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ARCHIVE NOTES

GEORGIA ARCHIVE is published semiannually by the Society of Georgia Archivists. Individual memberships, which include the magazine, and institutional subscriptions are $5 annually. Single issues are available at $2.00 for members and $2.50 for non-members.

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AN INVITATION

Georgia enjoys a rich and proud history. Those who seek to understand the state's development, or to trace their family roots deeper into the American past are many. Yet, neither the most ambitious researcher nor the best informed resource person knows the full extent of the state's documentary heritage. GEORGIA ARCHIVE undertakes to provide that knowledge. The magazine will publish descriptions of archival and historical manuscripts collections in the state and of Georgia holdings in depositories outside the state. Special articles will focus on particularly significant collections. Moreover, to serve Georgia's growing community of archivists and, at the same time, to enhance the users' understanding of archivology, GEORGIA ARCHIVE will contain pieces about archival administration and developments on the archival scene.

GEORGIA ARCHIVE is published by the Society of Georgia Archivists to serve all who work with Georgia's archival resources. Everyone concerned to promote the knowledge, understanding, and use of our documentary heritage is invited to join in our endeavor.

David B. Gracy II
President
Society of Georgia Archivists
The City of Atlanta, Georgia, is fortunate in having rich traditions and a dramatic past. In order that both present and future generations might have a proper appreciation of their heritage, a group of concerned citizens met in 1926 to found the Atlanta Historical Society, Inc. A portion of the Charter of the Society states that, "the sole purpose of said corporation shall be to promote the preservation of sources of information concerning the history of the City of Atlanta in the State of Georgia, the investigation, study and dissemination of such history, and to arouse in the friends and citizens of Atlanta an interest in its history."

Through the years, the Society has accumulated priceless collections of books, manuscripts, maps, newspapers, pictures and artifacts. These holdings, through the unselfish contributions of members and friends of the Society, have been enlarged and diversified to the point that they are of research value to the academic community, the serious historian and the author, as well as the layman.

LIBRARY

The Research Library of the Society consists of approximately 3,500 volumes. It is, of course, a specialized collection, concentrating on the history of Atlanta, its citizens and its activities. The Library is particularly strong in biography, the Civil War period and publications from the 19th Century. A complete file of Atlanta City Directories from 1859 is available. Business and economic growth of the city are well documented in the periodicals City Builder, and its successor Atlanta Magazine, covering the period 1916 to date. The Society's Atlanta Historical Bulletin, published since 1927, is available for use together with a detailed index of contents. The Atlanta

*Mr. Eltzroth is Staff Archivist of the Atlanta Historical Society.
Journal Magazine (1919 to date) has been bound and partially indexed.

ARCHIVES

Broadly speaking, the Archives of the Society are divided into the following general categories: Official Records of the City of Atlanta; Private Collections; Organizations, Clubs and Societies; Newspapers and Periodicals; Maps, Plats and Property Files; Visual Arts; Subject Files; Personality Files; and Genealogy.

The OFFICIAL RECORDS OF THE CITY OF ATLANTA in the custody of the Society undoubtedly form the most basic and valuable research tool among the holdings. Particularly noteworthy are the Minutes of the City Council and the Board of Aldermen which record every official act of the City for sixty-two years, from the first Council meeting in 1848 to 1900. City finances are well documented from 1856 to 1891, including the entry made after the city's capture during the Civil War: "Balance on hand October 1st, 1864--$1.64."

There is a record of Business Licenses issued between 1867 and 1910, in addition to a collection of published City Codes from 1863 to 1942. The principal files are:

**Board of Aldermen:**
- Minute Books, 1875-1900

**Board of Education:**
- Report to the City Council, 1869
- Membership List, 1872-1970
- Rules and regulations, 1872-1950
- Annual reports, 1872-1876, 1887-1888, 1890-1903, 1944-1948

**Board of Fire Masters:**
- Minute Books, 1893-1919
- Rough Minutes, 1924-1929

**Board of Water Commissioners:**
- Minute Book, 1908-1911

**City Clerk's Office:**
- Census, 1885, 1890
- Council reports adopted, 1915-1917
- Execution Dockets (Fi-Fa's),
1861-1862, 1892-1907
Finances: Cash Accounts, 1869-1891
Receipts and Expenditures, 1856-1881
Receipts, 1884-1888
Day Book (Receipts), 1889-1891
Licenses--Automobile, 1904-1910
Licenses--Bell Boys, 1930
Licenses--Business, 1867-1910, 1923
Licenses--Dogs, 1894-1920
Miscellaneous, Real Estate Sales, 1891; Yellow Fever Refugees, 1897; Purchases, 1903-1904

Commissioner of Public Works:
Accounts, 1888-1889
Pay Rolls, 1894-1896
Invoices, 1891, 1896-1897

Comptroller:
Duplicate Purchase Orders, 1904-1905

Council:
Minute Books, 1848-1899
Rough Minutes, 1851-1856
Ordinance Book, 1851-1860

Fire Department:
Rules, Regulations and Directives, 1919, 1931, 1937, 1958
Personnel records, 1883-1938
Seniority Rosters, 1938-1969
Fire Station Time Books, 1903-1960
Record of horses, 1907-1914

Mayor's Office:
Court Book, 1861-1864
Letter Book, 1889-1892
Warrant Book, 1905
Police Department: 
Police Court Docket, 1871-1872

Publications: 
City Code, 1863, 1866, 1868, 1870, 1873, 1875, 1879, 1886, 1891, 1899, 1924, 1942
Charter, Amended to 1909
Annual report of officers, 1884-1889, 1891, 1892 [w/maps], 1893-1894 [w/maps and photographs], 1895 [w/maps], 1897-1904 (Contains Roster of Officials, Mayor's address, reports of Committees, City Officers and Departments)

Tax Assessor and Collector:
Tax Digest, 1858-1862
Real Estate Assessment, 1861, 1862, 1868
Street and Poll Taxes, 1873
Tax on Sales, 1870-1883

City of Kirkwood:
Census, 1908
Tax Digest, 1910, 1911
Pay Roll, 1917-1920

City of West End:
Council Minutes, 1868-1893
Ordinance Book, 1883-1891

A detailed descriptive inventory of the City of Atlanta holdings is available for use in the Archives of the Society.

