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A PRELIMINARY SURVEY
Compiled by Peter E. Schinkel

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ARCHIVAL AND MANUSCRIPT HOLDINGS IN GEORGIA OUTSIDE ATLANTA
A PRELIMINARY SURVEY

Compiled by
Peter E. Schinkel

The mass of original research material available in Georgia is held by the dozen repositories in Atlanta.\footnote{David B. Gracy II, "Data in the Raw: A Guide to Atlanta's Archives," \textit{Georgia Archive}, III (Summer, 1975), 116-124.} Outside Atlanta, however, more than forty institutions maintain manuscript collections. Of these agencies, but two are well known--the Georgia Historical Society and the Manuscripts Department of the University of Georgia. Add the holdings of these two to the mass preserved in Atlanta and perhaps 95 percent of the total of original research material available in the state is accounted for. Nevertheless, much valuable material exists in the many smaller collections scattered throughout the state.

To locate these repositories and determine the extent of their holdings of original research material, survey questionnaires were mailed in the fall of 1975. Below are

\footnote{Peter Schinkels is Head, Manuscripts Department, Georgia Department of Archives and History, Atlanta. He requests that any person who knows of repositories with original research material that are not listed below, and anyone with corrections or additions to information given in this article contact him at the Georgia Department of Archives and History, Atlanta 30334.}
listed the institutions reporting holdings of such materials. Complete listings of the holdings reported by several of the repositories were impossible, and in those instances general descriptions of the types of material and the subjects covered are substituted. In addition, neither microfilm holdings nor newspaper files are listed, except where they are the only known copies in existence. An expanded survey is planned for 1977, and it is hoped that a complete listing of all holdings reported can be published thereafter.

The listings have been divided into four categories: 1) college and university libraries, 2) historical societies, 3) public libraries, and 4) special libraries. Given are the name and address of the repository, telephone number and name of person to contact (if available), hours open to the public, and a brief description of the repository's holdings. Since some of the descriptions of holdings have been condensed, the repository should be contacted about any holdings that appear to be of interest.

**COLLEGE AND UNIVERSITY LIBRARIES**

Abraham Baldwin Agricultural College Library
Brenda A. Sellers
ABAC Station
Tifton 31794

Ph: 912 386-3223
Wkdy: 8am-10pm

ABAC Library maintains files relating to the college and its functions, including photographs of students, dating from 1912 to the present. Additionally it holds a file of genealogical charts compiled by students and is collecting letters and diaries of ABAC alumni and of area residents.

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Andrew College Archives/Randolph County Historical Society
Iva P. Goolsby, Archivist/Curator
College Street
Cuthbert 31740

Ph: 912 732-2669

In addition to a sizeable amount of material on the college, dating from the 1860s, the repository retains the journal of Andrew Leary O'Brien, 1854, an Irish immigrant.
largely responsible for the founding of the college; letters and diaries of Bishop James O. Andrew for whom the school was named, Cuthbert city council minutes, 1834-1844, plus much genealogical and historical material relating to Cuthbert and Randolph counties. Formed in 1967, this joint archives/historical society has a vigorous collecting program.

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Augusta College
Reese Library
Ray Roland, Librarian
Augusta 30904

In addition to records of the school, the Reese Library has the Magnolia Cemetery record books, 1817-1943.

****

Bambridge Junior College Library
G. Garry Warren, Librarian
Box 953
Bambridge 31717

This library holds the Judge Earl M. Donalson Papers, ca. 1850-1940, which contain 43,000 items on local political and business history. It is collecting letters and diaries, records of local government and businesses, photographs, and maps.

****

Berry College Memorial Library
Val Stephens, Director
Mt. Berry 30149

This repository intends to remain primarily a college archives, but among its holdings is the correspondence of Martha Berry with many of the important figures of her period, including Henry Ford. Also, it preserves the records of the Mt. Berry Church, 1926-1975.
The Columbus College Archives Project has collected an impressive variety of materials. Included among the business records are the Hatcher-McGehee (slave dealers) ledger, 1858-1863, and the records of the Eagle and Phenix Cotton Mills, ca. 1865-1890. Club records include the Masonic Lodge (Whitesville, Ga.) Simri Minutes, 1849-1855; the Trustees' minutes of the Ann Elizabeth Shepherd Orphans' Home, 1840-1963; the Columbus League of Women Voters Records, 1930-1959; and others. Finally, the archives has received five nineteenth-century diaries, plus the papers of Alva C. Smith (state and local politician) and other locally prominent people, several runs of local newspapers, local government records, maps, photographs, and tapes from the Chattahoochee Valley Oral History Project.

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The library has photographs of Swainsboro and Emanuel County, ca. 1940 to present, and local newspapers, and is collecting area historical and genealogical materials.

****

The library has approximately seventy-five nineteenth-century ledgers and account books; the minutes of the Talian Society of Oglethorpe University, 1858-1863 (Oglethorpe was located in Milledgeville in that period); the papers of Georgia author Flannery O'Connor, 1941-1964; the papers of Georgia historian James C. Bonner; the collection of Elizabeth Branham on cooking; and the records of the college, 1887 to the present.
Georgia College
Museum and Archives of Education
John H. Lounsbury
Milledgeville 31061

This newly-established operation "will serve as a permanent depository for records and memorabilia that constitute the development of education in this state." Much material already has been collected.

****

Savannah State College
Library
A. J. McLemore
Savannah 31404

The Library has the most complete run available of the Savannah Tribune, a black newspaper which began publication in 1875. The library is collecting material on the Savannah area.

****

Shorter College
Memorabilia Room
Robert Gardner
Rome 30161

In addition to the college archives, the Memorabilia Room holds the A. W. Van Hoose Papers, 1895-1912, and the Martha Harper (later Mrs. James Baldwin) travel account of an overland journey from Georgia to New York in the 1840s.

****

Southern Technical Institute
Library
John W. Pattillo
Marietta 30060

Although the Southern Tech Library has no deliberate collecting program, it has acquired some letters and diaries, business records, and photographs, in addition to the records of the school.
University of Georgia Libraries
Manuscripts Department
Anthony R. Dees, Curator
Athens 30602

Ph: 404 452-7123
Wkdy: 8am-11pm
Fri & Sat: 8am-6pm
Sun: 1pm-11pm

Pick a topic in Georgia (or Southern) history and likely material bearing on it is available at the University of Georgia Libraries. Benefiting from the early collecting efforts of E. Merton Coulter, the Manuscripts Department has particularly rich resources on colonial Georgia, the Civil War, and the nineteenth-century South. The department maintains a strong collecting program, and one of its recent accessions was the Dudley M. Hughes Papers, 1806-1972, consisting of over 15,000 items of the Georgia politician, farmer, and co-author of the Smith-Hughes Act.

Valdosta State College
Library
Joy B. Trulock
Valdosta 31601

Ph: 912 247-3228
Wkdy: 8am-11pm
Fri: 8am-5pm
Sat: 9am-5pm
Sun: 2pm-11pm

The library holds the Bass Papers, 1940-1966 (relating to the establishment of Moody AFB), records of the Valdosta Rotary Club, American Legion, and Chamber of Commerce, and is collecting material on South Georgia.

West Georgia College/Carroll County Historical Society
Library
Jane B. Hersch
Carrollton 30117

Ph: 404 834-1370
Wkdy: 8am-10pm
Fri: 8am-5pm
Sat: 10am-5pm
Sun: 3pm-10pm

In addition to the college archives, which date from 1906 when the school was the 4th District Agricultural and Mechanical School, this repository maintains the Eden Baptist Church minutes, 1843-1880; Carroll Service Council records, 1943-1968; American Civil Liberties Union records, 1969 to present; Carroll County Cooperative records, 1943-1947; the G. B. Rollins account book, 1895; P. H. Buford account book, 1817-1833; the Simonton Papers, 1813-1890; and early maps and photographs of Carrollton and Carroll County. The library and historical society are pursuing an active collecting program of all types of material relating to western Georgia.
HISTORICAL SOCIETIES

Alma-Bacon County Historical Society  Ph:  912 632-8450  
Bonnie T. Baker  Wkdy:  2pm–5pm or by appointment  
301 N. Dixon Street  Alma  31510  

This recently formed, joint city-county supported society is pursuing an aggressive collecting program for materials relating to Alma, Bacon County, and southeast Georgia. To date the society has collected Alma business records, family papers, maps, photographs, and death and birth certificates antedating the required registration of vital statistics. Further, the group has compiled histories of all the county and city churches, and on several clubs, societies, and organizations. Finally, members of the organization are taping interviews with some of the county's long-term residents.

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Coastal Georgia Historical Society  Ph:  912 638-4666  
and Museum of Coastal History  Tues–Sat:  10am–4pm  
Anne Shelander, Curator  Sun:  1:30 pm–4pm  
Box 1151  St. Simons Island 31520  

Just beginning an active collecting program, this Society has some family papers; a diary relating to the Naval Stores Industry, ca. 1900; school records, 1881–1913; a 1788 letter describing Cumberland Island; and approximately 1,200 photographs of nineteenth- and twentieth-century coastal Georgia.

****

Fort Gaines Historical Society  Ph:  912 768-2416  
P. C. King, Jr., President  Wkdy:  8am–6pm  
Box 6  Fort Gaines 31751  

The Society holds the C. V. Morris and Sons business records, 1880–1912; the minutes of the Mt. Zion Baptist Church; and the King-Morris-Strozier family papers, 1730–1970.

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In addition to the archives of Mercer University, the Georgia Baptist Historical Society maintains the records of approximately 200 churches, 1770 to the present; the papers of William H. Kilpatrick, 1895-1955; and much printed material on the Baptist Church.

***

Formed in 1839, the Society is known nationally and internationally for its holdings on colonial and revolutionary Georgia. Its collections also are strong on Savannah and the coastal Georgia area, but it has material from all periods of Georgia history and from almost all parts of the state. It boasts approximately 900 collections of papers of families and individuals dating from before the Revolution to the present, plus numerous diaries, journals, church records, business records, official city and state records, military records, school and college records, and a large assemblage of maps and photographs. In addition, it has a large library of rare Georgia books and imprints. The Society carries on an active collecting policy and recently received a small grant to establish a Naval Stores Archives.

***

This Society has the Jerusalem Lutheran Church records, 1734 to present; John Martin Bolzius Diary, 1732-1740; and information on the Salzburger families.
Gordon County Historical Society           Ph: 404 629-1515
Burton J. Bell, President-Historian       Wkdy: 9am-5pm
Box 342                                   Wkdy: 9am-5pm
Calhoun 30701                              Calhoun 30701

The Gordon County Historical Society holds and continues to receive, photographs of the area.

****

Laurens County Historical Society
Jacob New, President
Box 1461
Dublin 31021

To place in its museum opening later this year, the Society has photographs, genealogical material, and newspapers, and it is just beginning an active collecting program focusing on Laurens County.

****

Methodist Archives
Ethelene Sampley, Curator
Epworth-by-the-Sea
St. Simons Island 31520

The archives/museum/library of the South Georgia Conference of the United Methodist Church was organized in 1936 and has extensive holdings on the growth of Methodism in America, especially in the South. Its holdings date to the eighteenth century and include such items as the minutes of the Methodist Societies, 1773-1794; the Papers of Bishop Arthur James Moore; the 1823 Diary of Joshua Glenn (a missionary to St. Augustine); a file of approximately 325 church histories; a visual arts collection; and a library of some 5,000 volumes. The complete holdings are described in Georgia Archive, II (Winter 1974), 36-43.

****

Middle Georgia Historical Society             Ph: 912 743-3851
J. J. McKay, Jr., President                  Wkdy: 9:30am-12:30pm
935 High Street                              and by appointment
Macon 31201

The Society holds material relating to Sidney Lanier and
his family and maintains individual files on some 1,000 Macon buildings, including the history of the buildings and their owners.

****

Richmond County Historical Society Ph: 404 828-3561
Augusta College Library
Ray Rowland, Curator
Augusta 30904

This organization has church records and Augusta Oral History Project tapes and transcripts. It seeks material about local history.

****

Sumter County Historical Society Ph: 912 928-1327
James Earl Carter Library 912 928-1352
Georgia Southwestern College
Steven Gurr, President
Americus 31709

The Society supports a collection of material relating to the southwest Georgia area, including the papers of Congressman Stephen Pace. In addition, it has compiled a listing of materials in the area still in private hands.

****

Thomas County Historical Society Ph: 912 226-7664
Charles T. Hill, Executive Director
725 North Dawson Street
Thomasville 31792

With one of the largest collections accumulated by a local historical society in the state, the Thomas County Society has business records, church records, city and county government records, records of clubs, societies, and organizations, plus some rich collections of family and individual papers. The materials date from the early antebellum period to the present. The Society continues to collect vigorously.

****
Upson County Historical Society by appointment
Mrs. W. H. Hightower, President
Box 363
Thomaston 30286

This recently formed Society has a complete register of graves in Upson County, a railroad record book and a hotel day book from the nineteenth-century, genealogical compilations, and information on material in private hands.

