions to archival theory in recent times, but certainly the contemporary articles published here have contributed significantly to the growing solid bibliography of archival development and practice.

While any book is only as good as its content, books whose excellent contents are also well packaged deserve special mention. This is an attractive book. The typeface is easy to read, the margins sufficient, and the design pleasing. To find a book of this quality and value for a reasonable price is indeed satisfying. Oh, that it had been printed on acid-free paper!

Books of readings inevitably become obsolete, but a goodly portion of the articles in this volume will
be classics and required readings for years to come. Instructors in archival education, and indeed all archivists, will only wonder how we got along without it.

Linda M. Matthews
Emory University


Debra Newman's Black History: A Guide to Civilian Records in the National Archives will be mandatory reading for individuals researching in the area of black history. The guide, the latest in a series of specialized supplements to the general Guide to the National Archives (1974), catalogs extant black history source documents at the National Archives created by nonmilitary agencies of the federal government.

In her introduction to the guide, the first of the supplements centering on American black history records, Newman warns that the listed records are those that were identified through existing finding aids. Acknowledging that there are probably undiscovered, isolated files and documents remaining in the voluminous civilian records, Newman states categorically that the guide is not a comprehensive listing of every document pertaining to black history among the civilian records. Notwithstanding this caveat, Newman's archival achievement is obvious as one peruses the substantial list of record groups in her table of contents. It clearly demonstrates the thoroughness of Newman's work. The 141 listed record
groups represent approximately seventy percent of the total number of civilian record groups at the National Archives.

Consisting of over 1200 numbered descriptive paragraphs, the guide is basically a compilation of data gathered from scattered sources. Arranged by record group, its most salient feature is the descriptive paragraphs. They contain information such as series title, dates, quantity, record type, and arrangement scheme. They also frequently highlight specific documents within a series, identify important subject areas within a series, and provide suggestions to facilitate the researcher's practical use of the records. Combined with concise and informative histories of the civilian agencies explaining their organizational relationships with black people, the descriptive paragraphs will serve as superb guideposts directing the researcher to relevant source documents without expending unnecessary research time and money.

Other noteworthy attributes of the guide are the occasional inclusion within descriptive paragraphs of information relating to the destruction of records and the identification of record groups to which access may be restricted due to legal and/or other restrictions. Newman shows her professionalism and concern for the researcher by including this important data. Researchers primarily interested in audiovisual records relating to black history will find the guide's audiovisual appendix, which identifies record groups containing photographs, sound recordings, and films, a quick reference tool for locating such items. In addition, the guide's alphabetized index, with its numerous entries and cross-references, will unquestionably help to expedite archival searches for relevant records.

Artistically, Newman's guide is most appealing. Its printing style allows easy reading, and its format is not difficult to understand. Black history photographs dispersed throughout the guide indicate pictorially the wealth of black history records one will find at the National Archives. However, if
there was a conscious effort to coordinate photographs with record groups, few of the thirty-seven photographs seem appropriately placed. For example, the picture of children kneeling at worship on page 95 seems unrelated to Record Group 56, General Records of the Department of the Treasury. Picture captions are self-explanatory and informative.

In summary, Newman has produced an exceptionally fine guide, easy to read and understand. It is a most significant contribution to the National Archives subject guide literature. Increased scholarly interest and research activity in records relating to black history at the National Archives should naturally develop as a result of the publication of Newman's outstanding work.

Clifford L. Muse, Jr.
Howard University


William Deiss's Museum Archives: An Introduction is the third and most recently published in the Society of American Archivists's (SAA) series of introductions to archival work for particular settings. The manual is carefully and thoroughly researched, well written, and adequately supplemented. It represents a conscientious and methodical approach to the whys and hows of museum archives.

Deiss carefully states his case for museum archives. He argues sensibly that a museum's records have intrinsic historical and administrative value
and briefly outlines methods and procedures for instituting an archival program.

What this reader questions is the audience which the manual purports to address, that is, "not to archivists, but to museum professionals with little or no archival training." As David Gracy suggests in the introduction, this volume must properly be augmented with readings from the SAA's Basic Manual Series. However, it is simply not possible for anyone to become an archivist in a vacuum, without benefit of specialized professional coursework and training.