PRIVATE COLLECTIONS number 451 at the present time. The majority relate to the history of Atlanta, but many reflect the varied interests of the original collector in such fields as art, world travel, the military, and music or science, to mention but a few of the categories. Most deal with politics and business in Atlanta and Georgia, and concentrate in the 19th Century. Some of the more outstanding collections follow. Detailed descriptive inventories are available for those marked with an asterisk (*).

Robert Lee Avery, Sr.: Information relating to the
practice of medicine, 1894-1908, Board of Health and Variola Hospital, 1894, Drug Store Accounts, 1906-1908.

Dr. Robert Battey Papers: Letters, 1872-1881, of the first physician to practice gynecology in the South, include communications from Dr. J. Marion Sims, "the father of gynecology."

Piromis Hulsey Bell: Collection of biographical material relating to Dr. Crawford W. Long, discoverer of anesthesia, includes Long correspondence and memorabilia.

Carrie Berry: Diary, 1864-1866, written as a child residing in Atlanta during the siege, and journal, 1868-1874.

Haralson Bleckley: Scrapbook, correspondence, and drawings concerning the Plaza Plan for Atlanta, 1909-1943.

Elijah A. Brown, Jr.: Walker Iron and Coal Company convict labor reports, 1889; Dade Coal Company, Rogers Railroad, Chattanooga Iron Company, and Walker Iron and Coal Company, earnings and expense sheets, 1889; Atlanta temperature charts, 1898-1899; deeds and documents regarding lots in the Cherokee Land Lottery.

Harriett Johnson Brown: Minute Book of the Western and Atlantic Railroad, 1870-1890; file on the Committee On Interracial Cooperation, 1922-1926.

*Governor Joseph Emerson Brown: Correspondence, 1864-1894; Account Books, 1846-1877 (excellent picture of economic, medical, educational and domestic situation); data regarding the Western and Atlantic Railroad and Dade Coal Company, 1872-1876; Dade Coal Company minutes and financial records, 1876-1881.

Governor Joseph Mackay Brown: Correspondence, 1885-1919, including official correspondence as Governor, 1909-1911, 1912-1913; material relating to his political campaigns of 1908, 1910, 1914; correspondence of his campaign manager, Render Terrell, 1914; original manuscripts of "The Karl Oter Letters" and his published novel Astyanax, 1907.

Julius L. Brown: Correspondence, 1861-1900; material regarding Georgia Mining, Manufacturing and Investment Company, 1889-1895; "Investigation of the Penitentiary Companys 1896" transcript; transcript of proceedings, "William Walters et al. vs Western and Atlantic Railroad et al.," 1895;
"Theaters of 1870's" scrapbook.

Mayor James M. Calhoun: Correspondence, 1834-1864, includes three letters from cousin, John C. Calhoun, two from General John B. Hood, and material relating to the seige and surrender of Atlanta, 1864.

Jesse Neal Carter: Photocopy of diary extracts describing Atlanta in July and September, 1857.

Herbert E. Choate: Scrapbook and charts concerning revision of the City of Atlanta charter, 1922.

George W. Clower: Various Atlanta business advertising items, 1885-1931.

Governor Benjamin Conley: Correspondence, 1851-1875; legal documents, 1826-1849, 1860-1869.


James R. Crew: Correspondence, 1850-1865, especially valuable for description of Atlanta in wartime.

Jane Louisa Crew (Mrs. James R.): Diary, March 24-December 31, 1865.

*Leo Max Frank: Correspondence with family, attorneys, public officials, and publishers, 1913-1915, and ephemeral material relating to his indictment for the murder of Mary Phagan and his lynching.

General John White Geary: Typescripts of letters, 1864, describing Union operations around Atlanta.

*Lemuel Pratt Grant: Correspondence, 1838-1857, concerning railroad construction in Georgia, Alabama and Tennessee; correspondence and drawings, 1862-1865, concerning railroad and fortification construction near Atlanta and Augusta; account books, 1841-1865; diary, 1839-1845; a history of all railroads constructed up to 1845; a form book, "List of Negroes Hired and Impressed," Augusta, 1864-1865.

*Cornelius R. Hanleiter: Diary, 1861-1865, covers his experiences as commander of a Confederate battery stationed near Savannah and Charleston.
Sara Huff: Diary, 1887-1891; manuscript, "Trail of the Pioneers," biographies of pioneer Atlanta women; manuscript of portions of My 80 Years in Atlanta, 1937.

Emma E. Latimer: Letter and ephemeral material concerning her appointment as one of the first three teachers in Atlanta, 1871; letters regarding first Volunteer Fire Company, 1867.

Martha Lumpkin: Scrapbooks with diary entries, 1846-1895; information regarding naming of Marthasville and Atlanta; location of the city by Governor Lumpkin; comments on her personal life.

Samuel W. McCallie: A series of four scrapbooks, indexed, compiled while State Geologist, 1893-1925, concerning geology and conservation in Georgia.

McNaught-Ormond Papers: Correspondence of William McNaught, James Ormond and Thomas Scrutchin, Commission Merchants; Minute Book of the Fulton County Export and Import Company, blockade runners; and McNaught personal papers containing correspondence with several insurance companies for whom he served as agent and in which he had a financial stake in the years preceding the Civil War.

Richard Peters: Record Book, 1848-1862, of cattle and angora goat breeding business; manuscripts pertaining to animal breeding, 1860-1887; herd register, 1884-1886.

Police and Crime: Three anonymous scrapbooks containing newspaper clippings, 1901-1905.