****

White County Historical Society Ph: 404 865-2035
Edgar Everhart, Jr., President by appointment
Box 281
Cleveland 30528

The White County Society has letters and diaries, records of clubs, societies, and organizations, a few maps, and papers prepared by Society members on local history.

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PUBLIC LIBRARIES

Augusta-Richmond County Public Library
Dorothy Crews, Chief, Adult Services
902 Greene Street
Augusta 30902

Ph: 404 724-1871 Wkdy: 9am-9pm
Sat: 9am-5:30pm
Sun: 2pm-5:30pm

The library houses an Alexander Stephens business letter, 1875; a list of Confederate soldiers buried and the cost submitted to the city sexton, 1864; and miscellaneous items relating to Augusta and Richmond County.

****

Colquitt-Thomas County Regional Library
Anne G. Foshee
Box 1110
Moultrie 31768

Ph: 912 985-6540 Mon-Sat: 8:30am-
5:30pm

The library holds the minutes of the Sardis Church of
Colquitt County, 1834-1848, 1894-1957.

****

Houston County Libraries  Ph:  912 987-3050
Librarian  MTF&S:  9am-6pm
1201 Washington Street  Tue&Wed:  9am-9pm
Perry  31069

As the repository is beginning the process of arranging material being collected by the Houston County Historical Society, detailed information on the collection is unavailable. The material will be available in the library.

****

Kinchafoonee Regional Library  Ph:  912 995-2092
Doris Wightman, Director  Wkdy:  8:30am-5:30pm
Main Street  Sat:  9:30am-5:30pm
Dawson  31742

This repository has material relating to General John J. Pershing, records of the Retired Officers Association, and family and local histories.

****

Southwest Georgia Regional Library  Ph:  912 246-3887
Anne G. Foshee  Mon-Sat:  9am-6pm
Monroe and Shotwell Streets
Bambridge  31717

Photographs of the local area, unpublished local family histories, a few maps, and scattered issues of the 1829 Bambridge Southern Spy constitute the holdings.

****

Statesboro Regional Library  Ph:  912 764-7573
Isabel Sorrier, Director  Mon-Sat:  8:30am-5:30pm
124 South Main Street
Statesboro  30458

The library maintains two Civil War letters, a Bulloch County file that dates from 1796, genealogical compilations on local families, and a 1909 Bulloch County map.

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https://digitalcommons.kennesaw.edu/georgia_archive/vol4/iss2/13
Made a public library in 1876, the library has its board minutes, 1876 to present, as well as 759 volumes, mainly on history, which were in the library when its operation was assumed by the city in 1876.

****

Tri-County Regional Library
Mary M. Beachum
Box 277
Rome 30161

The repository holds the John Harris Papers and the George M. Battey Papers (which include papers of Dr. Robert Battey), both dating in late nineteenth- and early twentieth-centuries; diaries and journals of several nineteenth-century area residents; several compiled cemetery lists; a map of Rome, ca. 1840; manuscript copies of two local histories, one on Polk County and one on Cedartown; and a large collection of area newspapers.

****

Washington Memorial Library
Genealogical and Historical Room
Macon 31201

This room offers a large collection of middle Georgia material, including family and personal papers, church records, maps, photographs, and Macon and Bibb County records dating from the early nineteenth century.
SPECIAL LIBRARIES

Georgia Museum of Art
Curator
University of Georgia
Athens 30602

Ph: 404 542-3254
Wkdy: 8am-5pm
Sat: 9am-12pm
Sun: 2pm-5pm

The museum has works of art dating from 1490 to the present and documents relating to the art works.

****

Kennesaw Mountain National Battlefield Park
Chief Interpreter
Box 1167
Marietta 30061

Ph: 404 427-4686
Daily: 9am-5pm

The park has material relating to the Atlanta Campaign, 1864, including some letters and diaries.

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Thomasville Landmarks, Inc.
Norman C. Larson, Exec. Dir.
Box 1285
Thomasville 31792

Ph: 912 226-6016
Wkdy: 9am-5pm

Thomasville Landmarks, Inc., retains materials collected from its county building and site survey, including photographs, maps, and title searches.
In the fall of 1972, the North Carolina Department of Community Colleges began offering in a number of its institutions a course entitled "Research in Local History and Biography: Materials and Methods." The course is designed to provide instruction and experience in research techniques for lay genealogists and local historians. The chief purposes of the course are to upgrade the quality of research being done by countless genealogists and local historians, especially the nonacademically trained, and to awaken interest in the preservation of local history data, artifacts, and architectural fabric. Although the content varies widely because of the diversity in background and experience of the instructors, essentially the students are exposed to primary and secondary sources in the fields of genealogy and local history, learn research methodology and techniques, take trips to local and state archival repositories, and are required to demonstrate their newly acquired skills with a research topic of limited scope.

This course was the dream of Dr. Dallas Herring, Chairman of the State Board of Education, who secured the position of State Coordinator of local history programs in the Department of Community Colleges. The coordinator, Dr. Maurice Stirewalt, then organized a state advisory committee.

Dr. Butler is Historian-in-Residence at Rockingham Community College, Wentworth, North Carolina. A version of this paper was delivered at the South Atlantic Archives and Records Conference, Raleigh, North Carolina, May 2, 1976.
to formulate and provide guidance for the course. Various members of the state advisory committee have helped the coordinator produce a course syllabus, and some are now engaged in overseeing the writing of a textbook. There are 57 community colleges and technical institutes in North Carolina, and in the first two years (1972–1974) over 1,200 persons enrolled in 59 classes for normally 33–40 hours of instruction. In a few locations a sequel course, or advanced seminar, has been offered so that research projects of greater depth could be completed.

The local history courses at Rockingham Community College, which serves a county of 75,000 population divided evenly between rural and urban settlement, are taught in the continuing education division and are eligible for teacher certificate renewal credit. In the period 1973–1975, the basic research course was offered each fall quarter to a total of 113 students. In the winter quarter of 1974, the advanced seminar was taught to a selected group of 9 students. A natural follow-up to the research courses is a narrative course in Rockingham County history, which has been taught in the spring of each year, and in the period 1974–1976, has attracted 141 students. The basic requirement in the county history course is a research project, such as a brief written report on family or local history, a tape relating to local history, the recording of a cemetery, or a slide-illustrated report on an old home or historic site.

The research course is best taught as a seminar, but with over thirty-five students in each class, it has been conducted with lectures, demonstrations, a sample project kit using deeds, wills, and family records, field trips to the state archives, and guest lectures by archivists, archaeologists, and historians. In the early sessions, the students are introduced to basic historiography and an extensive bibliography of county history and genealogical sources. Then they are exposed to the pertinent county, state, and national records. Major private manuscript repositories, such as those at the Universities of Duke, North Carolina, and Wake Forest, are explored, particularly relevant family, local, and church records. In the context of a survey of Rockingham County history, the importance of private records, newspapers, folklore, historic preservation, and archaeology is stressed.

The student projects vary widely in interest and quality. At present, approximately fifty documented historical
and genealogical studies of a limited nature are available; numerous cemetery surveys have been completed and several published; a tape library has been established; documented studies of a half dozen homes have direct application to a county historic sites survey; a town history has been privately published; and a number of records (especially church records) have been identified and preserved.

The most important result of the local history research courses has been the evolution of The Journal of Rockingham County History and Genealogy, a semiannual publication of the county historical society and the first of its kind in North Carolina. After the first year of classes, it was evident that a few publishable articles would be produced, but there was no medium for publication. The journal is directly related to the local history program, and its future depends on continuation of the classes.

Another tangible result is the position of "Historian-in-Residence" at the community college. As a result of the obvious community interest generated by the courses, the college administration in 1974 approved the first Historian-in-Residence in North Carolina and defined the position as a "resident academic humanist thoroughly committed to the teaching and writing of local history. Ideally he will support any history-related community interest and seek to meet the needs of the total community in the field of local history. The position as envisioned is flexible, demanding of the resident historian that he be interested in teaching, research, writing, archives, lecturing, public relations, archaeology, preservation, and restoration." Obviously one person could not possibly be a historian, an archaeologist, a preservation architect, and an archivist, but he would serve as a liaison with regional and state historical agencies that could provide the professional support for specialized activities.

The Division of Archives and History in Raleigh has supported local history instruction from the outset by conducting workshops for new instructors, offering special attention to class groups visiting the state archives search room, providing low-cost student and instructor materials packets, and sending various staff members to conduct class sessions on the state archives and its records. The workshops have been particularly meaningful to the less experienced instructors who were introduced to the holdings of the archives, from government records to private sources, and to the concept
of archival research. Since the courses began, the use of the archives search room for genealogical and historical research has increased tremendously, necessitating the hiring of additional staff. Once introduced to the archives through the research course, many students return on their own time.

The archives materials packets, which contain published guides and leaflets on the use of the state archives, have been especially valuable to both the instructors and the students. Among the materials in the packet are a guide to the Civil War Records, a guide to North Carolina newspapers available on microfilm, a county history bibliography, a leaflet on the federal census, a selected genealogical bibliography, and a leaflet on writing county history.

By far the most important contribution that the state archives has made to local history instruction, however, is the development and distribution of the Core Collection. Very early the state archives staff realized that it had neither the facilities nor the personnel to support adequately the genealogical and historical research being conducted by more than a thousand persons throughout the state. The Core Collection was developed as a microfilm library of those local records, dated before 1868, most frequently used by genealogical and local history researchers. The county collections could be purchased at cost by each instructional institution. The archives was soon inundated with orders for the microfilm, and presently more than fifty of the institutions in the community college system own at least part of the Core Collection, all of which is available through interlibrary loan.

Through the local history research courses, staff members of the Department of Community Colleges, the Division of Archives and History, and many of the individual institutions in the community college system have completely changed the course of local history and genealogical research, writing, and publications in North Carolina. The results have been so overwhelming that the future of local history in this state looks bright for some time to come.
NOTE

The process of documenting a building utilizes two bodies of knowledge. The first is simply acquaintance with what information is potentially available. The second is understanding how to interpret the information into fact or theory pertinent to a specific study. And the process calls for the cooperation of two professionals—archivists to help in collecting and making available a wide variety of information, and architectural historians to interpret it. It becomes increasingly obvious how important is the sharing of knowledge, for what the architectural historian discovers today of perhaps national significance in a twentieth-century urban community may help archivists determine whether to collect certain data on a particular neighborhood—or vice versa.

Before exploring the various possibilities of documentation, consider the depth of documentation necessary for a building. The data needed by a person wanting simply to affix a building date to his house—like a Good Housekeeping seal of approval—is very different from the research required in restoring a house and re-creating not just a physical structure, but a way of life. For the latter, the problem is compounded: the building's documentation includes not only the color of paint, but also the paint's chemical composition. Similarly it does not suffice to know that five outbuildings existed. The preservationist must determine from archaeological excavations the exact locations of...
those buildings and the manner in which they related to the main building. Documentation of a building truly can become an interminable process.

Generally when one seeks documentation, he turns immediately to the archival records or the oral tradition of the "Great-Aunt Marys." To begin, the searcher must know in what city and county the building is located and its current ownership. With this data, he can utilize the superior court records to trace ownership or title backward, keeping in mind the general date of settlement in the area and the fact that an inherited piece of property may never have been recorded. With names gleaned from the deed records, the searcher should check the property values listed in the deeds and tax records at the Ordinary or Judge of Probate Office for noticeable changes in value. These may indicate a house being built on the property or a substantial improvement to that property. Tax records after the Civil War are virtually complete and available in the state archives for every Georgia county.

The next question is: Was the building located within a city? The searcher should learn the town's date of incorporation, for the tax digests indicate the presence of a house only in the city limits. For rural property, the prevailing price of one plot may be compared with a comparable tract in the same area. In Putman County in 1811, for instance, Jourdan Brooks sold 202-1/2 acres (with what was obviously a house on it, because it contained a garden with the grave of his late wife) for $1,200. John Wen in nearby Greene County in an 1805 Land Lottery bought a similar amount of land which he sold for $600 in 1808. Comparing these two statistics, one can see clearly that the Brooks property did, indeed, have some kind of improvement, such as a house, on it. Of course until the mid-nineteenth-century, taxes were paid in the county of residence. Robert Toombs lived in Wilkes County and owned a plantation in Stewart County. Records and taxes of all his property, including that in Stewart County, were kept and paid in Wilkes County, the county of his established residence.

Other valuations of buildings might be found on surveys such as the Cherokee Valuation taken in the 1830s at the time of the Cherokee removal. These surveys provide an exact account and basis of comparison of specific values. For instance, as a result of one valuation, the federal government paid Joseph Vann $19,605 for his Georgia
property, the inventory of which recorded: "One fine house, 800 acres of cultivated land, 42 cabins, six barns, five smokehouses, a grist mill, blacksmith shop, eight corn cribs, a shop and foundry, a trading post, a peach kiln, a still, 1,133 peach trees, 147 apple trees. . . ."

