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Archive Notes

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ARCHIVE NOTES

Museums, libraries, archives, historical societies, and other repositories of cultural materials requiring special climatic conditions are eligible for exemption from federally-mandated thermostat controls for non-residential buildings. Exemptions are available on an individual building basis through a process of self-certification. Owners or operators of such buildings should post a "Certificate of Building Compliance" stating what exemptions are claimed and the portion(s) of the building affected. Owners must also file a form with the Department of Energy. Forms are available from DOE, Director, Office of Building and Community Systems, Office of Conservation and Solar Applications, 20 Massachusetts Avenue, N. W., Washington, D.C. 20585. Information about the regulations should be requested from Henry G. Bartholomew at the same address, or call Thermostat Hotline, 1-(800)-424-9122.

The state of Iowa has become one of an increasing number of states to adopt an archives security law. Providing criminal penalties for theft of books and other materials from libraries and museums, the bill was presented to the legislature by the Iowa Historical Materials Preservation Society President Toby Fishbein. Unless vetoed by the governor, the bill becomes law January 1, 1980. The penalty for conviction would be the same as that for shoplifters -- a fine of up to \$100, or thirty days in jail, or both.

CAN, Conservation Administration News, is a new newsletter published by the University of Wyoming Libraries, Robert H. Patterson, Editor. The first issue was published in June 1979. The idea for the newsletter was conceived at Columbia University's Preservation Institute and has an editorial advisory board of several respected conservators. The quarterly publication will include a calendar of workshops and educational opportunities, editorials, descriptions of conservation programs in diverse settings, news from conservation organizations, and notices and reviews of publications. Subscriptions can be obtained by remitting \$12.00 to Robert Patterson, University of Wyoming Library, Box 3334, University Station, Laramie, Wyoming 82071.

The Genealogical Society of Utah has begun publication of a series of Finding Aids to the Microfilmed Manuscript Collection of the Society, under the editorship of Roger M. Haigh. The Finding Aids will consist of "preliminary inventories" of parish and civil registers in large national collections; "descriptive inventories" of particular types of records, holdings for a given time period, and holdings of types of records within particular geographic regions; and "bibliographic guides" focused on small collections previously uncatalogued. The first three numbers are now available: Number 1, Preliminary Survey of the Mexican Collection; Number 2, Preliminary Survey of the German Collection; and Number 3, Descriptive Inventory of the English Collection. Individual titles may be ordered or a standing order may be placed for the entire series. Ordering information can be obtained from the University of Utah Press, Salt Lake City, Utah 84112.

The Archives of Appalachia at East Tennessee State University has begun publishing a newsletter. Those wishing to receive the newsletter should address inquiries to Richard Kesner, Archives of Appalachia, Sherrod Library, East Tennessee State University, Johnson City, Tennessee 37601.

A new newsletter, "Photographic Conservation," began publication in May 1979. Published by the Graphic Arts Research Center, Rochester Institute of Technology, the subscription rate is \$5.00 for four issues. Send payment to Subscriptions, Photographic Conservation, Rochester Institute of Technology, One Lomb Memorial Drive, Rochester, New York 14623.

The Memphis State University Press has initiated a program to publish book-length histories of Tennessee's 95 counties. Each volume will be illustrated. The histories will be published one volume per month beginning in August 1979. The price for individual volumes will be \$10.00, and the subscription price for those who wish to purchase the entire set will be \$9.00 per volume. Orders for individual volumes or the entire series should be sent to Tennessee County History Series, Memphis State University Press, Memphis, Tennessee 38152.

Disposition of Federal Records has been published by the Office of Federal Records Centers, National Archives and Records Service. Although its main focus is federal records, much in the volume is applicable to any government records. The handbook explains how to establish, operate, and evaluate a records disposition program. Copies may be ordered from the Superintendent of Documents, U. S. Government Printing Office, Washington, D.C. 20402. When ordering, you must give the title of the book and the GPO Stock Number (0-2-001-00073-6). The price of the handbook is \$9.00.

The National Archives and Records Services' Modern Archives Institute began this year to offer advanced courses on archival topics. Courses will be offered each spring and fall. The first course, on access to and appraisal of case files, was held October 16th - 18th. The next course, scheduled for April 21st - 25th, 1980, will examine problems of conservation of photographs. The course is especially designed for those archivists responsible for photographs but with no technical background in photography. For further information on the advanced course, or on the regular introductory courses, write to Modern Archives Institute (ND), National Archives and Records Service, Washington, D.C. 20408.