Public Affairs: Two anonymous scrapbooks of newspaper clippings, indexed, and titled "Public Events 1937," Apparently compiled in connection with "research work--Atlanta Public Forum," cover subjects from adult education to Youth Organizations.

Samuel P. Richards: Diary, 1848-1909, recording social life in depth, especially during the Civil War.

Mary Connally Spalding: Family Expense Books, 1878-1911; Scrapbooks, 1870-1949. Excellent record of life in an upper income household, particularly in regard to education, social life, theater, and cultural interests.

Mrs. F. J. Spartling: Scrapbook of the Woman's

Spiller-Burr Papers: Correspondence and business papers of a firm manufacturing pistols during the Civil War.

Volunteer Fire Companies: Rosters and Minute Books, 1856-1922, of Fire Company No. 1, Hook and Ladder No. 1, Mechanic Fire Engine Company No. 2, Blue Eagle Fire Company No. 6, and Tallulah Fire Company No. 3.

Among the Private Collections are numerous items of correspondence, memorabilia, and manuscripts of literary figures. The current revision of American Literary Manuscripts by the American Literature Group of the Modern Language Association will include entries from Society holdings for the following individuals:

Myrta Lockett Avary
Orelia Key Bell
Earl Derr Biggers
James B. Cabell
Erskine Caldwell
Marie Campbell
Samuel Langhorn Clemens
Olive Bell Davis
Lloyd C. Douglas
Mary Baker Eddy
Corra Harris
Joel Chandler Harris
Ernest Hartsocck
Daniel Whitehead Hickey
A[dolf] A. Hoehling
Stanley F. Horn
Charles W. Hubner
Sidney Lanier
Helen Dortch Longstreet
Margaret Mitchell
Minnie Hite Moody
Frances Newman
Flannery O'Connor
Byron H. Reece
Grantland Rice
James Whitcomb Riley
Mildred Seydel
Frank Lebby Stanton
Thelma Thompson Slayden
Mark Sullivan
James E. Warren, Jr.
Lollie Belle Wylie

The ORGANIZATIONS, CLUBS AND SOCIETIES section of the Archives presently includes 211 separate holdings. Individual collections vary in extent from single rosters to voluminous minutes and scrapbooks. Organizations represented range from the American Legion to the Zeta Tau Alpha Alumnae Association, and include the Bell House Boys, the Butterfly Club, the Don't Worry Club, the Every Saturday Club, the Honorable Order of the Blue Goose, the Northside Boys of 1900, the Order of Old Fashioned Women, the Pioneer School Boys, the Semi-Centennials, and the Ten Club, the Atlanta Association for Reinterment of Kentucky Confederates, the Anti-Tuberculosis Association, the Equal Suffrage Party of Georgia, the Ladies' Hospital Association, the Sheltering Arms Day Nursery Association, and the Kenmore Association.

https://digitalcommons.kennesaw.edu/georgia_archive/vol1/iss1/7
The collections contain a wealth of biographical, social, and cultural information.

Although the Society's NEWSPAPER COLLECTION includes examples of 68 of the 137 published in Atlanta, extensive runs of only sixteen are available for in-depth research:

- **Atlanta Evening Capitol**
  - July 4-December 31, 1885, January 2-July 1, 1886
- **Daily Evening Commonwealth**
  - December, 1874-June, 1875
- **Daily Constitution**
  - 1868-1954
- **Weekly Constitution**
  - 1871-1874
  - 1878-1880
- **Daily Examiner**
  - July, 1857-March, 1858
- **Georgian**
  - 1906-1939
- **Daily Herald**
  - 1873-1875
- **Daily Intelligencer**
  - July, 1867-1871
- **Weekly Intelligencer**
  - 1860-1870
- **Journal (Microfilm)**
  - 1883-1932
  - 1933-1954
- **Journal Rotogravure Section**
  - April, 1919-March, 1920
  - 1925-1940
  - January-March, 1942
- **New Era**
  - 1866-1871
- **Daily News**
  - January-May, 1875
  - July-December, 1875
- **The People's Party Paper**
  - May 5, 1893-May 11, 1894
The Newspaper Collection also includes examples of 80 different papers published in Georgia (outside Atlanta) between 1801 and 1920. Every area of the state is represented, but none of these paper files are extensive. Among the 38 out-of-state newspapers, comprehensive runs of Civil War issues from Cincinnati, New York, and Utica are available. Each issue in the Irvine Newspaper Collection, 1795-1881, contains some reference to American Indians. Finally, the Special Interest Newspaper Collection consists of isolated issues of fifty-three different publications advocating such organizations or movements as Churches, Schools, Prohibition, Children, Government, Insurance, Literature, the Military, and the Theater.

The PERIODICALS COLLECTION numbers 190 titles, ranging from Aero Digest to Youth's Companion. The majority of these magazines date from the mid-19th Century and contain information relative to Atlanta. But many are retained because of age, format, or content bearing on fashions, furnishings, customs, and other social affairs. Notable holdings include: Atlanta Magazine, 1961-date; Ballou's Pictorial, 1857; City Builder, 1916-1960; Confederate Veteran, 1895-1932; Demorest's Magazine, 1875, 1881-1882; Frank Leslie's Illustrated, 1853, 1862; Frank Leslie's Lady's Magazine, 1869; Georgia Mineral Newsletter, 1948-1964; The Kennesaw Gazette, 1888-1889; Harper's New Monthly Magazine, 1851-1882; Harper's Weekly, 1861-1865, 1866; Scientific American, 1855, 1858; The Southern Architect, 1890-1892; Southern Cultivator, 1858; and Uncle Remus's Home Magazine, 1907-1912.