The property descriptions given in the Cherokee Valuations varied greatly. Of the Major Ridge house and property, valued at $5,100, the survey recorded: "dwelling house, 54 x 29 feet, 2 stories high, 4 fire places, brick. Eight rooms furnished in neat styles, outside painted, balcony on the side of house, turned columns, 20 glass windows, one glass door leading to balcony, 12 door facings, parlor upstairs, finished in first rate style . . . neatly underpinned with rock." The description of the John Bergis property listed each outbuilding, affixing separate prices, as for the "kitchen 16 x 14 at $25 and stable 12 x 10 at only $5."

Local and regional newspapers can be a valuable source of information, especially in the absence of resources such as the Cherokee Valuation, and tax and deed records. Major buildings of a town, built by a well known craftsman, often receive coverage during construction. Buildings also have been renovated and pictured at times of major events in a family's life, such as for a marriage or mourning. The Toombs house was so depicted at Toombs's death.

Estate records are another major source of information, not only for specific dates but also for the interpretative research of a museum-quality restoration. Inventories taken at the time of death, or even when a family moved, often were categorized by room or wagon load. In these are found listings of furnishings, accessories, stockyard animals, plantation tools and slaves. The inventory of the Washington, Georgia, physician, farmer and statesman, Joel Abbott, in 1827 included items from a $65 cotton gin to a pair of mirrors valued at $75, and a pair of plated candlesticks at $12. The very detailed inventory of Robert Toombs's estate, dated 1885, included in the long list "25 pillow slips at $10.00, . . . 21 sheets, carpet in the hall at $140.00," and "$500 worth of law books."

From inventories, the searcher often can determine a relative number of rooms furnished, how the occupants lived and what they held of value. The incidence of certain items,
such as mirrors and silver candlesticks, reflects the sophistication and wealth of the owner.

Census records are also a source of information. A population census, required by the Constitution, has been recorded every ten years since 1790. Georgia's earliest extant population census dates from 1820, and gives only age group and sex designation. In 1850, the census first listed all members of a household by name as well as age. Not only was the size of the family apparent, but also an itinerant carpenter living with the family would have been listed, thus giving a clue to possible new construction. The David Singleton House in Putnam County, for example, according to oral tradition was built by a man named Suiter. The 1860 census supports this claim to some extent in that a twenty-four-year-old carpenter named S. J. Suiter from North Carolina with $50 stayed with the William Spivey family near the Singleton property.

The agricultural census records for each decade from 1850 to 1880 are available at the Georgia Archives and on microfilm from the National Archives. These give only farm statistics, with no reference to buildings, but do supply statistics on machinery, livestock, and farm products that in turn give clues to the size and type of agricultural operation. After the mid-nineteenth century, the industrial and manufacturing census recorded specific names of mills, gins, and manufacturing centers.

Letters, diaries, catalogues, orderbooks, published books, and travel accounts, if one is fortunate enough to find them, often offer valuable insights. George Kollock, in a letter to his wife on December 24, 1851, for example, alluded to the problems in building his mountain house.

You had better send for Mr. Van Buren and tell him it will be a personal favor if he will put the house up at once ... Mr. Habersham will give him the plan and the detailed manner in which I wish it to be built ... and urge him to be on with it at once and without stopping until he has completed a good deal of the frame, sashes and doors ... There is a plenty of tin in the celler for what may be needed on the roof. I will endeavor when I go up to take a carpenter with me so as to finish what I have to ...
Maps of all kinds—plats found in courthouse records, gazetteers, and modern road maps with structural locations—can aid in building documentation. The Wilkes County map of 1901 by Columbus Granade located the Robert Toombs House outside the city's incorporated limits, significantly aiding the research. For all lands opened after the Revolution there are plats available which give the size and dimension of the farms as they were parcelled out to the successful applicants. Unhappily, these provide data about dwellings only in rare cases.

The land on which the Henry Lane Log Cabin is located was issued to Lewis Brantley in the 1808 Land Lottery. By September of that same year, Brantley had sold this land lot #314 to Henry Lane for $500. With this information and details about the cabin, the construction of this sophisticated log cabin can safely be dated between 1810-1815. A building with the sophistication of this one—beaded siding and beaded rafters—could only have been built several years after the settlement date. An earlier, cruder structure must have preceded this present one. Thus, the date of construction can be placed several years after the land grant date.

Maps actually are part of a larger, vast potential source of information: pictorial materials. These include old photographs, measured drawings, old sketches, engravings or paintings, even needlework. In New Orleans, every building offered at sheriff's sale was drawn to scale and tinted. As a result, the city has thousands of excellent documents comprising an invaluable resource.

In Virginia, the Mutual Assurance Society insured buildings as early as the late eighteenth century, and in so doing often sketched and described the buildings. The owner's name, building location, type of structure and appraised value, description of roof and wall materials, dimensions, and the use of the building were given. As new policies were issued, changes in the physical structure could be noted. In Georgia, the Southern Mutual Assurance Company, dating from 1848, kept similar records, not all of which have been destroyed.

Archaeological discoveries can be equally valuable in the documentation process. On the coast, a certain river island shown on the original grant of 1767 to James Forrester can be found on later maps of 1848 with plantation sites and of 1888 with extensive subdivisions and industrial developments.
by various development reclamation companies. The archaeologist successfully questioned that the development took place because collection of artifacts revealed domestic items rather than industrial.

From this pictorial information and study of the actual building and site much comparative and interpretative data can be gleaned. The building itself, an often overlooked source, is usually the best primary resource. All written and oral historical evidence should be used with extreme caution, for it does not always follow that the building described is the one found on the site. What someone wrote in a letter or drew on a map illustrating his intentions may never have occurred. The trustees of Lawrenceville Female Seminary, according to their minutes, were resolved to rebuild the Seminary "of wood one story high and of the original size—three rooms." At the same time they resolved to allow the Masons "to build a lodge room on the new building above the proposed." The building as it stands now is a substantial two story brick structure, and the only conclusion one can draw is that a later decision to use brick rather than wood was never recorded.

It is by careful study of the site and the building that the structure, heretofore studied with archival resources, becomes a source itself and can provide important data. If a person is familiar with both general architectural styles and specific regional characteristics,* understands the cultural lag, is aware of craftsmen's techniques, he should be able to date a building within a ten-year period and perhaps gain a clue to the builder as well.

Additions to structures often correlate with changes of ownership or family events. Take for instance the Toombs House. Documents reveal a house on the property by 1797 and architect Edward Neal has found within the Toombs place what is thought to be the Joel Abbott house of 1797. Sometime in the late 1820s or early 1830s the house was enlarged, as evidenced by changes in style and detail. During Toombs's ownership in the 1850s, the front facade and dining room were

*See the Historic Preservation Handbook: A Guide for Volunteers available from the Historic Preservation Section, Department of Natural Resources, 270 Washington Street, S.W., Room 703 C-10, Atlanta 30334.
added; and later, according to style and a newspaper account of the house's renovation, a year after Toombs died his nephew refurbished the structure, making changes and possibly adding a side room and greenhouse.

The actual drawings of a house, whether made by a contemporary or by the Historic American Buildings Survey, can be of immeasurable help. In Columbus, Joel Early Hurt bought 30 acres of land lot 59 Coweta Reserve in 1857 for $5,000, an unusually large sum for plain acreage. The plan of his house reinforces the deduction that a structure stood on the plot at the time of purchase, and that Hurt built his Dinglewood around a four room, central hall house.

From the plans and general building design of numerous houses, one can ascertain the origin of the builder, who usually was also the owner. The Rock House was built by Thomas Ansley of New Jersey and the construction and plan--the manner in which the chimney is designed--has a New Jersey-Pennsylvania origin. The massive chimney and the unusual, unheated room off the front central hall of the Governor Gilmer House in Goosepond immediately suggest his Virginia origin. The Cabiness Hungerford House in Jones County, with its Virginia-inspired, 2-story, one-room central section and two 1-1/2 story appendages was built by a family who just moved from Virginia. The hex symbol made on the addition to the Freeman House in north Georgia suggests the Pennsylvania origin of the owners.

The known work of a specific builder may also help in the documentation of nearby structures. Although the builder of a group of houses in Lincoln County is unknown, this group of houses obviously was built by the same crew or master-builder. The massive, gabled character, plan and detail of door and window trim are either identical or form a progression of the work that was obviously done by one man.

Hardware, including nails, hinges and locks, as well as brick patterns are good potential sources for date referencing. The determination of hand saw or circular saw marks is another relative age determinant. Documenting the establishment of the local saw mill can aid in dating a structure. For Washington, Georgia, a source suggests the use of the saw mill as early as 1830.

The documentation process is long, involved, and as
suggested in the beginning, never ending. For the archivist and the researcher it demands innovative use of traditional materials.
Church archives vary in size, number of staff, scope of responsibility, and budget resources. There are monastic archives, parish archives and those of conferences and ecclesiastical legislative bodies. Is it possible, therefore, to discuss general minimum standards for the Archives of the Church of Jesus Christ of the Latter Day Saints, the United Presbyterian Church, the Southern Baptist Association, the United Methodist Church, the Episcopal Church and all of the others? Are the basic approaches to an archival program in a parish church similar to those in the central repository of the denominational or national church? The answer is "yes."

Church archival standards essentially are no different from general archival standards. Archival principles of administration must be adapted to the particular structure and activities of an agency to which they are applied. The arrangement of the records of the House of Bishops is not unlike that followed for records of the Senate of the United States since each legislative body creates minutes, addresses, resolutions, committee reports and similar materials. (The analogy breaks down somewhat when one compares the disposition of papers of a Presiding Bishop and those of the President of the United States. Obviously no Presiding Bishop has built a special library for his papers, but he may take them, or at least a part of them, into retirement.) Church archival programs, from the smallest to the largest, therefore, adhere to the doctrine of provenance as it is applied to all archives.

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Records are arranged and cataloged according to their origin, and the contents of record groups are determined by the activities of departments, divisions or agencies within the church itself. In a parish, the vestry minutes form an obvious record group; in the General Convention, the minutes of the House of Deputies are likewise. The principle of provenance is the same; its application differs only as the structures differ.

Today interest in church archives is mushrooming, with new repositories springing up on all sides. While this involvement in preserving religious records is commendable, it is also a reminder that the time is long overdue for a serious consideration of minimal church archival standards. Furthermore, many of the older church archives with years of experience are less professional than is desirable. All church archives, new and old, stand in need of the most up-to-date techniques, knowledge and experience. Good intentions alone are inadequate qualification for the serious archival program; the archival task demands use of all available professional tools and skills. The records which are administered reveal the very life of the church which created them, and they are the memory of a past which is never far from the present and holds implications for the future. If theological language is preferred, they are the evidences of God's work in the church, or perhaps, the evidences of the inability of the church to follow God's purpose in the world. In any case, they are valuable, and the administration of them calls for all the competence that can be brought to bear upon that task.

These remarks are not intended to be arbitrary or harsh. Stories abound of devoted church workers who preserved church archives through the years, and did so without professional credentials. Many of these persistent laborers continued in the face of opposition and widespread apathy. Even those who merely "sat" with records and thereby prevented loss or scattering made significant contributions. But today, as the archival profession is coming of age, we must take account of the wealth of experience and information it has accumulated. Church archives cannot live largely in the past. Minimum archival standards must be formulated as goals and guidelines for all church repositories.

The basic requirements for reputable church archives can be studied in five categories: physical facilities,
administrator and staff, denominational archival programs, care of sensitive records, and stability of archival program.

Proper physical facilities for records is so fundamental that it seems almost unnecessary to comment on it. The physical facilities--whether a building, a designated area in a library, or a room--must be as secure as possible. The place should be fire-, vermin-, water-, and theft-proof. Whereas these requirements have been considered by the larger church archives that have constructed buildings in recent years, the smaller, less formal repositories occupying an area or a room in a building may have difficulty meeting them. A closet in the diocesan house, a basement room in the chancery building, or even the top floor of a seminary library may not be the safest place to deposit records. Temperature and humidity control are almost impossible if the archives lacks its own heating and cooling system. A safe in a bishop's office in the Virgin Islands may offer security from theft, but it will not prevent the gradual deterioration of paper in the humid climate.

Smaller archival collections frequently are not provided adequate physical facilities and therefore are dependent on a library, diocesan house or other place which has defective security. One alternative to such a situation is to deposit the records in the central repository for the denomination or church, where space and staff are adequate, with the understanding that the integrity of the collection will be maintained. Should there be legitimate reasons for retaining the collection within a geographic region, another alternative would be to negotiate an agreement of deposit with a state archives, university archives, or historical society. Such institutions provide protection from deterioration, furnish security, and make the records available to researchers. Both arrangements are superior to a closet at the church's headquarters without an archivist or funds for operation.