A seminar on Preservation and Restoration of Photographic Images will be given by the College of Graphic Arts and Photography of the Rochester Institute of Technology March 3rd - 5th, 1980. Instruction in the preparation, processing, storage, and restoration of photographs will be provided. A tour of the International Museum of Photography is also included. The registration fee for the seminar is \$195.00. Additional information on the program or registration can be obtained from College of Graphic Arts and Photography, Rochester Institute of Technology, One Lomb Memorial Drive, Rochester, New York 14623.

The records of the Office of Governor of Alaska, 1884 - 1958, have been returned to the State Archives, after having been held for safekeeping for 20 years in the Seattle Federal Records Center. The records were returned under the authorization of Public Law 93-542, signed by President Gerald Ford in 1974.

The Louisiana State Archives and Records Service urgently requests any advice or information which could be incorporated into plans for the new State Archives building. In particular, data is needed with regard to essential facilities, layout, work-flow procedures, safety measures, etc., for a records conservation and preservation laboratory section. Advice and experiences in other areas would also be welcomed. Please send all suggestions to the following address: Donald J. Lemieux, Director, Post Office Box 44125, Baton Rouge, Louisiana 70804.

The 1980 Annual meeting of the National Association of State Archivists and Records Administrators (NASARA) will be held the third week in July in Louisville, Kentucky. Dr. Larry Tise, Director of the North Carolina Division of Archives and History, is the chairman of the 1980 NASARA program committee. Anyone with suggestions for the program is asked to send them to Larry at 109 East Jones Street, Raleigh, North Carolina 27611. Please try to send in your suggestions as soon as possible.

The Research Collections Program of the National Endowment for the Humanities (NEH) has recommended two Southeastern regional projects for funding. The first is Birmingham Public Library's Documentation of Gee's Bend, Alabama, an unique pocket of black culture; the project (\$30,072 outright) is directed by Marvin Whiting. The second project is that of continuing the Carolina Charter Corporation's microfilming of records relating to the colonial history of North Carolina in British repositories (\$48,000 grants and matching). Congratulations all.

The Old Clinton Historical Society, the Macon Heritage Foundation, the Middle Georgia Historical Society, and the Georgia Trust for Historic Preservation are jointly sponsoring a full weekend devoted to historic preservation interests to be held May 3 and 4, 1980, in and around Macon, Georgia. The major event will be the Southeastern Preservation and Restoration Exposition, or SPARE as it will be known, a two-day trade show featuring exhibits by manufacturers, wholesalers, suppliers, and consultants of all types of materials and services needed by citizens restoring older structures. SPARE will headquarter at the Macon Coliseum. Companion events include house and historic tours of Macon, and the Cedar Springs Artists and Craftsmen's Fair at Clinton on Highway 129. Persons interested in exhibiting or participating in the SPARE weekend should contact: SPARE Coordinator, Post Office Box 6092, Macon, Georgia 31208, (912)-746-1721.

A Guide to Current Catholic Diocesan Newspapers in Microform has been compiled by Harry M. Culkin, Archivist, Diocese of Brooklyn, New York. The project was commissioned by the Catholic Committee of the American Theological Library Association. The Guide contains data on the micrographic status of all the one hundred and forty Catholic diocesan newspapers currently being published in the United States. It also has a directory of the availability of these microforms: in-house, names and addresses of other locations, for purchase and/or loan. Limitation of access is noted; indexes of titles and dioceses are included. The Guide is available at a cost of \$3.00 a copy prepaid, or \$3.50 if billing is necessary. Orders should be directed to: Harry M. Culkin, 7205 Douglaston Parkway, Douglaston, New York 11362. (Please make checks payable to Harry M. Culkin.)

From Monfoe King, the Records Management Officer for Fulton County, Georgia, comes an idea for storing rolled blueprints and drawings. Flat filing or suspension filing of blueprints and drawings is an archival necessity, but when they must be stored rolled up, a near perfect solution is to place them in a plastic bag much like the bags in which bread and bakery goods are sold.

These polyethylene bags cost less than most other containers and form a nearly airtight package, thereby protecting and preserving the rolls. Since the material is flexible and one size fits all, greater utilization of storage space is possible than with rigid containers. This method of packaging also allows identifying information to be placed on otherwise difficult-to-identify rolls using a label suspended from the plastic tie or an oversized plastic closer.