Even a trained and experienced archivist will find the processing of a museum's records a difficult and puzzling challenge; the passage of time and administrations, and perhaps politics, takes a serious toll on the integrity of the records. The work purports to be written for museum professionals, and yet, it speaks "archivese." Perhaps it is intended for museum staff and trustees, to convince them gently of the need to hire a professional archivist to deal with their records--and to help them prepare a grant or other documentation in this regard. In fact, most museums do not have the resources or the interest in the documentation of their own institutions to provide the impetus for getting their own house in order. They are often too involved in building and exhibiting their acquired collections to realize the significance and validity of conserving what is their own most primary documentation.

The manual would be more useful to the museum professional if it were to include in the appendix a list of suppliers and approximate costs of supplies and equipment; a more complete glossary and section on forms; basic grant information (sources, addresses, brief guidelines); suggestions on budgeting and processing time frames; and other information to aid in planning.

It should not be assumed by museum trustees and staff that the project of processing their own archives is one that can be treated lightly and accomplished simply. With a few revisions and
additions, the manual could be of substantial value to the profession in preserving the past and preparing for the future.

Nancy J. Bryant
MSL International, Ltd.
Atlanta, Georgia


Inspired by the Joint Committee on Archives of Science and Technology (JCAST), Appraising the Records of Modern Science and Technology: A Guide ably fills a gap in the literature of archival appraisal. A concise and well-organized manual, the guide provides sound advice for archivists charged with the responsibility of appraising the vast records of post-World War II science and technology.

The guide, based upon traditional appraisal principles and practices, is structured around a clear, systematic description of the component activities of the scientific and technological process. The authors chose this manner of organization in the belief "that demystifying science and technology will encourage archivists to collect more actively in these areas." For each activity and the records documenting it, there is a description which includes helpful definitions, followed by discussions of appraisal considerations. The appraisal discussions are concluded by one or several
examples of appraisal decisions.

The guide reflecting the authors' experience--science and technology in academia--but care is taken to make the appraisal considerations and examples applicable to science and technology in government and industry. In addition to the description of the scientific and technological process and the resultant documentation, the guide also discusses the records documenting the personal and professional activities of scientists and engineers.

The strength of the guide lies in its clear, concise manner of explanation. The authors have succeeded in relating much of the complexity of the scientific and technological process in terms understandable to the nonscientist. Particularly useful is the table of scientific and technological activities and their records, which effectively summarizes the text's descriptions. The guide also includes two appendices. One is a directory of science and technology history centers excerpted from an article by Clark A. Elliott. The second is a bibliography of selected readings. The guide is indexed and generously illustrated.

The guide is a well-written and well-designed addition to the literature of archival appraisal. It deserves a place on the reference shelf of all repositories of scientific and technological records.

Anne Bartlow
Georgia Institute of Technology

"I think it will be less trouble to you to wish there that you had brought more, than to fret at the want of a market for too many." So advised John Dunton's father-in-law in 1686 as Dunton set forth for Boston and a life as bookseller. The Mathers and a fledgling Harvard College, among others, were all the better for his venture.

So begins the "book business" in what would become the United States and so also begins Madeleine B. Stern's history of bookselling on our shores. A bookseller herself, Stern is well versed in economic, sociological, and social facets of the antiquarian book trade. Much of her enthusiasm for her chosen field of endeavor is visible on these pages as she chronicles a fascinating history of personages, cultural attitudes, and literary luminaries.

Arranged geographically by major cities (and concomitantly chronologically), the narrative moves from Boston to Philadelphia and New York, thence to Chicago and the Pacific Coast with several stops between. Chapter 9 treats "Cities of the South," though none in Georgia merit consideration. Lastly, Chapter 10 discusses the "Lone Stars," those dealers of note who were perambulators of the American scene both physically and spiritually. An excellent bibliographical essay and thorough index complete the work.

In her invitation, Stern likens booksellers to "ghosts"—those individuals "whose transactions as intermediary between source and market are seldom preserved." The metaphor is perhaps a bit fanciful, but quite accurate in its basic promise. This book becomes the foundation for the first in-depth treatment of antiquarian bookselling in America through the years of World War II. Stern is wise to accept this chronological line of demarcation because since that time the business of bookselling has changed and expanded dramatically, not always for the better, but clearly in differing directions that the George Smiths, Robert Dodds, and Charles Heartmans of those earlier eras would hardly recognize or approve.