A number of dioceses in the Episcopal Church have deposited their archives in historical societies and university libraries. The Maryland Diocesan Archives are in the Maryland Historical Society, where they occupy a separate room under the administration of the archivist for the Diocese. The rules and regulations of the Maryland Historical Society govern their accessibility, and the Society's excellent physical facilities provide security. The Diocese
of Pennsylvania has deposited its early records in the Historical Society of Pennsylvania. The Minnesota Historical Society administers the archives of the Diocese of Minnesota, a very acceptable arrangement since the Society itself holds the personal papers of one prominent bishop. The Diocese of Nevada has been negotiating an agreement with the Nevada Historical Society. The most valuable collection of documents in the Episcopal Church, however, is that assembled by the Reverend Francis Hawks in the first half of the nineteenth century. This compilation was deposited for thirty years in the New York Historical Society until the Church could provide a reasonably secure archival facility. In 1962, it was moved to the new central repository at the Seminary of the Southwest in Austin, Texas.

Records in central church repositories also may face security problems, if proper safeguards are not provided. Cooperation among central repositories of denominations of churches could provide relief. It is conceivable that, as money continues to be scarce and churches reduce their budgets, the archives of two or more denominations or churches might share the expenses of a building. Design of the structure, of course, would permit maintenance of the integrity of each archival collection. Furthermore, many church archivists seem to enjoy an ecumenical situation.

A second area in which minimal standards must be established is that of the administrator and staff. The administrator of a church archival collection must be a historian and an archivist. A historian is not a "pack rat," or one who compulsively saves everything, or even one who delights in antiquarian "things of the past." Rather, he both possesses a body of historical knowledge and knows the craft of the history discipline. The church archivist must know the history of the church whose records he administers, must be able to employ the skills of the discipline, and must understand archival techniques. Both disciplines are necessary.

Opportunities abound for acquiring the skills of history and archival administration. Church history courses are offered in colleges and seminaries, and there are lending libraries with a wealth of literature. Courses in the administration of archives are available in many institutions of higher learning, including the University of Texas and Emory.
University. (A list of institutions offering courses is available from the Society of American Archivists.) Updating one's knowledge is possible through the workshops and meetings of professional organizations of historians, archivists and churchmen.

The church archivist need not be a communicant of the church whose archives he administers unless the church requires it. It is imperative, however, that the church archivist understand thoroughly the structure and history of the church which created the records under his care. A Methodist archivist could administer the archives of the Episcopal Church, if he knew Episcopal Church structure, polity and history. Indeed, there may be times when the objectivity of the non-churchman could prove valuable. The church archivist who is archivist/historian/church person may find various interests clashing. One would hope that should church commitment cloud objectivity, the archival and historical professional skills would maintain the balanced perspective essential to archival work.

Is a full-time administrator a minimum standard for church archives? This depends on the size of the collection and the definition of "full-time." Administration of the central depository of a church normally would require a full-time archivist, while the management of the archives of a religious order or of a small collection within a church might not. In most instances, qualifications are far more important than concern about part- or full-time employment in the repository. It is not unusual for so-called "full-time" archivists to shoulder teaching responsibilities or other tasks in their respective churches.

The emphasis on the necessity of professional credentials for the historian/archivist is not meant to be discouraging. Many archivists have received their appointments and then acquired the necessary education and training. If one is given the position of archivist by a Superior of an Order, a Bishop, or another church official, surely it is appropriate to request permission for, and assistance in, acquiring training for the task. Church officials seem increasingly aware that archivists need more than a "sense" of historical events and should obtain the professional credentials appropriate to their responsibilities.
It is difficult to suggest a staff size that could be considered a minimum requirement. The size of the repository, the scope of its activities, and many other factors are involved. Larger archives will require librarians, curators of manuscripts, photography experts, records managers and any number of specialists. The standard for any archival repository, however, requires a historian/archivist and a staff large enough to control the holdings—to arrange and catalog records, to prevent excessive accumulation of unprocessed accessions, to deal with legal problems, and generally to meet the needs of its parent organization and its researchers. The competence of the archivist, the support of the church and the extent of the physical facilities all will determine the size of the staff.

The cooperation of all local, regional and central church archives in a denomination or national church archival program is the most efficient arrangement for records preservation and administration in that church. No local church archives is an island in a United Methodist Church archival program. Neither are diocesan archives in the Episcopal Church independent collections. Similarly, competition among archives within a national church or denomination is debilitating and wasteful. The good of the total church archival program should supersede the desire to build or expand any single archival collection. Coordination of all archives in a national church is essential to the success of a total archival program.

Effective denominational archival programs are the best insurance against loss of records and related papers. Strength and influence result from the combined efforts of all archival institutions in a denomination or national church. A number of churches and denominations have churchwide archival programs. The Lutheran Church-Missouri Synod's archival program includes the Historical Institute in St. Louis and a wide-spread network of regional archivists. The United Methodist Church has an organization of Conference Commissions on Archives and History. In the Episcopal Church, the Archives and Historical Collections of the Church is a true central archival repository. It works closely with diocesan archivists whose records may be maintained in the diocesan house or a secular institution. Although diocesan archives may be physically housed in a state archives, this practice is not viewed as a departure from an overall archival program for the Episcopal Church.
The strength of a church-wide archival program is that it presents a united effort which may deter the collecting of church archives by non-church repositories. Church archives often are faced with competition from secular institutions which evidently consider church records as common property. The archives of a church belong in its own repository and should not be scattered among various manuscripts collections. The records of the General Convention's Special Program in the Episcopal Church in the latter part of the 1960s are an integral part of the church's archives. Although they contain a wealth of information on the Church's attempt to develop programs with black people and minority groups, they do not belong in a library that is collecting papers pertaining to black people.

The fourth basic requirement for a church archival institution is the competence to process sensitive, confidential records and discern the appropriate time for their release to researchers. This may require the decision to close certain records to researchers. Sensitive records in this context are those that contain personal data on individuals, living or dead, or on their surviving families. An archival institution should neither seek nor accept such records until it can both make responsible decisions on their availability and maintain respect for the rights of the persons involved. Archival institutions must walk a narrow path between an overly protective policy and one that ignores rights to privacy. Decisions opening sensitive records may, therefore, require the combined judgments of church officials, the archivist and legal counsel.

The archivist who receives personnel files is faced immediately with decisions. Included in the files are medical and psychological records, as well as confidential letters which were solicited and received with the understanding that their information would not be revealed. How much of this should ever be open to researchers? Should it be placed in an archives at all? Should some of it be destroyed? The archivist by virtue of his office does not have a right to receive all information. Certainly one can question the wisdom of placing clergy personnel folders in a small diocesan archives where there is little security and the archivist has had a minimum of experience. Decisions concerning personal data are difficult.

An overall denominational or national church archival policy is especially important as decisions on
sensitive records are made. The church that created the records has a basic responsibility for them, and the rights of the persons involved must not be forgotten. Finally, the archivist must remember that he is not an ecclesiastical reporter collecting every item of information on all church people.

Finally, the stability of the archival program is the fifth area in which church archives must establish minimum standards. A church archives that receives and agrees to preserve records must exhibit reasonable evidence of its stability. This stability must be based on a firmer foundation than the ability and expertise of a given archivist. The archivist should continually seek to strengthen the archival program which he administers, paving the way for growth.

Stability and growth demand the support of the church. Money is basic to support, but is not the extent of it. The archival program ought to be an integral part of the church's structure and organization. In this fashion, it will not compete with the general program of the church, but will be recognized as an equal among the other administrative divisions. If the budget committee of the church faces the choice of funding the archives or allotting money for starving children, there would be no hope for the success of the archival program. Responsible and knowledgeable church officials should be able to prevent such a situation.

It seems inappropriate to plead that minimum standards should be less demanding because funding is inadequate. Church archives often are poor, but this is not an unusual situation. Many other archives are likewise. That many church archives operate on substandard budgets with limited financial resources does not permit acceptance of the status quo. In fact, it emphasizes the need for goals and the articulation of minimum standards as guides.

The funding of church archival programs is the basic responsibility of the organization or institution that created the records. It is important that the church recognize this fact and provide the necessary budget. Endowments may supplement the operating budget, provide additional services, and enhance the overall program. Patrons, life memberships, friends and other supports are to be encouraged to participate in the church's program and assist in the archival task. But the basic responsibility belongs to the church.
Actually, viewed as a whole, within a relatively brief span major strides have been made in the administration of church archives. The future looks brighter today than at times in the past, and there appears to be a movement toward more professionalism. The burden falls on the archivist who must acquire professional skills, assimilate all of the knowledge and experience which is available, become an adept politician in the Church whose archives are administered, and cooperate with archival organizations within the Church and on a regional and national level. If this sounds like the prescription for the "Renaissance man"—so be it!
In considering the proper relationship between a state's archival program and its records management operation, Ernst Posner wrote: "The interests of the state... are served best if the records management and archival functions are administered by the same agency. If the two functions are assigned to different agencies, however, there should be close co-operation between them." Massachusetts is one of those states in which the responsibility is divided. The state archives is, according to the Constitution, in the office of the Secretary of the Commonwealth; the state records center and records management program are by tradition under the executive Office of Administration and Finance. This arrangement suggests four propositions concerning the relationship of a state archives, or any archives, to the flow of records and to the management of that flow.

Before considering those propositions, two fallacies that obscure the proper understanding of the primary function of an archival agency must be dispelled. The first is the belief that the archives' job is to provide source material.
for historians and other social scientists. Building a re­search collection may be the mission of private and semi­private collections of manuscripts and other rare material, but it is not the work of state archives. Readers of Posner's Archives in the Ancient World will remember that clay tablets were used by Assyrian administrators in 2100 B.C. to record the activities of their organizations and were kept in archives for future reference. Not for 4,000 years thereafter, until the nineteenth century A.D., did scholars, led by German historian Leopold von Ranke, realize that history could be written from such records. Von Ranke discovered that it was precisely those records that administrators and policy makers preserved to keep their organizations under control which provided the best source material for history. It is true that good history cannot be written without archives, but the importance of archives to history is only secondary. The primary duty of an archives is to store and make available the records an organization needs to document its work.

The proper relation between the archivist's administra­tive and historical responsibilities may be demonstrated with a specific example. The Massachusetts Archives holds and proudly displays those very rare ballots used by the state's members of the Electoral College in 1972 to vote for George McGovern. These have obvious historical value. The reason they are kept by the Archives, however, is that the law re­quires it, against the day that the difficulties attendant upon the election of 1876 might be repeated. Thus, the selection for administrative value serves at the same time to select for historical value.

The second fallacy concerns the frequent confusion of archives with manuscript collections. Many archives collect manuscripts as well as official records, and indeed, there is a point at which archives and manuscripts merge. A ready example of this is the current discussion of the ownership of presidential papers. Manuscript collecting by archives can be beneficial to the historian, but many archives consciously refrain from collecting, preferring instead to leave that function to the private sector. This is the course adopted in Massachusetts. The policy of excluding non-records from the Archives has the advantage of obviating rivalry and competition between the public and private sec­tors. It preserves too the "purity" of the Archives itself. More important, it underlines the essential point that ma­terial accessioned into an archives is retained for the benefit of the organization that supports and maintains the archives.
These two fundamental issues clarified, we may proceed to the four propositions. The first is that the archivist must be concerned with all stages of the flow of records. Because he has exclusive jurisdiction over the final stage in the flow, his work is affected significantly by the policies and decisions made at all the former stages. He must therefore have some involvement in making those policies and decisions. At the very least, to be able to judge their value and service the records properly, he must know what happens to the files before they arrive in the archives.

The legislative records of Massachusetts provide a practical example demonstrating the truth of this proposition. Because the legislature in 1826 decided to engross the laws on sheets eighteen inches long, special storage equipment had to be provided. The recent change to engrossment on a fourteen-inch page is due, at least in part, to the fact that the Archives had run out of appropriate storage equipment. This example is perhaps a mundane one. Of greater significance would be efforts toward forms control, improved inventorying procedures, microfilming, and automation. Still this one example demonstrates the importance of involvement for the archivist in all aspects of the flow of records from the cradle to the grave.

The second proposition is that, from his perspective at the end of the flow of records, the archivist must decide which records will be so useful in the future that they must be kept and which can be discarded as soon as the immediate need for them is fulfilled. Making that selection can be difficult, of course, but select the archivist must. It is possible to compare management of the flow of records to the doctrine of predestination. When a series of records is created, it should be predestined to one of three fates. Some records clearly deserve to go to heaven, the archives—original and final copies of legislative acts, records of the major programs and policies of executive offices, court decisions, military service records. Some are worthy only for hell, the incinerator—out-dated forms, duplicate copies, working papers. The rest belong in purgatory, the records center—there to be sifted and judged for eventual sanctification or cremation. What is more, all records should have their destination set out for all to read in disposition schedules. The archivist has a crucial role to play in the process of predestination.
The archivist's role cannot be exclusive, however, and this is the third proposition. Like it or not, he must share the decision-making procedures with at least three other state officials: the chief of the state's bureaucracy (whatever name that officer may bear), the attorney general, and the auditor. In addition, of course, someone from the agency whose records are being judged must be involved, since he will know the records firsthand and thus will be able to offer advice on their present and potential use. These three officials must join the archivist in the selection of records because they all approach the problem of records management from different angles and bring to it different needs and predispositions. The head of the bureaucracy, for example, is interested in realizing maximum efficiency and minimum cost through disposing of all unneeded records as quickly as possible. The attorney general is concerned to keep records only so long as they can be valuable in prosecutions and appeals. Similarly, the auditor wants to keep fiscal evidence until his report is prepared and all accounts are cleared. The archivist, who should have longer vision and greater awareness of administrative needs not apparent to his colleagues, is alert to preserving the programmatic records that will prevent reinvention of the wheel by future administrators. Somehow a balance must be struck among the interests of these four officials if sound decisions are to be made as to which records are to be discarded and which are to be retained for a period of years or permanently.