The Society possesses a comprehensive collection of MAPS, PLATS AND LAND ABSTRACTS. Atlanta maps date from 1853, and include Vincent's map of 1853, Cooper's of 1868, Hanleiter's Directory Map of 1870, Rugger's Bird's-Eye View of 1871, Daniell's Map of 1877, Folger's of 1883, Hyde's of 1889, Saunderson's Bird's-Eye View of 1892, Poates' map of 1893, Latham's of 1894, and the Gannett map of 1895. The Hopkins city atlas of 1878 and Baylor's of 1894 are also available, as well as a DeKalb County atlas of 1915. Plat Books of the Mitchell and Adair collections trace property sales and development from the 1870s to the 1920s. The McElreath and Mitchell collections of abstracts of title document land
transactions in the City of Atlanta from the original grants to the 1920s. A large quantity of Georgia, United States, and foreign maps are held by the Society.

The VISUAL ARTS COLLECTION contains photographs, drawings, art work in various media, and slides which provide an excellent pictorial documentation of the growth of Atlanta. The bulk of the collection is filed by subject and is available for use. But only 1,100 of the more than 30,000 items have been catalogued, indexed and mounted. Copy negatives have been produced for the items which have been processed. The other holdings may be copied by the researcher in accordance with the published policy of the Society's Board of Trustees.

The fine arts section is comprised of the Wilbur Kurtz Collection, the Rich's Collection, the Trust Company of Georgia Collection, and the John Groth Collection of Gone With The Wind illustrations. Also available are many woodcuts of the Civil War period, with emphasis on Atlanta, from Harper's and Leslie's magazines.

Most non-personal ephemeral material, such as pamphlets, advertising, brochures, and newspaper clippings, is maintained in the SUBJECT FILE. Many of these Subject Collections are extensive and most contain cross-references to Private Collections. Some of the more comprehensive subjects are Architectural Drawings, Atlanta Public Schools, Banks, Catalogues, Churches, Cotton States and International Exposition of 1895, Girls' High School, Gone With the Wind, Metropolitan Opera, Music, Recipes and Cook Books, Railroads, Stone Mountain, and Washington Seminary. County histories are included in this collection.

The PERSONALITY FILE contains approximately 1,600 folders of ephemeral biographical material, speeches, and publications of individuals. These holdings also are cross-referenced to the Private Collections.

GENEALOGY of Atlanta families is represented by 76 bound volumes and 245 manuscripts.

BIBLIOGRAPHIES which have been prepared for previous researchers are available from the Archives of the Society. They include the topics of Business Records, Civil War (The March to the Sea), Diaries, Economic Growth, Jewish Community, Life in Atlanta, 1860-1864, Public Health Services, Publishing in Atlanta, 1861-1864, and Social Work in Atlanta.
THE LIBRARY AND ARCHIVES, located in the headquarters of the Atlanta Historical Society at 3099 Andrews Drive, N. W., Atlanta, Georgia, is open to researchers Monday through Friday, 9:00 a.m. to 5:00 p.m., except holidays. None of the holdings circulate, and the leaflet "Rules for the use of manuscripts and material in the Atlanta Historical Society Collections" is available upon request. To use the material more effectively, researchers are advised to telephone, at 261-6055, or write the Archives, P. O. Box 12423, Atlanta, Georgia 30305, prior to arrival.
ON THE STATE OF THE ART

MOSCOW 1972

Ann Pederson*

It was difficult to imagine a more elaborate setting. Massive white columns supported a ceiling of crystal chandeliers in Moscow's Trade Union House. Over 1,000 delegates from 64 countries sat in red (of course!) plush seats, conversing reverently or adjusting their translation receivers. Promptly at 9:30 a.m. on August 21, a gavel rapped sharply. Earphones crackled as a voice announced: "The Seventh International Congress on Archives is hereby declared in session."

The four-day Moscow meeting, the seventh since 1950, was designed to serve three major functions. One purpose was to report the results of international surveys authorized by the previous Congress. These studies concerned the relationship between state and agency archives, new technology in archives, finding aids for scientific purposes, preservation and handling of non-paper records, and technical assistance for archival development. Secondly, the Congress worked to identify and schedule for investigation areas of archival concern which would benefit from international study. Finally, the assembled delegates hoped to produce a number of useful recommendations and guidelines which could be applied in individual countries.

Through the maze of meetings and report topics, four issues emerged as the major concerns of the Congress's participants. It was interesting, although not surprising, to note that opinions on these topics tended to accentuate, rather than blur, ideological and socioeconomic differences among the various countries.

One subject focused upon the relationship between agencies (creators-administrators of records) and archives

*Ann Pederson, Head of the Appraisal Unit, State Records Section, Georgia Department of Archives and History, attended the Moscow Congress.
(ultimate depositories of records). Within this sphere, a number of related problems were discussed, such as central planning, records management, intermediate records depositories, and the role of the archivist. It was felt that, using the tools of standardization and central control, archivists should strive for a total records program which would distribute the responsibility for selection, arrangement, and description between the archives and the agency. Appraisal of records ought to be a shared and continuing function, based upon agency purpose and importance, record form and content, and research needs and potential. Although cooperation and coordination were emphasized, it was clear that archival concerns would dominate the overall planning.

In the area of central planning, a marked difference of opinion emerged between the archivists of the socialist countries and those of the non-socialist camp. The socialist countries, notably the U.S.S.R., believe that true archives are possible only when all records are "the property of the people." When private ownership of records persists, one can have only scattered, incomplete, and confusing funds of information. Although their point concerning the ease of central planning under their system was well taken, the Soviet archivists acknowledged that such planning might, in time, be legislated or voluntarily accepted in non-socialist countries. Western archivists also disagreed with their Soviet colleagues over the principles of arrangement of archival records. In the U.S.S.R., separate collections of materials are maintained to document the development of Marxist-Leninist theory, the Communist Party, and economic development. The delegates from the West believed the maintenance and creation of these distinct subject-oriented archival funds within the socialist countries was a controversial archival practice.

The second focus of attention concerned the role of the archivist in modern information management. Congress members agreed generally that the archivist must adopt a more aggressive stance than was considered desirable in the past. The limits of this new posture, however, were not clearly defined. Dr. James B. Rhoads, Archivist of the United States, in his presentation, "New Archival Techniques," raised the question of whether or not the archivist should have a hand in records creation.