This work is a history of the American reading
and collecting public as well as the seller and scout. Stern profiles numerous antiquarian booksellers and their wares. The Caxtons bought for a pittance, the sleuthing out of the ultimate American rarity, the wanderings of Parson Weems and his biographical fancies all parade through these pages. Through these tales, anecdotal and scholarly, the collecting interests of three centuries of American buyers and the entrepreneurial exercises of sellers come alive. Stern's book is a fine social history and, between the lines, a good analysis of the intellectual development of America as well.

For librarians and archivists this volume approaches the thrill of perusing a manuscript filled with the names and actions of old friends. It is both nostalgic and educational. From Henry Stevens and Frank Glenn to Lathrop Harper and the Dawsons, libraries, too, have been major beneficiaries of their shrewdness and dogged determination. To read of its history is to gain a greater appreciation of the antiquarian bookselling and the social and intellectual climate surrounding this phenomenon. It causes us to realize our inseparability. We, too, are a part of the history of antiquarian bookselling in the United States.

Stern has published an admirable study of this important subject in a scholarly and authoritative manner. It is indispensable in its field.

Robert M. Willingham, Jr.
University of Georgia

☆ ☆ ☆ ☆ ☆ ☆


1700 entries cover: books, periodicals, journal
and newspaper articles, reports, symposia, case notes, and federal documents. The liability and security sections should be of particular interest to archivists joining on-line systems and establishing data bases.

Guidelines for Records Appraisal at Major Research Facilities, by Joan Warnow; A Study of Preservation Documents at DOE Laboratories, by Joan Warnow, et al.; and Files Maintenance and Records Disposition: A Handbook for Secretaries at DOE Laboratories, by Jane Wolff. SAA, 600 S. Federal, Suite 504, Chicago, IL, 60605. $3.00/set for members; $5.00/set for others.

Although designed for Department of Energy (DOE) Laboratories, this set of three booklets has usefulness for all archivists working with management and policy records. In addition, the Files Maintenance handbook gives practical guidelines for establishing and using filing systems and for proper records disposition.

Manuscripts: The First Twenty Years. Edited by Priscilla S. Taylor. SAA, 600 S. Federal, Suite 504, Chicago, IL, 60605. $29.00 to SAA members; $35.00 to others.

Comprised of articles first published in the Manuscript Society's journal (1948-1968), this 450-page anthology is a useful text for the novice collector--offering advice on pricing, methods of collecting, warnings on forgeries and mistaken identities, and suggesting acquisition policies.
An annual edition of this publication is planned compiling a comprehensive bibliography of current archival literature.


Completed a year ago, the study concludes that federal level "responsibility for ... records and recordkeeping is fragmented and ill-defined," that the officials responsible for creating records should be made accountable for ... the preservation of those records...." The committee specifically recommends that the functions of NARA be expanded and that public awareness of and access to the nation's documentary heritage be increased.

"Archimarks" (Archival bookmarks, 2" x 4", in sets of 8). Order from Mary Boccaccio, Joyner Library, Eastern Carolina University, Greenville, NC 27834.

These defy description, but since levity is hard to find in the archival world, the enterprise should be noted. The 'budget axeing' view would make a good
Technology Assessment Report: Speech Pattern Recognition/Optical Character Recognition/Digital Raster Scanning. Prepared by NARA's Archival Research and Evaluation Staff (Publication # D013). Association for Information and Image Management, 1100 Wayne Avenue, Silver Spring, MD 20910. $18.00, covers shipping and handling.

Technologies that will be used to convert paper holdings to electronic storage form are examined here. The review is for nontechnical readers and assesses strengths and weaknesses of each system.


Thirty-five ARL members with growing preservation programs contributed samples of preservation policy statements, staff training materials, reader and donor information, and descriptions of exhibits. The focus is on the care and handling of books, film, and other media. Glossaries, line drawings, and flow charts accompany the text.

"Problems in Archives Kits." Position Descriptions: Records Management and Micrographics; State/Local Government and Historical Societies; College and University Archives; and Federal and
Miscellaneous. SAA, $5.00 each for members; $10.00 for others.

Four new PAKS, which assist in designing position descriptions, have been prepared by Sylvia Burck. Each contains an array of position classes and selected bibliography.