Massachusetts now has the machinery to strike this balance. This was not always the case. In 1920, an Obsolete Records Commission was established ostensibly for the purpose of authorizing destruction of "obsolete records." Neither the archivist nor the auditor was a member, although somehow the superintendent of state buildings was. The Commission was faced with uncertain jurisdiction, cumbersome procedures, and no enforcement power. Records management in the state limped along. Only now are we discovering just how much damage was done, just how many priceless records were destroyed during this period of lax control.

In 1973, the Commission became the Records Conservation Board. The change was one of substance as well as one of name. Membership was fixed to include the Archivist as Secretary of the Board, thus placing him in a position to know the recommended disposition of every records series approved by the Board. A broadly-inclusive definition of
records "regardless of physical form or characteristics" was also placed on the statute books. The Board meets regularly to consider clearances and to establish disposition schedules. It has powers, which it has not yet used, to collect inventories of holdings and set standards of management. The flow of records is not yet smooth and constant, but the limited success demonstrates that the statutory structure is sound.

Our experience with the Records Conservation Board suggests the fourth and final proposition. While the archivist must share with other administrators the responsibility for approving the destruction or transfer to the archives of the state's records, he must hold sufficient power to insure that his viewpoint receives strong consideration. The other administrators do not have (nor should they) the long-range interests of the archivist: they are concerned to retain a record only so long as it is useful to them. The archivist must act as a check on their impulse to throw away by reminding them of the needs of future administrators and planners. In short, in the records management process, the archivist must be a kind of primus inter pares.

Power can take many forms, of course. The power of sweet reason can be very successful on occasion: the right diplomatic suggestion at the appropriate moment can solve a records management problem on a friendly, personal basis and spread archival good will at the same time. Sweet reason is not always effective, however, with entrenched, sour bureaucrats, and the power of precisely worded legislation is needed. The archivist should take an active interest in the drafting and passage of legislation that guarantees his position in the flow of records. In addition to his other duties, the archivist should become a lobbyist as well. The ultimate form of power is an absolute veto. The archivist who has the authority to say "no" to any destruction of records certainly will be listened to. At least in those states with some form of records management already established, and possibly in others as well, the veto power will prove hard to attain. Thus, the archivist probably must content himself with a lesser form of authority.

In Massachusetts, the Archivist does not possess a veto over the operation of the Records Conservation Board. It is conceivable that the other members could out-vote him and authorize the destruction of records he favored keeping.
In fact, this has never happened and seems unlikely. The Board functions on a friendly and efficient basis. Discussions are honest and conducted with a view toward satisfying as many of the contending interests as possible. The clearly defined authority of the Board and its members makes such amicable operation possible. What is more, membership on the Board seems to have the effect of alerting each member to the interests of the others. This kind of records management "consciousness raising" is a genuine, if unexpected, benefit of the structure.

These four propositions and the ways in which they are applied in Massachusetts tend to confirm the truth of the assertion by Ernst Posner that began this study. We remain convinced that, although the archives and records management functions may be divided between two different agencies, they are in fact inseparable. When the two come together in one branch of government, the efficiency of the entire system is measurably increased. In states where the authority is divided, adherence to the foregoing propositions can minimize the damage and insure the proper management of the flow of records. The Massachusetts experience confirms that interdepartmental cooperation can lead to success in spite of the vagaries of the state's bureaucratic history.

NOTES

1Ernst Posner, American State Archives (Chicago, 1964), 364.

2The word "archives" is used in this essay to mean: "The noncurrent records of an organization or institution preserved by that organization because of their continuing value in documenting the activity of that organization." See Frank B. Evans, et. al., "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," American Archivist, 37 (July, 1974), 417, 426.
In December, 1974, Congress passed, and President Gerald R. Ford signed, several bills of importance to archivists. Although most public attention has been directed to regulations for the handling of the Presidential papers of Richard Nixon, for archivists there is another bill that ultimately might have more impact. Congress changed the name and enlarged the scope of the National Historical Publications Commission. The new name is the National Historical Publications and Records Commission (NHPRC), and its new responsibilities include every aspect of the preservation of historically valuable records. One of its principal concerns is to survey materials to determine what records exist, where they are located, and what sort of care is needed.

The expansion of the Commission is an important step forward in the effort to preserve the sources of our history, but in this particular action Congress did not move fast enough or far enough. The proponents of this legislation, including many professional archivists, requested an extensive program run by a newly created agency and funded on a very large scale. Some people compared the proposal to the Historical Records Survey of the 1930s—a nation-wide, federally-funded program to inventory records and publish finding aids. As is usual with proposals to Congress, the result was less in amount and different in function. The budget of the NHPRC, which is part of the National Archives and Records Service, was not directly enlarged, but an annual appropriation increase from $2,000,000 to $4,000,000 was permitted. Congress must decide each year whether to grant the increase. The additional funding has yet to be granted. It can be seen that
we do not have a program that can conduct an extensive national survey in the next several years.

The records division of the NHPRC nevertheless is doing an excellent job with the resources available. The Commission has set up historical records advisory boards in the individual states and has been soliciting grant applications. The applications are evaluated by the state advisory boards and then processed by the Commission, a combination of local effort and central funding that has resulted in several important new projects. At present, however, the NHPRC is unable to fund all the requests it receives. Even with an increased appropriation, there will not be enough money. If a national effort to survey and preserve historical materials is a worthwhile venture (and I am certain it is), then we archivists, librarians, and manuscripts curators should help. We must do more than merely support or cooperate with the NHPRC. We must do our own surveys.

Our surveys should begin with material not now in an archival repository (the materials in archives presumably are safe). They should include materials that are scheduled to be transferred to our institutions, but we should be concerned principally with "strays"--the records of businesses, schools, churches and other institutions no longer in existence.

There is no conflict between our own actions and the plans of the NHPRC. I have been working on a survey of the church records in some 1,500 local United Methodist churches in Indiana. Recently I have applied to the Commission for a grant to pay the expenses of a field worker to complete the survey and evaluate the results. If the NHPRC cannot fund this project, I shall apply for assistance elsewhere. In this way the resources of my repository and other institutions will be combined on a project useful to many researchers.

Regional archival organizations might play a significant role in surveying and preserving records. The Society of Indiana Archivists, for example, is establishing a committee to work with the members of the state advisory board. The committee can provide more variety and depth of experience than the seven-member board, and it can call attention to special problems. It can encourage institutions to apply for grants, either to the NHPRC or to an appropriate foundation.
Reports of the Historical Records Survey set high standards for completeness and accuracy, yet many of the records described in those reports have been lost or destroyed. This time we must make better provision for the surviving records.

The literature on the care and feeding of manuscripts is scattered over the landscape in a variety of books and journals, few of them ostensibly about manuscripts. An authoritative descriptive summary has long been needed. Kenneth Duckett's Modern Manuscripts fills that need. Unlike many other works, this is not "prescriptive"; it does not set out to demand allegiance to the author's particular style or methodology. Instead, it draws together, through description and summary, the many and various practices hitherto found only after several hours of library research or several years visiting manuscript establishments across the country. Duckett has done this work—he has read widely, visited over fifty repositories to get a firsthand look at local problems and solutions, and compiled his observations superbly.

The author, archivist at Southern Illinois University, admits that this work has a number of limits, some he even calls flaws. It is a book of practice, he says, not theory; it is directed to the novice, not the expert; its basic unevenness compensates for gaps in the literature; and, he fears, it gives the appearance of suggesting far more roles for the manuscript curator than one can ever hope to fill. Some of these are not flaws, but virtues which make this book both enjoyable and informative. It is unusual to find this quality in what is basically a technical treatise, especially one with all the scholarly paraphernalia of notes, explanations, examples, bibliography, and glossary. Lacking the usual drab insistence of the how-to-do-it book, it is in some ways a very personal volume.
Beginning with a survey of the history of American manuscript collecting from Thomas Prince in the 1690s, Duckett's first chapter describes the growth and development of the present multitude of manuscript repositories. Subsequent chapters describe the possible varieties of organizational patterns, acquisitions techniques, procedures and ethics, and the care and conservation of manuscript materials.

Chapter five discusses the arrangement and description of manuscripts, followed by a description of the promises of automation, the computer, and microphotography. There is an account of non-manuscript materials often found in manuscript collections and repositories, with a close description of the various techniques for storage, preservation and access. A summary of the relationship between the curator and the user is followed by descriptions of the various kinds of public service, or outreach, programs that can be pursued.

An addendum to the text includes detailed plans for storage cartons and containers, a table of equivalents, a perpetual calendar (which, although useful, is not as concise as that found in some of the larger telephone directories), a directory of associations, publications, equipment, supplies and services, and a helpful list of common facsimiles often encountered.

The illustrations, pictures and drawings provide useful visual images, particularly of working areas and technical matters. Although sparse, they are well placed in relation to the corresponding text.

The notes to the text, even though at the end of the book, have been placed in a very useful format. The running head identifies the pages to which the notes refer, making it relatively simple to find the proper note from the text. Also included is a glossary based on that prepared by the SAA Committee on Terminology, and a five-page index. At the end of each chapter is a selected reading list, a good text-book device, which annotates recommended supplementary sources.

For all of its individual character, this is a book of few surprises. It reports current practices, even though varying, of a number of repositories. Its concentration on the state-of-the-art is very welcome, for here one can find the scattered practices of many repositories (at least those with any merit) drawn together in one convenient volume.
As a text of current practice, I suspect that it will soon become a classic and suffer the neglect that overtakes those works to which all pay homage but few read with any comprehension. Novices will be instructed from it, and later, no longer novices, will rediscover it and find themselves nodding agreement over every paragraph. The rest of the time it will sit on the shelf. This will be wasteful, but it is a common occurrence with a text that is so matter-of-fact that it becomes a pervasive part of everyone's professional consciousness.

There are several concepts discussed in this book that merit special attention. The chapters on manuscript collecting and the acquisitions program both deal with the ethical problems of the manuscript curator in the marketplace. Although avoiding facile solutions, Duckett does provide a comprehensive account from both the curator's and the dealer's point of view. Nevertheless, no matter the economics of the situation, the practice of some dealers of breaking up a manuscript collection into small groups to sell as separate parts is both unsavory and contrary to good manuscript practice. However, as in so many other situations, economic considerations probably always will prevail.

The chapter on care and conservation presents many practical techniques for the small repository. Some of these techniques, though appropriately qualified, are rendered in such detail that some will attempt them to the undoubted horror of the professional curator and conservator. Duckett cautions that "do nothing" is sound conservation advice and that, in any event, when something is done, it must be reversible. He also cautions that none of the techniques he mentions are to be practiced on the really rare items.

Duckett's derivation of the word "bibliographic," as in "Bibliographic Control of Manuscripts," may bring a pause to those who have been seeking a term unladen with that word's present connotations. Although it may be futile to claim an archival origin for a term that is now filled with library images, it should give us all a better perspective on our "bibliographic" activities. Further in this chapter he strongly cautions the curator to "resist the temptation of the temporary." Many have learned from experience the perils of disregarding this maxim, for what is once done, even though incomplete, tends to remain in that state for years to follow. He also suggests modifications of the
archival concepts of provenance and original order to suit the requirements of manuscript processing. It may be a case of the exception proving the rule, but it is undoubtedly sensible to ignore this basic principle when one has determined that the original order has been irretrievably lost through prior neglect or mishandling. His narrative examples describing the processor in action admirably illustrate the complex variety of the judgments which are to be made.

In an excellent summary of current practice, techniques, procedures, and alternatives for manuscript description, Duckett astutely comments on the confusions resulting from the borrowings from both archival and library practice, neither of which are quite suited to the problems of manuscript description. As a final note to this chapter, he suggests a methodology which allows the preparation of institutional guides "as a by-product of the everyday process of arranging and describing the collections." This is an important consideration for those institutions which have been hesitant to begin a published guide because the burden of their every-day operations prohibits any extraordinary tasks.

In the chapter on information retrieval, Duckett indicates that the initial impetus of automated programs was for indexing at the item level. Economic considerations gradually forced a withdrawal to the folder level, then to the series level, and finally to the collection level. This has become such a slight improvement over manual systems that the repositories involved in this pioneer work are beginning to take a hard look at the adaptability of the machine to archives and manuscripts. The early promise apparently has not been sustained. This is not to say that machine technology, where financially feasible, may not find application in special projects.

Scattered throughout this volume are indications that, while this is, as advertised, a book of practice and not theory, it contains several significant conceptual foundations which need explication and examination in a stronger light. Practice both reflects and foreshadows theory, and perhaps this volume will assist in the development of a coherent theoretical platform for curators of manuscripts.