As a profession, we may well ponder whether the archivist, if he chooses to limit himself to the selection and preservation of official
records, has not weighted the scales of research in favor of official history. As custodian of the most basic documentary sources for scholarly research, does he—or should he have—an obligation to seek out and acquire and preserve, by any possible means, a more balanced and complete documentary record of the present for the future than that which he has inherited from the past?

Although one cannot interpret the question as a statement in favor of such a role for archivists, the suggestion is there; and the fact that the issue was posed at the Congress by such an influential figure as Dr. Rhoads may indicate a major shift in archival thinking.

A third principal area of debate centered on technical assistance for archivally developing countries. The distinction was carefully drawn between economically or technologically underdeveloped, and archivally underdeveloped, countries as they are not always one and the same. Economically advanced states are generally termed "metropolitan" countries, while those less matured are described as "emerging" nations. In archival concerns, the terms are "donor" and "developing" countries.

The matter of international aid is treacherous in any field, and archives is no exception. The mass of problems generated by aid programs intensifies where the "donors" are primarily "metropolitans," often former colonial powers, and the recipients are former colonies. During the often heated debate, several suggestions emerged. "Donor" countries were advised to be less selfish and to coordinate their aid programs with each other and with the United Nations Educational, Scientific, and Cultural Organization (UNESCO). They were cautioned also to modify their "know it all" attitudes and to work more closely with the "developing" countries in planning priorities and assessing needs. "Developing" nations, on the other hand, were urged to be more practical in their demands, placing emphasis on basic archival orientation, adequate facilities, and personnel training programs, rather than on expensive technology and the transfer of colonial materials from "metropolitan" archives.

The fourth primary sphere of interest, particularly for the delegates from the more technologically sophisticated countries, embraced those special areas that have their genesis in modern technology: automated data processing (ADP)
materials and techniques, and audio-visual archives. The use of ADP materials and techniques is still in the experimental stages in most countries. Though all delegates were aware of the problems of appraisal, use, and expensive equipment, none could report more than that "studies are in progress." Surprisingly, the socialist countries appeared to have utilized ADP techniques less than their Western counterparts, despite the advantage of central planning. Leading countries in its application are Canada, Federal Republic of Germany, Israel, and the United States.

The proliferation of valuable audio-visual materials and the lack of standards for their proper handling and control concerned many delegates. The most successful approach to handling such materials has been to keep them in a separate audio-visual fund with adequate cross-referencing to related paper records. This segregation enables archivists to provide the special facilities, conditions, and techniques sufficient to preservation. For most Congress participants, the primary concern associated with these records was not handling, but the control necessary to insure the preservation and orderly deposit of such materials in archives and to protect them while making them widely available to researchers. In many instances, radio, television, and film companies maintain their own archives of such materials, independent of any central control. There is always the threat that commercial, rather than historical, interests may exercise the major influence in determining selection, maintenance, and access to these records. A number of suggestions emerged from the survey. Archivists should make every effort to provide suitable facilities for audio-visual materials and should seek such records for their institutions. Furthermore, to promote preservation, archivists should cooperate with and advise private firms and institutions on standards for appraisal, storage, preservation, repair, and circulation of their audio-visual holdings.

There were, of course, many other topics of discussion at the Moscow Congress. Detailed reports of the proceedings have been published and are available in many repositories throughout the country, including the Georgia Department of Archives and History in Atlanta.

The delegates had four days to solve the problems of the archival world, and considering the difficulties of semantics and the unavoidable conflicts between sessions and scheduled sightseeing, they performed superbly. Perhaps more could have been accomplished had opportunities been
provided for delegates to meet informally to discuss individual problems with their colleagues. Decentralized housing, communications problems, and lack of time and facilities made such contact virtually impossible.

The Eighth International Congress on Archives will meet in Washington, D. C., in 1976. No archivist should miss it.
More archives have developed from the manager of circumstance than have sprung full grown from the head of Zeus. One school in the Southeast received its first historical manuscripts soon after the Civil War, accessioned major donations in the 1930s, but did not establish an archives until the 1960s. Another institution, in the North, which had talked of establishing an archival repository for half a century, did not finally act until its centennial approached, with an obvious need for historical information. A third, in the Southwest, began collecting material under one librarian, only to see some of it thrown out by another. Thirty years after the initial accessioning, a formal program was founded. A fourth, in the West, developed after collections had been received by a museum to support its exhibits. And the recital could continue ad nauseam.

The point is that most archives have existed de facto before a formal archival program was developed to manage them. Of course most sprang up under the wing of another agency, such as a university or public library, a museum, historical society, or historic preservation association, or a business firm. All came to life when their parent body decided "to do something worthwhile" with their manuscript holdings. And new archival operations are inaugurated every year, for the paper explosion of the twentieth century brings not only more documents to save but also more pressure to act.

*Dr. Gracy is the Archivist at Georgia State University.

Traditionally the word "archives" designates the agency which preserves permanently the records of its parent organization. Hence the National Archives, a federal agency, preserves the records of the government of the United States. "Archives" are also the records so preserved. Over time, the word has come to be applied, in addition, to agencies that collect the records and papers of others--historical manuscripts repositories. In this article the word is used primarily in the informal sense, because "archives" is the only single word that designates collectively both historical manuscripts repositories and formal archives.
Why establish an archives? An archives, of course, is by its very nature designed for the preservation and studied use of historically valuable records. It is a memory bank. It may develop from, or expand to include, a records management function; it may display a few choice artifacts. But basically an archives, to function as such, must preserve and make available for research written or pictorial papers of enduring value. It also may be a showplace, but this activity should be subordinate to the receiving, preserving, and servicing of original records. Few circumstances frustrate users more than finding a repository supposedly prepared for research, but in reality designed for ornamentation.