These plastic bags are known in the trade as "poly tubing," and are available from packaging suppliers or manufacturers of extruded plastics. A three-mil. clear poly tubing is usually suitable and will hold 30 - 40 pound rolls of blueprints or drawings. A minimum order from a manufacturer may be willing to run a sample which is adequate for most needs. Thickness, color and dimensions (diameter and length) must be specified. Delivered in continuous, seamless rolls, the poly tubing needs only to be cut the proper length and tied to form a fine container for rolled blueprints and drawings.

Mr. King is using them extensively for county building plans and blueprints. When questioned about the archival stability of the material, Mr. King reported that he understood the plastic to be low density polyethylene with no additives except those used in processing. He had not been furnished with any specifications or test results on the product that might be submitted for review by an archival research lab, but had been told that such information might be available from Dupont or Union Carbide, two major manufacturers of the polyethylene. He was advised that the material, used under archival storage conditions, would be serviceable for from fifty to one hundred years.

The November, 1979 issue of *History News* carries an especially good new technical leaflet (no. 121) entitled "Local Historical Records: Programs for Historical Agencies." Written by Bruce Dearstyne of the New York State Archives, the leaflet gives very comprehensive advice in compact form on all types of records of local interest. Don't miss it.

David B. Gracy II, State Archivist of Texas and founder and first Editor of *Georgia Archive*, and Mattie U. Russell, Curator of Manuscripts at Duke University, were named Fellows of the Society of American Archivists at the Society's annual meeting in October 1979. Well deserved congratulations to these good friends.

A number of archivists have expressed concern about some of the "paperless" microform systems being sold for the microfilming of local government records. The systems in question microfilm loose documents for citizens on a "while you wait" basis. This method of recording legal transactions allows the paper document to be returned to the individual citizen in a matter of minutes and produces self-processed microfilm in aperture cards as the official record copy.

The microfilm product in this system has been tested by the vendor to meet archival standards if the equipment is operated according to instructions. However, archivists have concern about not having a security copy of the film in separate storage. Such a copy could be used to reconstitute individual cards or the entire file should wear, damage, misfile, theft, or some disaster befall the active records storage area. An alternative plan would call for double shooting of documents to produce two aperture cards, one for working reference, the other for security backup in a safe, separate location. Many archivists prefer that silver-based roll film be used to produce negatives for the record and the security. A duplicate negative could be made of this for the working or active reference file. This second copy could be cut and mounted as aperture cards, if local officials found them to be a more convenient form than the roll format. While this second filming approach lacks immediacy, in that it involves sending film out for processing, quality testing, and production of aperture cards, it is generally easier to reconstitute lost cards or files from the roll film.

Beginning in the fall term of 1980, the George Washington University will offer an M.A. degree in History with a concentration in Documentary Editing. The program will be directed by Linda Grant De Pauw, Professor of History and Editor of the Documentary History of the First Federal Congress. The program will include a graduate seminar, "Issues in Documentary Editing," a semester of internship with a documentary history project in the Washington, D. C., area, and preparation of a piece of documentary editing as an M.A. thesis. Applications for admission to the program may be obtained from the Office of the Dean, Graduate School of Arts and Sciences, George Washington University, Washington, D. C. 20052.

William K. Hollinger and Virginia L. Garwig, long-time representatives of the Hollinger Corporation of Arlington, Virginia, have joined John Oelze, the former plant manager for Hollinger Corporation, to form a new firm, Conservation Resources International, Inc. (CRI). Frazier Poole, recent retiree from the Library of Congress, will join the staff of CRI to direct new product development. Tom Mahoney is currently in charge of the archival products division of the original Hollinger Corporation, assisted by Michael Hollinger. The addresses for the two companies are:

The Hollinger Corporation
Post Office Box 6185
Arlington, Virginia 22206
(703) 671-6600

Conservation Resources International, Inc.
1111 North Royal Street
Alexandria, Virginia 22314
(703) 549-6610

Beginning summer quarter 1980, the History Department at Georgia State University will offer a Master of Arts degree concentration in "Archives and Historical Documentation." The degree program will include introductory and advanced courses in the administration and use of archives and an archival internship, as well as academic historical training. Theses of students in the program may involve the preparation of a complete finding aid to a major archival collection. For undergraduates an introductory course in archives administration and use with an archival internship will be offered. Contact Dr. Les Hough at the Southern Labor Archives (Georgia State University, Atlanta, Georgia 30303, 404-658-2476) for more information. Applications and catalogs may be obtained from the University's Admissions Office (Atlanta 30303).