As a summary to the final chapter on public service, Duckett's last sentence also summarizes the entire work. He notes that the "scholarly hermit" has receded to the
stacks; in his place the modern manuscript curator must have a wide variety of technical and intellectual skills and also must be an active participant in the community of scholars, students, donors, and dealers that is now his milieu. Duckett's hope that this book will contribute to those skills and provide an awareness of the multitude of problems involved is admirably realized.

Washington State University  
Terry Abraham


In this volume of writings of Miss Norton, we have gained another valuable link in the chain of pragmatic guidelines which supplement those writings dealing with archives generally at the national level. The writings, now brought together from many sources and skillfully edited and updated by Thornton W. Mitchell, a practitioner of stature in his own right, provide the profession, and especially state archivists, with a sound reference text.

The regrettable fact is that those who should read the volume will not. Although theory and practice are delineated admirably in the book, the force of events and the trend in many states through government reorganizations have failed to enhance the state archives. There is nothing in this text which will resolve the dilemma that too many state archivists face today--that of survival in a jungle of systems analysts, program and budget planners and data processing dynasties.

Even the most dedicated state archivists have but little time for the practice of traditional archival theory, or can pursue a long-range, enduring program. Too much of their time is absorbed in being surveyed, being analyzed, and repetitively preparing involved justifications for continued existence. Substantive programs and services for which the archives exist have become secondary. Perhaps this book will serve to remind all of us that there is a proper goal and justification for such programs.
The great value of this text is that we now have for the first time a practical manual for state archival theory and practice. It should be invaluable as a teaching tool.

University of Denver
Dolores C. Renze


This updated and expanded reference work—the first edition was published in 1957—should be welcomed not only by historians, but also by archivists and manuscript curators whose concept of reference service and whose sense of professionalism are not bound by the limits of their particular repository and its holdings. Included are revised chapters on Austria (Arthur J. May and Marvin L. Brown, Jr.), Belgium (Daniel H. Thomas), Denmark (Edgar Anderson), France (Vincent Confer), Germany (Fritz T. Epstein), Great Britain (Keith Eubank), Italy (Vincent Ildardi and May L. Shay), The Netherlands (D.P.M. Graswinckel and Willard A. Fletcher), Norway (Florence J. Sherriff and Daniel H. Thomas), Portugal (Manoel Cardozo), Spain (Lino G. Canedo), Sweden (Raymond E. Lindgren), Switzerland (Lynn M. Case), and Vatican City (Raymond L. Cummings). Included also are brief accounts of the Archives of the United Nations (Robert Claus), the League of Nations (Yves Perotin), and Unesco (Luther Evans). New chapters include those on Finland (Kent Forster), Greece (Domna Visvizi-Dontas), Luxemburg (Willard A. Fletcher), and brief notices on the International Labour Organisation and the International Telecommunication Union (Mme. G. Perotin). A chapter on "Public Opinion and Foreign Affairs" has been omitted from this edition.

In general, each chapter contains: a brief history of one or more major archival repositories in a particular country; a summary description of major holdings with emphasis upon their arrangement ("classification"); information on archival administration, including the names of current officials; a statement of regulations governing access and use of records and papers; an indication of microfilming or other copying facilities; indications of major reference works available at a particular repository and information on the
most useful nearby libraries; and even suggestions on con­
venient lodgings for the visiting scholar. Most chapters
conclude with a select bibliography of published finding
aids, documentary publications, and other references. But
these essays and listings vary in length and usefulness from
the well-organized ones following the chapters on Norway and
Portugal to the unorganized and even unalphabetical list of
89 items following the chapter on Spain. While the text is
plagued with a number of typographical errors, the book con­
cludes with a thirty-two page index that is quite adequate
to a reference work of this type.

Notwithstanding its considerable merits, this pub­
lication poses two major problems to this reviewer. One
relates to its intent and scope, the other to its execution.
The work is not confined--and to be at all useful it could
not be confined--to the formal "diplomatic archives" of
western Europe, i.e., to archival repositories usually
attached to foreign ministries that contain only the perma­
nently valuable noncurrent records of these ministries and
their predecessor agencies. Thus, in many of the chapters
the emphasis is upon the general state or national archives.
In several cases, however, this is not the approach that was
used. The entire chapter on France, for example, is devoted
to the Archives of the Ministry of Foreign Affairs, with no
mention of the Archives de la Guerre, and reference to the
Archives Nationales only to mention consular records before 1793,
its hours, and its location relative to convenient lodgings.
However narrowly one may choose to define diplomatic history,
it would seem that the other holdings of the Archives Nationales
would be of some value to the student concerned with the polit­
ical, social, and economic context out of which foreign policy
developed and in terms of which foreign relations were conducted.
The work is at times either more--or less--than a well-defined
guide to "diplomatic archives," depending whether the reader
focuses upon only those records and papers produced in the
course of and documenting diplomacy, or upon those of research
value for the study of diplomatic history.

Most of the historians who wrote chapters obviously
have done research in the archives they describe. They are
usually thoroughly familiar with the publications of and
about the repositories involved, and they are in an excellent
position to evaluate facilities and services from the user's
viewpoint. But in a number of instances, it appears that the
tunnel vision that enables them to mine most effectively a
particular vein in terms of their specialized research

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interests is not identical with the breadth of vision and the
detachment necessary for a balanced and judicious survey of
the total resources of a repository. In this respect, the
chapters written by archivists Visvizi-Dontas, Graswinckel
(with Willard A. Fletcher), Claus, and the Perotins deserve
particular attention. In the final analysis, however, much
of the substantive content of every chapter represents a
rewrite by historians of information supplied by former or
current archival and library staff members, those "patient
and accommodating partners in research," as they are referred
to in the Preface. However anonymous it may be, it is gratify­
ing to have the partnership acknowledged.

Unesco

Frank B. Evans

ADMINISTRATOR'S MANUAL PRESERVATION/RESTORATION OF DOCUMENTARY
MATERIALS. By John J. Newman. (Vincennes: Society of Indiana
Archivists, 1975. Pp. 17. Appendices, bibliography. $1.00)
(Order from Society of Indiana Archivists, c/o Thomas Krasean,
Lewis Historical Library, Vincennes University, Vincennes,
Indiana 46591.)

Indiana State Archivist, John Newman, read and
traveled before creating a preservation facility in the
Indiana State Library. For his Administrator's Manual Pres­
ervation/Restoration of Documentary Materials, he has apparently
condensed his experiences and offered his notes, in a rather
rough form, to novices in conservation.

The book reads as notes organized in an uneven out­
line and contains many typographical errors. The absence of
pagination and an index create initial difficulties for the
user, but the limits of the book enable one to locate informa­
tion quickly.

The three main topics covered in the book are cleaning,
flattening, and deacidifying. The amount of detail offered
for one dollar is impressive. As these are the areas of most
interest to beginning conservationists, the thorough coverage
will be very helpful. The section on flattening is particu­
larly good. Newman describes what to expect in a bundle of
documents, offers solutions to possible problems, and even
includes a method for maintaining provenance while scatter­
ing documents around a preservation lab. He will deserve cred­
it for many documents saved from untutored ministrations.
Newman deals with two methods of deacidification, aqueous and nonaqueous, emphasizing safety. He treats the lamination versus encapsulation question with only brief lists of arguments for and against, but does provide in the appendices a procedure for encapsulation. Other appendices include a list of five "conceptual terms" and a list of supplies, but for what the reader is never told.

Despite a poor format and uneven levels of information (for example, Newman defines "dust" but assumes the reader is familiar with the term "titration"), this is a helpful book and will be welcomed by beginners in the field. Since it never could be used as the only literature in a conservation lab, Newman includes a brief, annotated bibliography of standard works. But this book is unique because Newman carefully leads the novice conservationist through each procedure. It will help a beginner with immediate problems to overcome fear at potential chemical reactions and thus to take action. The book will cushion the transition from treatise to practice.

University of Louisville

Delinda Stephens Buie

Archives


(Order from: UNIPUB, Box 433, Murray Hill Station, New York, New York 10016)

The unnecessarily harsh review of this book in *Studies in Conservation*, 20 (1975), 36-39, was not warranted. The volume is not without shortcomings--what attempt to introduce a highly technical subject on a world-wide basis to non-technical readers could be? That reviewer, apparently more interested in an opportunity to display his own erudition than in an objective evaluation of a significant addition to the literature in a relatively new branch of conservation, overemphasized typographical errors, presents his (the reviewer's) opinions as unqualified accepted tenets of conservation when often they are not, and faulted the author for not including in the book some conservation information that was unavailable to the author when he was preparing the text. One also wonders about the objectivity of a review that caustically criticizes
a publisher's editorial policy and takes Unesco to task for choosing a scientist (even though in this case a scientist with broad experience in conservation) to write a book about a subject that is based on science. It must be mentioned too that the review did not give well deserved credit for the author's success in accomplishing the assigned task to "provide archivists and librarians responsible for manuscript collections with a survey of methods, techniques and materials employed in conservation and restoration of library materials." The key to the importance of this book is that it is a good survey presenting much material, some of it controversial, to the archives profession on the basic assumption that those for whom it is intended are highly competent professionals who are fully capable, when facts are available, of making their own decisions in conservation management.

The book is well worth having. It is not a panacea, but it is another source for the information that archivists and public records administrators need to do their jobs. Contrary to the previously mentioned review's contention that Mr. Kathpalia encourages unnecessarily extensive and often drastic treatment of archival materials, the tenor of the book is one of caution, with proper emphasis on the importance of the education of curators and administrators in conservation management and workshop training for technicians. The ten chapters cover the constituent materials of documents, causes and control of deterioration, principles of repair, cleaning deacidification, problems peculiar to document restoration, archives buildings, work rooms, recovery from fire and water damage, environmental control and storage considerations, and some general comments on audio/visual materials. The text is well organized, and although there is unfortunately no index, the material is presented in such a manner that, with the aid of the table of contents, one can use it conveniently for reference. The information in the appendices is of little interest to American readers. The addresses of suppliers, for instance, are predominantly European, but that is logical considering Unesco publications are used to a great extent by those in newly emerging countries in other parts of the world. The historical review in the introductory chapter is particularly well worth reading, as are the chapter on the principles of repair and the all-too-brief comments on palm leaf and birch bark document preservation.

To summarize, this book, which is not without fault, is a significant addition to the professional archivist's
library of conservation guidance. If used as another source of information on this rapidly developing aspect of archives management, it could be of much help to archivists and public records administrators in the establishment of the "in-house" conservation programs so necessary to minimize the alarming deterioration of the records of our heritage.

New England Document Conservation Center

George M. Cunha


Conservation Administration reports the proceedings of the 1973 Seminar on the Theoretical Aspects of the Conservation of Library and Archival Materials and the Establishment of Conservation Programs, a meeting sponsored by the New England Document Conservation Center and the Library of the Boston Athenaeum. The proceedings were edited from twenty-one oral presentations contributed by nineteen lecturers.

Smaller institutions will be particularly interested in George M. Cunha's chapter, the "Tripartite Concept of Conservation," which emphasizes the regional approach to conservation, using his New England Document Conservation Center as a model. With a qualified staff and adequate facilities, the regional approach appears to offer a sensible solution for preservation, restoration, and disaster services beyond the financial and technical capabilities of the majority of libraries and archives. In addition to actual treatment, the regional center can conduct inspections and organize educational programs to further more responsible and effective in-house conservation.

Anthony Werner's paper is an excellent summary of the causes of paper deterioration: physical, chemical and biological. The presentation is easily understood, despite inclusion of some elementary chemical equations. Indeed, it should be required reading for responsible administrators. Werner points out that the effect of acidic impurities is the most significant single factor in the deterioration of paper. The pH scale, frequently used in describing the characteristics
of paper, indicates the concentration of acidity or alkalinity in a dilute homogeneous solution. In paper, the measure "does not have the same precise significance ...." As an empirical relationship, however, the pH determined by placing a drop of deionized water on the paper to be tested and measuring the pH of this minute solution is a very practical way to describe whether "that paper is prone to acid attack." Deacidification is truly one of the most important preservation treatments. The article summarizes current treatments and concludes that while the ideal method is yet to be developed, significant progress has been achieved "... and the stage has almost been reached when libraries and archival repositories may consider the question of mechanizing the process of deacidification, so as to speed up the process and to reduce the costs."

Two chapters by Vincente Vinas are devoted to some rather technical, atypical approaches to restoration treatment. His discussion of the Vinyector machine, designed by the Madrid (Spain) National Centre's Restoration of Books and Documents Department, to "execute the entire restoration process (disinfection, washing, stain removal, bleaching, deacidification and consolidation and repair of tears and missing parts)" offers an exciting possibility that should be explored and evaluated by mass treatment activities. In another presentation, Vinas describes the Madrid restoration procedure for parchment and vellum. The processing technique, which was presented to the Seminar as a motion picture film, is informative, but the treatment procedure is probably beyond the capabilities of the small workshop. The stabilization process, using long immersion of the parchment or vellum in a polyethylene glycol bath will be of interest to advanced laboratories.