To avoid this situation, a trained archivist should direct, or at least be consulted about, the establishment of any new archival operation. Our profession, though young, is distinct. Records managers concentrate on the filing and controlled flow of records from creation to final disposition, which is usually in a shreader. Librarians deal with items fundamentally different in nature and use, for books have tables of contents and indexes, are neatly bound, deal with one subject, and are classified and filed by subject. Moreover, library patrons are encouraged to find and use the resources by themselves. Museums collect for display. Archivists, on the other hand, preserve for informational content of enduring value, must process their materials painstakingly by record group, keeping collections together in order to make them readily usable, and assist every patron to utilize the repository as thoroughly as possible. Surely these distinctions are oversimplified, and all four fields can and should work together for mutual benefit. But just as surely, each is a separate job demanding its own professional.

The competent archivist will bring to his work a basic knowledge of archival procedures gained primarily from practical experience. Archival institutes and university courses are developing rapidly to speed training. But because archival work, unlike library science, remains largely uncodified, judgment and experience are particularly essential. In addition to possessing archival competency, the archivist must be able to work with a wide variety of individuals, including subordinates, donors, and researchers, and he must function well both outside the office, speaking and collecting, and inside the office, processing in precise detail his accessions. Finally, he should possess a knowledge of history and historiography in order to appraise critically the enduring informational value of a collection of papers.

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Alone, however, the archivist cannot start an archives. He must have the support of three different groups. One provides the operating funds and space, another donates the material, and the third uses it.

The first group—with the operating funds and space allocations—must provide more than the bare minimums if the archives is to reach its potential. Though of course budgets will vary, certain categories of spending are common. Staff will consume the lion's share of the allocation. Universities seem favored in this respect on account of the availability of student assistants. But because processing of collections is precise and exacting work, a dedicated, efficient professional staff should be selected from the large labor supply.

Equipment and supplies demand a large portion of the initial budget. Boxes provide the least expensive, efficient housing for the archival collections. Archives cases from the Hollinger Corporation hold fewer pages per container and hence are easier to handle. Moreover, they are free of harmful acid, which, along with light, is paper's worst enemy. Document boxes by Pohlig Brothers are more rigid and offer greater protection in transit. Records center cartons by the Paige Company and others permit storage of larger, bulkier items, and are also useful in transferring materials into the archives. To house the material within the boxes, the archives needs acid-free folders available from the Hollinger Corporation or any paper manufacturer. Other necessary supplies and equipment for the archival operation—as distinct from the administrative work of the office—are typewriters, tables or desks for both staff and researchers, a card catalog cabinet and cards, book trucks to move the material, and boxes, folios, or cabinets to hold the oversized material. Further information on these and other products is available from the advertisements in Georgia Archive and in the American Archivist, the quarterly publication of the Society of American Archivists, and from library supply houses.

Many archives operations find the printing of stationery, forms, and promotional material a significant initial cost. Other categories of spending include both communications and document repair by firms such as the Arbee Company of Bernardsville, New Jersey, and W. J. Barrow Restoration Shop of Richmond, Virginia.

An archives which concentrates on collecting historical manuscripts (as distinguished from receiving only
the records of a parent body) must place travel expenses high on its budget request. An archivist must go to the donors, for precious few of them will come to him. From time to time the acquisition of valuable material for a historical manuscripts repository may necessitate purchase of collections.

An archives needs space for four kinds of activity: clerical duties of the staff, processing of accessions, research by patrons, and storage not only of present holdings but also of future accessions. Processing requires both a table top on which to study documents, and adjacent shelves for spreading the collection into a myriad of piles for sorting, arranging and describing. Each researcher similarly requires a table top adequate to open a file and take notes. Where storage space is ample only for present holdings, an archives can perform but half its work, because records worthy of preservation in a historical manuscripts collection or in the archives of a parent body continue to be found and produced.

The second group which must be interested in the archives before the program can succeed is the one possessing the collections. The archives, to come into being, must be able to obtain the material it wishes to collect. And a historical manuscripts collection in particular needs material to process and service for research while it is first announcing its existence to potential donors. The repository may also need to have its legitimacy—its purpose and goals—certified to some possible contributors by a friend of the archives. It goes without saying that as broad as possible a groundwork for collecting should be laid before the archives ever opens its doors.

Users comprise the final group whose interest in the archives should be established initially. In Wisconsin, for example, many depositories for regional historical manuscripts have gone unused because no one associated with the schools at which they were located had an interest in their holdings. And one of the principal justifications for an archives to the funding institution is, of course, the use that is made of the records. Archives of parent bodies often pay their way by providing evidence for legal cases or policy decisions, and by offering grist for advertising and promotion mills.

To organize and publicize the archival program to the three groups, the archivist should prepare a formal
statement of policies explaining the functions and services the archives will, and will not, perform. Many repositories have no such document; some need one more than others. But in any case, the policies should be clearly defined. The value of the document rests in having these decisions firmly and publicly established. The policy matters most commonly included are the collecting purpose and goals, the name of the repository, a description of how the material will be received, handled, and used, and the establishment of an advisory council.

Historical manuscripts repositories should choose carefully, and define clearly in their policy statements, the fields in which to collect. There was a time when archives claimed only a geographical boundary, with the implied intention of seeking all documents within their territory. Facing an impossible chore, most of them concentrated on papers or collections of especial historical value. Fortunately for the researcher and for the documentation of our complex society, archives have begun to specialize in subject areas as well. Labor, for example, was a field of small concern until a decade ago, and established archives took only a fraction of the papers available. As labor became a major focus of historical inquiry, however, repositories concentrating solely on this subject appeared, at least four being inaugurated during the last twelve years. Instead of quarreling over available records, the labor archives work together, as they should, to the end that the maximum of valuable records may be preserved. A private organization establishing a program to manage and preserve its own records should include in its archival policy a statement that no records shall be destroyed without the archivist's concurrence.

Most repositories prefer to receive their collections only as gifts. With prices on the collectors' market shooting upward, repositories no longer can afford to compete there for material. Although it is possible to accept documents on loan, the practice is generally risky since the donor can demand the return of his material, which the archives has invested time and money in preparing for preservation and use.