This comprehensive description of state and local history salary ranges is organized by regions. General hiring trends and the experience and education required by listed institutions are featured.

James Merrill, Poet. Washington University Libraries, Campus Box 1061, St. Louis, MO 63130. $4.00.

An exhibit catalog including printed materials and manuscripts from Washington University's Modern Literature Collection, this thirty-two page booklet is well designed and includes a list of selected references and an index.
INFORMATION FOR CONTRIBUTORS

EDITORIAL POLICY

Members of the Society of Georgia Archivists, and others with professional interest in the aims of the society, are invited to submit manuscripts for consideration and to suggest areas of concern or subjects which they feel should be included in forthcoming issues of PROVENANCE.

Manuscripts and related correspondence should be addressed to Sheryl B. Vogt; editor, PROVENANCE; Richard B. Russell Memorial Library; University of Georgia Libraries; Athens, GA 30602.

Manuscripts received from contributors are submitted to an editorial board. Editors are asked to appraise manuscripts in terms of appropriateness, scholarly worth, and clarity of writing.

Only manuscripts which have not been previously published will be accepted, and authors must agree not to publish elsewhere, without explicit written permission, a paper submitted to and accepted by PROVENANCE.

Two copies of PROVENANCE will be provided to the author without charge.

Letters to the editor which include pertinent and constructive comments or criticisms of articles or reviews recently published by PROVENANCE are welcome. Ordinarily, such letters should not exceed 300 words.

Brief contributions for Short Subjects may be addressed to Glen McAninch, Special Collections and Archives, King Library North, University of Kentucky Libraries, Lexington, KY 40506.

Books for review should be sent to Martin Elzy, 1408 Quail Hunt Drive, Riverdale, GA 30296.
Manuscript Requirements

Manuscripts should be submitted in double-spaced typescripts throughout—including footnotes at the end of the text—on white bond paper 8 1/2 x 11 inches in size. Margins should be about 1 1/2 inches all around. All pages should be numbered, including the title page. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript.

Each manuscript should be submitted in three copies.

The title of the paper should be accurate and distinctive rather than merely descriptive.

References and footnotes should conform to accepted scholarly standards. Ordinarily PROVENANCE uses footnote format illustrated in the University of Chicago's Manual of Style, 13th edition.


Use of terms which have special meanings for archivists, manuscript curators, and records managers should conform to the definitions in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," American Archivist 37, 3 (July 1974). Copies of this glossary may be purchased from the Society of American Archivists, 600 S. Federal St., Suite 504, Chicago, IL 60605.
Contributing Members, 1986

Terry Abraham
Brenda S. Banks
William E. Brown, Jr.
Virginia J.H. Cain
Anita K. Delaries
Ellen Garrison
Michael Kohl
Kaye Lanning
Linda M. Matthews
Sally Moseley
Faye Phillips
Margery N. Sly
Elaine W. Smith
Sheryl B. Vogt
Marysue L. Wright

Patron Members, 1986

Anthony R. Dees
A. Ray Rowland
OFFICERS OF THE SOCIETY

PRESIDENT
ANTHONY R. DEES
Georgia Department of Archives and History

VICE-PRESIDENT/PRESIDENT-ELECT
LINDA M. MATTHEWS
Emory University

SECRETARY-TREASURER
BRENDA S. BANKS
Georgia Department of Archives and History

NEWSLETTER EDITOR
JANE POWERS WELDON
Atlanta Historical Society

ARCHIVIST
GAYLE PETERS
National Archives-Atlanta Branch

DIRECTOR (1985-1986)
VIRGINIA J. H. CAIN
Emory University

DIRECTOR (1986-1987)
ROBERT BOHANAN
Carter Presidential Materials Project

PAST PRESIDENT
NANCY J. BRYANT
MSL International

ADMINISTRATIVE ASSISTANT
PAT HILL
Georgia State University
WALTER H. HOPKINS CO.
351-0245
790 FORREST ST. N.W. ATLANTA, GA. 30318
SHELFRING • WORK STATIONS • CARD FILES • COLOR CODED FILE FOLDERS
Spacesaver
high density mobile storage & filing systems
TIMES TWO
SPEED FILES
WORK STATIONS
SHELSSHING