It is disappointing that the substance of Hubbard W. Ballow's presentation on photographic conservation was not included because his paper was given as an illustrated lecture. There is obvious need for practical information on proper conservation for photographic and associated materials, a need of growing concern as libraries and archives recognize the significance of the photographic medium as collection material. An annotated bibliography is provided, with emphasis on microfilming.

Libraries and archives should recognize that they may sometime face the serious problem of mass water damage resulting from a disastrous fire, flood, windstorm or
earthquake. The edited papers of Peter Waters, Cunha, David J. Fischer, Richard Shoulberg and Eleanor MacMillian report on problems and treatments associated with disasters at St. Louis, Corning, Philadelphia (Temple Law Library) and Biloxi. These accounts, ranging from a relatively small museum in Biloxi to the massive holdings of the Records Center at St. Louis, present a wealth of information for disaster planning. Fischer, for example, suggests that a "value-distribution" be made for all holdings, rating in categories from "must be completely restored" to those that could be discarded. Institutions that undertake this kind of disciplined advance evaluation will be better prepared to meet problems associated with disaster, "regardless of what disaster may take place."


The proceedings record a rather practical appraisal of the present state of technical and administrative library and archival conservation. While it appears that considerable progress has been made during the past decade, there is obviously much more to be accomplished. Further progress will require the administrative heirarchy to become more intimately associated with the complex nature of preservation responsibility. Conservation Administration can serve as a valuable reference for this purpose.

Greenfield Village and Edward R. Gilbert
Henry Ford Museum

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The Fourth Annual Workshop on Archives and Records of the Society of Georgia Archivists and Georgia State University will occur on November 19-20. The Workshop Committee of Robert E. White and Brenda Banks, co-chairpersons, Ann Pederson, Darlene Roth-White, Ken Thomas, and David Gracy is developing a day-and-a-half program that will present both basic and advanced techniques in the handling of archives and manuscripts. Some of the topics to be included on the program are security for records, publicity, starting an archives/manuscripts program, records for genealogy, funding, and inventorying and collecting the records of organizations. In addition, the annual business meeting of the Society, including announcement of officers for 1977, will be held following the luncheon on Friday. For further information, contact White or Banks, Georgia Department of Archives and History, Atlanta 30334, telephone 404-656-2384.

The Georgia Historical Records Advisory Board, appointed by the Governor in the Spring, has met twice since its organization and has published the following statement of purpose and goals:

The Georgia Historical Records Advisory Board encourages the preservation, more efficient handling, and use of historical records in Georgia, so as to further the understanding and appreciation of both Georgia and American History. The Board solicits, reviews, and recommends for funding by the National Historical Records and Publications Commission projects designed to preserve single bodies of records and/or to provide training in the care of records.

Specifically, the Board will consider: 1) projects conceived to locate, identify and evaluate bodies
of records worthy of preservation. Fields in which these records might fall include, but are not restricted to: the arts, business, education, ethnic and minority groups, immigration, labor, politics, the professions, religion, science, urban affairs, women, and agriculture; 2) projects focused on improving the physical condition of records of significant value and in danger of loss through neglect; 3) programs promoting the development and dissemination of methods for the preservation and use of records; and 4) feasibility studies intended to develop significant projects in any of the above categories.

The Board will accept projects generated by single institutions or by several organizations combining resources in a cooperative proposal.

In pursuit of these goals, the Board is sponsoring a one-day program at the Georgia Department of Archives and History on November 18, the day preceding the SGA Workshop. This program, for which there will be no charge, will introduce the purposes and possibilities of the Board and its parent organization, the National Historical Publications and Records Commission. Directors and members of historical societies starting an archives, considering starting one, or with one in operation; directors and staff members of regional, city, private, and educational libraries likely to handle original documents of any kind; directors and staff of established archival and manuscripts collecting programs; civic, cultural, and other organizations that maintain records in quantity—persons from all these groups are urged to attend the meeting to discover this vital new records program in the state.

For further information on this meeting and/or the work of the Board, write: Miss Carroll Hart, Coordinator, Georgia Historical Records Advisory Board, Georgia Department of Archives and History, Atlanta 30334, telephone 404-656-2362.

Members of the Board, in addition to Miss Hart, are: Lilla Hawes, Phinizy Spalding, David B. Gracy II, Minnie Clayton, C.A. Bacote, Gayle Peters, William Mobley Howell, David Sherman, and A. K. Johnson.

** The SAA Archival Security Program has prepared forms on which stolen documents can be registered. Write Timothy Walch, Associate Director, SAA, Library Box 8198, University of Illinois Chicago Circle, Chicago, Illinois 60680.

** Judy Schiff, President of the New England Archivists, is carrying attention to the security problem the next logical step—to the researchers. She wrote one History Department chairman: "... by explaining the seriousness of the problem to users, i.e., that we are losing our history, not just money, I hope to convince scholars that security is their problem too. ... In addition to enlisting the good will of historians in complying with the new security systems, ..., it is the aim of the New England Archivists to encourage faculty members to promote the adoption of similar policies in their own institutions." Copies of the letter are available from Ms. Schiff, Yale University Library, New Haven, Connecticut 06520.

** In the continuing technological effort to prevent alteration of documents, the 3M Company has recently produced a tape with pinked edges and fluorescent dyes that, upon tampering, will leave telltale pink lines on the paper and will glow under ultraviolet light.

** The trend with commercial photographic material suppliers is to abandon traditional paper for black and white prints in favor of waterproof paper. Waterproof, as Kodak admits readily, is far less satisfactory for archival preservation. We must write the major manufacturers, such as Kodak, expressing our grave concern.

** A recent colloquium on color photography, the medium which accounts for 85 percent of the photographs taken today, emphasized that color dyes are impermanent and revealed that for truly lasting preservation of color prints, the archivist must resort to expensive black and white separation negatives and other alternatives. Tests have shown too that color fading is directly related to the speed of the film. The faster the film, the more likely is fading.

** Under the sponsorship of Unesco, whose 18th General Assembly had passed a resolution focusing on the problems of inadequate preservation of moving images, a group of experts from fourteen countries met in Berlin last September. From the meeting flowed a proposal that an international instrument be drawn for the protection and preservation of moving images. Among recommendations listed in Bulletin No. 5 (December, 1975) of the International Council on Archives was one calling for improvement in the collection and exchange of information on the preservation of moving images.

The Smithsonian Institution is offering a Workshop on the Administration of Museum Libraries and Archives during the week of January 10-14, 1977. Enrollment is limited to 18. Write Office of Museum Programs, A&I 2235, Smithsonian Institution, Washington, D.C. 20560.

In preparation for the 1980 census, the Census Bureau is accepting suggestions for information it should, and within the limits of the law it can, collect. Write Director, U.S. Bureau of the Census, Washington, D.C. 20233.
The Newsletter of the Georgia Department of Archives and History for March, 1976, reports that the four-year-old records management program has saved taxpayers eight million dollars. The message for archivists is clear. To build our programs, we must account to others in addition to Clio.

To bring archives closer to the public, the archivists of Brazil have proposed that the International Council on Archives organize an International Archives Week to occur in 1978. The matter will be debated during the ICA's 8th Congress in Washington this month.

On February 26, 1976, the National Archives and Records Service transferred to Atlanta University material long ago removed from the Slaughter Collection, now held by the University. Cooperation graces archival institutions.

** The Bulloch County Historical Society boasts a manuscript collection. In an old armory, the Society houses Statesboro police records dating in the 1910s. "They were in the old city office," said President Denver Hollingsworth, "thrown back in the closet. They called and asked me if I wanted them and I said sure. This [ledger] creates more interest I guess than anything else. People come in and look up their ancestors, what they got into." In addition, the Society has received old newspapers, photographs and the papers of one family, which are said to chronicle the county's past 200 years.

** The newest manuscript collecting program we have found is that of Princeton University. A professor of politics, annoyed with the "inaccuracies, silliness and irrelevance" in his personal FBI file, talked the university library into establishing a repository for every inaccurate, silly and irrelevant file he can get others obtaining their own FBI files to donate. He hopes, reports the SAA Newsletter (July, 1976), that a sufficient number will be received "to
allow scholars to analyze them as to accuracy, relevance, and source of such information."

Surely the most startling news in the inaugural issue of the *Intermountain Archivist*, which we hesitate to publicize in times of pinched budgets, is Merle M. Wells's revelation of the financing of the Idaho State Archives. The agency was established within the state historical society in 1947, but aside from the cost of space ... the state of Idaho spent an average of less than $40 a year for the initial 12 years of operation of the State Archives. By 1964, the state had a total of around $400 (or possibly as much as $600) invested in the enterprise—almost entirely for document boxes. Even the shelving had been donated by a local lumber company ... This nominal funding continued until 1970, when professional staff to the extent of one archivist one day a week was funded in cooperation with the Idaho State Library. More professional and support staff finally became available in 1974, but the entire operation continues on a very modest level.

Editorializing on the "pretty-up syndrome," which causes preparers of displays to select only the prettiest items, Jim Knight complains in the *Archives Bulletin* (February, 1976) of the Association of Canadian Archivists that archivists are presenting an inaccurate image of the state of their holdings. "I am not suggesting that we select only our most miserable pieces for exhibition. I am suggesting that our preoccupation with attractiveness misleads the public about the physical condition of our collections and consequently jeopardizes the possibility that our competence and capacity in the broad area of conservation will increase."
Precious few can be found who are not in some way disgusted with the base, short-sighted, self-centered commercialism of the Bicentennial. The latest example is the degradation of the Declaration of Independence by B. Altman and Co., who have reproduced it on a bone vinyl shower curtain and claim that "1776 showers later, you'll still get a kick reading the Declaration of Independence complete with signatures in a flowing brown script."

Our country would have collapsed long ago, however, had not optimists looked to the bright side. We therefore eagerly follow Altman's indiscretion with a paragraph from "Bicentennial Reverberations," an editorial from Historic Preservation, 28 (April-June, 1976), 3.

We have also gained by observing commercial exploitation of the Bicentennial theme. George Washington and the Stars and Stripes are everywhere this year. This has forced us to take a stand. It has helped us to decide what we think is a right and appropriate way to regard our history—and what is not. It has helped us to enjoy a lively and fun approach to history—and to pinpoint the soulless and offhanded Bicentennial Commercialism we do not like. It has perhaps made us defensive of our history—and thus aided the cause of preservation.

The SAA Newsletter (March, 1976) reports that a memorandum released by the Senate Select Committee on Intelligence was plainly marked "Do Not File." When committee Chairman Frank Church was asked how the document could still exist, he responded, "I can only assume that a 'Do Not File' document is filed in a 'Do Not File' file."
The Southern Labor Archives of Georgia State University has produced a slide/tape presentation titled "Where Would You Go? Documenting American Labor," which is available for loan. The sixteen-minute program describes archival enterprise in general, the Southern Labor Archives in particular. It is designed for showing to prospective donors of material and to classes of students unfamiliar with archival repositories. The show may be borrowed at no cost.

With the assistance of the Rockefeller Foundation, the Southern Labor Archives also is preparing for distribution a number of videotapes of selected presentations given at the Southern Labor History Conference last April. Upon completion this fall, these tapes too are available for loan.

For further information, or to schedule a loan, write: Southern Labor Archives, Urban Life Center #1028, Georgia State University, Atlanta 30303.
RECENT WRITINGS ON ARCHIVES AND MANUSCRIPTS

The archival world is the richer for two new journals that have begun publication during the past few months. Both are issued by regional archivists' associations, giving further emphasis to the good work these organizations are doing in building a spirit of community among archivists of geographical proximity. More importantly, these journals increase the opportunity, ability, and necessity for us to communicate with our colleagues. Communication is the essence of welding the many and scattered members of our profession into an effective voice equally for the interest of the profession and for the historically valuable records we seek to preserve. The journals, whose articles are listed below, are the Midwestern Archivist (order from Joanne Hohler, Secretary-Treasurer, Midwest Archives Conference, 5742 Elder Place, Madison, Wis. 53705, for $3 per year), and the Intermountain Archivist (order from Jay Haymond, Conference of Intermountain Archivists, 603 East South Temple, Salt Lake City, Utah 84102, for $3 per year). Long may they publish.

COLLEGE AND UNIVERSITY ARCHIVES

Nicholas C. Burckel, "The Expanding Role of a College or University Archives," Midwestern Archivist, I (1976), 3-15, provides almost a catalog of the means a repository can use to become more vital to its parent institution.

Charles B. Elston, "University Student Records: Research Use, Privacy Rights and the Buckley Law," Midwestern Archivist, I (1976), 16-32, searches the issue intensively, upbraids archivists for being silent on this matter that affects them so directly, and suggests revisions to the law to clarify its affect on archival agencies.

**CONSERVATION**

A fine, concise article on conservation is George M. Cunha's "Conserving Local Archival Material," Technical Leaflet #86 from the American Association for State and Local History.