Donors of papers, of course, may impose restrictions upon the use of all or parts of their gifts. The one common ingredient in donor restrictions is a time limit. Whether all or part of the gift is involved, whether only certain groups may see it, whether its use is conditioned by
stipulations, or any combination of these, the restriction
must expire.

Literary rights fall under separate restrictions
from ownership rights. Each individual retains forever—
unless specifically relinquished—the rights to his own
writings. Hence a donor cannot give custody of someone else's
manuscripts (a letter from a friend, for instance), but
cannot, without the author's permission, give the literary
rights permitting publication.

In addition to specifying what records are wanted,
the policy statement especially of historical manuscripts
repositories, should also explain why the material is wanted.
Many, perhaps most, potential donors have only a vague, and
sometimes sinister, idea of the researcher's interest in
their records and how these materials are to be used. Many
believe that archival programs collect only printed histo-
ries, while correspondence, diaries, minutes, scrapbooks,
and photographs are the types of material most frequently
sought, if complete files are unavailable.

Since few people know what procedures an archives
follows in preparing its accessions for use, the policy
statement should include a brief description of the stages
of processing. Preparation of the outline provides the
archivist an opportunity to work out and codify a system of
operation specifically adapted to the circumstances and goals
of the repository. In designing his system, an archivist
may draw on several fine guides to archival procedure, such
as Ruth Bordin and Robert Warner's *The Modern Manuscript
Library* (New York, 1966), Lucile Kane's *A Guide to the Care
and Administration of Manuscripts* (Nashville, 1960), and T. R.
Frank B. Evans's *The Administration of Modern Archives: A
Select Bibliographic Guide* (Washington, 1972) provides fur-
ther listing of the literature on all aspects of the archival
profession.

Though systems vary from one archival situation to
another, every well designed program will meet the two most
critical demands on an archives: locating research material
for the patron and finding for the donor the collections he
has given and the work that has been done on them.

Five functions form any archival design: accession-
ing, inventorying, housing, describing, and servicing for
research. Accessioning operations should not only record
whence the collection was received, but also establish the stages through which it must pass. During inventorying, the collection is inspected item by item, sorted, and arranged so as to prepare it for research, description, and housing. The description may include an inventory document showing arrangement, content, bulk, and inclusive dates, as well as card or other indexes, descriptive notes prepared for the Library of Congress's National Union Catalog of Manuscript Collections, and scholarly journals. Housing, of course, is the process of placing the documents in folders and boxes for storage with the manuscript collections or among the outsized or photographic items which, because of their physical nature, require separate handling. If done well, the housing will provide both adequate protection for the documents and a uniform, neat appearance. In servicing a collection for research, the archives should not only open the holdings as freely as donor restrictions will allow, but also keep a record of what has been used, to assist in providing security for the holdings and in future verification of citations if necessary.

The point to be stressed from this brief recital of procedures is simple: the various functions should relate to each other. Accession records, by tracing a collection through the stages of processing, provides a record of the work and a monitor on progress. The inventory document not only serves as a finding aid, but also doubles as a receipt to the donor. A thorough initial description may serve as a basis later for news releases, lists, and guides.

Though the design may appear complicated, it is not. Forms can carry much of the load. Accessions, inventories, indexes, research requests all may be recorded on forms. Not only is the system thus simplified, but also it gains consistency. And yet creative thought is not sacrificed, for the forms bring regimentation only to the kinds of information reported, not to the information itself or the analysis which produces it.

To the greatest extent possible, a repository should open its holdings for research. But an archives certainly may impose restrictions of its own on the use of the materials it is responsible for. These regulations commonly protect the security of the papers by requiring use within the archives's reading room and use of only a certain amount of material at one time, prohibiting smoking, eating, or drinking in the room, restricting note taking to typewriters and pencils, demanding briefcases be left with the reading room.
attendant, requiring permission to publish from the holdings, and demanding the regulations be read and signed. Many archives, however, limit access to their holdings. Several universities collecting in volatile areas, such as labor relations, open their collections only to "qualified" researchers. Without such a policy, the collections would not have been relinquished to them for research at all. Some archives of private institutions, particularly businesses, permit their holdings to be utilized only by their own personnel, on the grounds that their money brought the information together. Nevertheless, the most satisfactory policy permits the largest possible number of persons to use the materials. For the duty of an archivist is to promote knowledge, not horde it. Regulating who may view the materials determines who will write from them, and thereby what sorts of things will be said. This is managed history.

Finally, some archives, particularly historical manuscript repositories, should establish advisory councils. Such councils not only involve more people in the work of the archives—and keep them involved—but also can materially aid in the collecting campaign by increasing the number of persons active in promoting the program. In addition, they can assist in settling difficulties with patrons. And by existing to serve this purpose, they give reassurance to many hesitant donors that their materials will be utilized in a responsible manner.

No archivist who collects historical manuscripts, and few who deal only with the records of a parent organization, can afford to sit back and wait for the records to roll in. They seldom do. Forms can serve here also in searching for material. The use of form letters is obvious, as is a survey to discover what material exists and where. Though voluntary surveys rarely receive strong response, they do perhaps aid in informing potential donors of the archives and its work. A biographical questionnaire not only can secure information, but also can strengthen the collecting campaign by demonstrating an immediate interest in information about the potential donor and by starting him contributing to the archives.

The collecting side of the public relations program should be balanced by a concerted effort to inform the public of the work, services, and needs of the archives. Except within a parent organization that has a records management operation, more donors will learn of the archives through word of mouth and printed statements than through personal contact. And even in a business, information on the archives
should continue to flow to the offices so that each new secretary and executive is made aware of the repository. Researchers, too, must be informed of the holdings through releases in newsletters and journals. The work of the archives in collecting and making available valuable historical records is enhanced proportionally as the public relations program develops.

Should a new repository inauguring its archival project simultaneously develop oral history and microfilm programs? The answer depends not on the merits of such programs, but on the ability of the repository to incorporate these functions without diminishing its primary concern for the historical manuscripts and records. One project done well is far more valuable than two done poorly.

Oral history, a field born but a quarter century ago and now a major source of historical information, is probably the most common adjunct to archival projects. There is no doubt that, in support of a collecting program, offering to record a person's reminiscences is a positive commitment stronger than leaving a biographical questionnaire to be completed. Moreover, interviews obtain information that is never recorded elsewhere, because writing is more tedious and time-consuming than speaking. And interviews often can fill information gaps in collections held in the archives. But taping interviews is expensive in equipment and especially in time. While selected interviews may need to be done soon, most should be delayed until the archives can develop the program adequately.

Microfilm is not the panacea many once thought it to be. For an archives, it only saves storage space and reduces wear on materials frequently consulted. Preparing material for filming requires as much time as processing for preservation. Film is much more difficult to use. And most importantly, it is simply no substitute for the original. If the original is worth keeping, it is worth keeping in the original.

The archivist of a business or other agency may of necessity have to assume some of the functions of a records manager, particularly establishing retention schedules and overseeing their implementation. Possibly archivists collecting from organizations may perform similarly. To be sure, every agency in need of a records management program should secure a professional records manager to direct it. But each archivist ought to be familiar with the principles
of this related field.

As each archival situation is unique, so the starting of a new archives is an individual enterprise. A viable program cannot be created without considering the points mentioned in this article. Yet it is the good judgment and careful planning of the archivist that finally combines the principles of the profession with the specifics of the occasion to produce an effective archival operation.
Atlanta

ATLANTA HISTORICAL SOCIETY.

Jack Adair, plat books, atlases, and plat diagram folios; Meta Barker, manuscript and notes of unpublished History of Atlanta, maps, and McElreath material; Tom Watson Brown, stereoptican views of Atlanta, 1864; Monica Borglum Davies, photographs and biographical material relating to Solon Borglum; Georgia Chamber of Commerce, scrapbooks of STAR (Student-Teacher Achievement Recognition Program), 1956-1971; Mrs. Irvin H. Goldstein Collection on ladies' fashions, 1948-1969; Forest Greene Estate, catalogues, specifications and photographs of railroad and earth-moving equipment from files of Georgia Car and Locomotive Company; Hal Hentz Estate, architectural drawings, and photographs of prominent Atlantans, Mrs. Marie S. O'Neill, files, records, and plans of building contractor, Frank Q. O'Neill; and Edward W. Richardson, 1847 testimonial to Thomas Butler King.

The Society announces publication of Oakdale Road, Atlanta, Georgia, DeKalb County: Its History & Its People by Mrs. Antoinette Johnson Matthews (184 pp., $12.50). Documenting land transactions, including photographs, and offering genealogical information, this indexed work will interest architects, students of urban and economic history, local historians, and genealogists. Write Richard T. Eltzroth, Archivist, Box 12423, Atlanta, Georgia 30305.

ATLANTA UNIVERSITY NEGRO COLLECTION.

Twenty-five linear feet of papers have been added to the Grace Towns Hamilton Collection, tracing Mrs. Hamilton's career as the first Black woman in the Georgia Legislature, and her work with the YWCA, the Urban League, the national Citizens' Advisory Commission on Recreation and Natural Beauty, and the first Georgia Committee of the national Commission on the Status of Women.

A thorough, indexed Guide to the Negro Collection is available from Mrs. Lee Alexander, Archivist, Trevor Arnett Library, Atlanta University, 273 Chestnut Street, S. W., Atlanta, Georgia 30314.

FEDERAL RECORDS CENTER--ARCHIVES BRANCH.

Soundex index cards (112 cubic feet) to the 1880 census
population schedule (National Archives Microfilm Publications T-734, T-743, T-744, T-757), covering households with children under ten years of age. Cards show name, age, relationship to head of household, place of birth, and citation of the complete entry in the manuscript census schedule.

GEORGIA DEPARTMENT OF ARCHIVES AND HISTORY.

SOUTHERN LABOR ARCHIVES, GEORGIA STATE UNIVERSITY.
Atlanta Labor Council Records, 1915-1969, document labor's political and civic activity in the city; Machinists Lodge 4 Records, 1893-1969, tell the story of the founding lodge of the International Association of Machinists and Aerospace Workers; Machinists Lodge 46 Records, 1937-1965, concern union recognition and contract arrangements; E. Leon Stamey Papers, 1951-1972, cover various AFL-CIO organizing campaigns; Jesse Walton Papers, 1949-1950, display strikes in Atlanta during his term as president of the Amalgamated Transit Union and his service in the state legislature. Records have been received from the following unions in Atlanta: Auto Workers Local 882; Communications Workers Local 3204; Meatcutters.
Local 442; Plumbers Local 72; Retail, Wholesale, and Department Store Local 315; Bricklayers and Masons Local 8; Teamsters Local 728; and Painters District Council 38.

A brochure describing previous holdings is available on request from David B. Gracy II, Archivist, 104 Decatur Street, S. E., Atlanta, Georgia 30303.

Milledgeville

GEORGIA COLLEGE LIBRARY.

Flannery O'Connor Collection consisting of books, pictures, letters, manuscripts, periodical and newspaper articles; Elizabeth Branhan Collection on cooking.

Savannah

GEORGIA HISTORICAL SOCIETY.

Papers of the Thomas Butler King and Edward C. Anderson, Jr. families, of St. Simons Island and Savannah; letter books, 1842-1865, of Richard D. Arnold, physician and mayor of Savannah; business and family papers of the Collins Family of Augusta and Savannah, 1853-1918; minute book and other papers of Oglethorpe Sanitorium of Savannah, 1900-1916; and Richard Malcolm Johnston Collection of correspondence, books, periodicals and other papers, 1838-1951.
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