**DIRECTORIES**

The Business Archives Committee of the SAA has published a *Directory of Business Archives in the United States and Canada* including 196 entries and available for $1/members, $3/non-members.

The Society of California Archivists is the second regional association to publish a directory of repositories within its area. Copies are available for $2.25 from SCA, Box 751, Redlands, CA 92373.

**MICROGRAPHICS**

Paul A. Napier, "Developments in Copying, Micro­

ography, and Graphic Communications, 1975," *Library Re­

sources and Technical Services*, 20 (Summer 1976), 236-258, is an invaluable review of developments last year in law, hardware, and publications in this field.
Pamela W. Darling, "Microforms in Libraries: Preservation and Storage," *Microform Review*, 5 (April 1976), 93-100, discusses both the use of microform technology as a tool for storing and preserving information traditionally recorded on paper and the proper methods of storing and preserving microforms themselves. Though not aimed directly at archivists, there is much here for us.

Otilia M. Pearson, "Planning for Preserving the Schomburg Center Vertical File Via Microfiche," *Microform Review*, 5 (January 1976), 25-33, describes the copying onto microfiche, for preservation and use, of a large and valuable collection of news clippings on blacks in the New York Public Library. Details of staff and supplies required, as well as grant funds obtained, are included along with illustrations.

**PHOTOGRAPHY AND ARCHIVES**

Harriet W. Aveney, "Cataloging Motion Picture Film: A Descriptive Bibliography," *American Archivist*, 39 (April 1976), 167-176, is a useful reference work, while Hilda Bohem, "A Visible File Catalog for Photographic Materials," in the same issue, describes another of those projects funded by a grant to establish a model for the profession, but so expensive in application that few repositories could possibly afford the system.

Dan R. Day, "The Photographic Archive: Copy Techniques," *Rio Grande History*, 2 (Winter 1974-75), 9-10, is a fine, brief, readable overview of factors to consider in establishing a copy program, along with suggestions for those pondering acquisition of their own equipment.

Technical Leaflet #88, which accompanied *History News* for March, 1976, describes "Organizing Your 2x2 Slides: A Storage and Retrieval System." Milo Stewart of the New York State Historical Association has written so captivatingly that no one should miss this leaflet. And if you are interested in the topic, your cup will overflow.
POTPOURRI

George N. Belknap, "County Archives as a Resource for Regional Imprints Studies," *Pacific Northwest Quarterly*, 66 (April 1976), 76-78, describes how diligent search of county files can produce whole or partial copies of local newspapers whose files are harder to find than dinosaur tracks.

Charles M. Dollar, "Computers, the National Archives, and Researchers," *Prologue*, 8 (Spring 1976), 29-34, is an excellent description of the history of computer use by the national government and the implications and ramifications of that on archivists, the problems of handling the bulk, of using it, of storing it. We hope Mr. Dollar will do much more writing on this subject. He bridges the gap between laymen and technicians well.


Michael Holroyd, "The Wrongs of Copyright," *Library Journal*, 101 (May 1, 1976), 1081-1083, is more a castigation of the idea that copies of documents lessen the value of the original than a discussion of copyright. He, as an author, has been many times frustrated in seeking the right to study material in an institution. His solutions are: 1) a computer index of manuscript material, 2) a register of copyright holders, and 3) a tax on copying.

The first number of the *Intermountain Archivist* offers articles on the various repositories of the region: Mary Ellen Glass, "A Historian's Look at the Archives University of Nevada"; Everett Cooley, "Manuscript and Archival Holdings in Utah Universities and Colleges"; Frederick C. Gale, "The Nevada State, County and Municipal Archives"; and Merle M. Wells, "The Idaho State Archives";
as well as Ann Hinckley, "The Stanley Snow Ivins Collection"; and Max J. Evans, "Wake Up the Dinosaurs: Computers and Archives."

An abridged transcript of testimony in the case of "North Carolina vs. West" is printed in Manuscripts, XXVIII (Spring 1976), 113-134. The case concerns the state's attempt to replevin a document from a collector and is highly interesting reading. In this first test, the state lost.

The North West Georgia Historical and Genealogical Society quarterly, 8 (April 1976), focuses on Haralson County.

"Paperwork Management Programs" is an 8 1/2" x 11" publication issued by the Records Management Committee of the SAA at the annual meeting last fall. The publication describes thirteen programs, from Correspondence and Forms Management to Word Processing and Microfilming. Copies are available from the SAA.


James B. Rhoads, "One Man's Hopes for His Society, His Profession, His Country," American Archivist, 39 (January 1976), 5-14, is an SAA Presidential Address.

Neil Sowards, ed., The Handbook of Check Collecting, institutionalizes another collecting field. Published privately last year, the volume is available for $5.00 from Mr. Sowards, 548 Home Ave., Ft. Wayne, Indiana 48807.


Manfred Waserman, comp., Bibliography on Oral History, contains 306 entries and is the fourth updating of this valuable work. Copies are $3 from the Oral History Association, Box 13734, Denton, TX 76203.

followed up a former SAA survey, focusing on the Deep South. Whitbeck learned nothing new. He does conclude, however, that "Overall, the picture of the field of archival management is one of great promise, but one which also requires a great deal more support if it is to reach its potential."
RECENT ACCESSIONS AND OPENINGS OF GEORGIA RESOURCES

GEORGIA REPOSITORIES

Athens

MANUSCRIPT COLLECTIONS
UNIVERSITY OF GEORGIA LIBRARIES

EDWARD C. CROUSE University (of Georgia) Theatre Collection, 1930-1946: Crouse headed the Department of Drama; 120 items.

ALFRED BURTON GREENWOOD Autobiography, 185?: Manuscript submitted for inclusion in Dictionary of the United States Congress; 1 item.

BENJAMIN HAWKINS Letters, 1800-1802: Indian affairs; 2 items.

LEWIS W. HINE Collection, 1909-1913: Photographic study of child labor in Georgia; 126 items.

IDA J. HIRAM Collection, 1910-1965: Manuscript articles of Dr. Hiram, the first black woman licensed to practice dentistry in Georgia; 25 items.


EUGENE EDMUND MURPHEY Papers, 1894-1952: Ornithological notes, writing and speeches of Dr. Murphey, professor at Georgia Medical College; 400 items.

EUGENIUS ARISTIDES NISBET Letters, 1822-1848: Discuss service in Georgia's General Assembly and the U.S. Congress; 55 items.

Published by DigitalCommons@Kennesaw State University, 1976
LOVICK OLIVER Collection, 1773-1876: Documents of the Oliver family of Petersburg; 45 items.

C. C. PLATTER Diary, 1864-1865: Kept by union soldier on Sherman's march through Georgia and the Carolinas; 1 item.

SAVANNAH BLOCKADE Sketch Map, October, 1779: Concerns attack against the British on October 9, 1779.

RICHARD HENRY WILDE Letters, 1816-1834: Concerns history of paper money; 3 items.

WILLIAM E. WILSON Collection, 1883-1893: Photographs and glass plate negatives of ex-slaves, Savannah and Coastal Georgia; 153 items.

Atlanta

ATLANTA HISTORICAL SOCIETY


FULTON COUNTY: Civil Court, Criminal Division, Criminal dockets, 1960-1965, 14 vols.; Criminal Court, Accusation files, 1893-1938, 10 cu. ft. [archival sample only]; Atlanta Criminal Court minutes books, 1893-1929, 25 vols.; Docket books, 1882-1959, 144 vols.; Probation order book file, 1916-1932, 5 vols.; Correctional Institution, Ledgers from Director's general subject file, 1901-1927, including prisoners received and discharged, supply


ATLANTA WOMAN'S CLUB Scrapbooks: Clippings regarding organization's history and activities, 1895-1966; 12 cu. ft.

STEVEN B. CAMPBELL Manuscript: Fire chief; unpublished history of the Atlanta Volunteer Fire Companies, 1846-1882; 3-1/2 in.

NANCY DOWNING Collection: Publications, books, and clippings from the library of architect W. T. Downing, emphasizing decorative arts, 1865-1918; 3 cu. ft.


HUGH H. HOWELL, SR., Collection: Chairman, Georgia Democratic Committee, scrapbook relating to Eugene Talmadge's gubernatorial campaign; 2 in.
HAMILTON LOKEY Collection: Files from Lokey and Bowden law firm, 1946-1950, relating to Winecoff Hotel fire suit and evidence file relating to Atherton Drug Store explosion, Marietta, Ga., 1963; 2-1/2 cu. ft.

ORGANIZATION ASSISTING SCHOOLS IN SEPTEMBER (OASIS) Records: Minutes, committee reports, programs, and publications relating to integration of Atlanta schools, September, 1961; 4 in.

BESSIE SHAW STAFFORD Scrapbooks: Atlanta journalist and author, 1920s-1950s; clippings, photographs, and letters relating to career; 1-1/2 cu. ft.

WOMEN’S AUXILIARY TO THE MEDICAL ASSOCIATION OF ATLANTA Scrapbooks, 1923-1970; 6 cu. ft.

SPECIAL COLLECTIONS DEPARTMENT
ROBERT W. WOODRUFF LIBRARY
EMORY UNIVERSITY

JOSEPH BERTRAND JONES Papers: Family and personal correspondence and financial papers, 1838-1904, of the Jones family of Birdsville, Burke County; 119 items.

ROSS HANLIN McLEAN Papers: Historian, member of Department of History, Emory University, 1919-1957; Correspondence and personal records, 1907-1975, include letters to his family while a student at Cornell, letters while serving in France during World War I, and miscellaneous papers relating to the history profession; 10 boxes.

METROPOLITAN ATLANTA BOYS’ CLUBS Records: Minutes, annual reports, scrapbooks, 1938-1975; 4 cu. ft.

GEORGIA DEPARTMENT OF ARCHIVES AND HISTORY
Manuscripts Section

BARTOW COUNTY AGRICULTURAL CLUB NO. 3 Minutes, 1883-1903: 1 vol.
BEAZLEY FAMILY Farm Accounts, 1887-1903, 1908-1934: Bartow County; 6 vols.


CHUNN/LAND FAMILY Papers, 1794, 1837-1925: Correspondence, deeds, receipts, and miscellaneous items of the Cass County families of Judge Nathan C. Land and William A. Chunn; includes Civil War correspondence of William A. Chunn, Jr., who married Lila Land; 562 items.

JOSEPH BELKNAP SMITH (?-1888) Papers, 1835-1903: Smith, from Lowell, Mass., purchased Columbia and Park gold mines in Columbia County, Ga., in 1857; the Smith family controlled the mines until 1903; includes family and business correspondence, diaries, and miscellaneous items; 137 items, 2 vols. (for microfilming) [Related material is in James Gardner (1813-1874) Papers, 1817-1890].

GEORGIA DEPARTMENT OF EDUCATION
Public Library Services Division

This agency is continuing to build its collections of materials relating to the development of public library services in the state, 1900 to present.

SOUTHERN LABOR ARCHIVES
GEORGIA STATE UNIVERSITY


L. E. MARLER Papers, 1965-1973: Files of the Steering Committee of the Southern States Apprenticeship Conference, of which Marler was chairman, and which annually conducts a southwide meeting of unionists working with apprenticeship programs; included is information concerning the Houston Apprenticeship Information Center; 2,085 leaves.
UNITED FARM WORKERS OF AMERICA, Atlanta Office, Records, 1974: Minutes and reports describing the Farm Workers' efforts to convince 1) Atlanta's chain food stores not to stock non-union grapes and lettuce, and 2) Atlanta shoppers not to patronize stores that did stock the boy-cotted produce; 128 leaves.

Columbus

COLUMBUS COLLEGE ARCHIVES PROJECT
(List of holdings)

THOMAS E. BLANCHARD Diary, 1860-1861.


CIVIL WAR Letters, 1860-1865: 9 folders.

COLUMBUS MUSEUM Collection, 1828-1861: miscellaneous material relating to Columbus; 10 boxes.

LOUIS GUNBY JONES DUBOSE Papers, 1920-1975: one box.

W. T. GODARD Diary, 1881-1886: minister, farmer, Confederate soldier.

WILLIAM W. HOWARD Diary, 1860-1913.

INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES AND MOVING PICTURE MACHINE OPERATORS, Local 568, Records, 1923-1934: one box.

SEABORN JONES--H. L. BENNING Papers, 1795-1897: four boxes.

JOHN B. LESTER Diary, 1857.

JOSEPH MAHAN Papers: Indian Research, Westville; eight boxes.
MAPS, 1840, 1862, 1901, 1907: Columbus, Muscogee County, Georgia, and Phenix City, Alabama.

R. J. MOSES Diary, 1820-1890: Autobiography; lawyer and politician.

PHOTOGRAPHS by Constantine De George, 1900: Columbus Area and People; 20-30 items.

W. C. WOODALL Papers, 1900-1971: Scrapbooks and writings; 8 scrapbooks.

OUT-OF-STATE REPOSITORIES

North Carolina

MANUSCRIPT DEPARTMENT
WILLIAM R. PERKINS LIBRARY, DUKE UNIVERSITY
DURHAM

JAMES F. BARRETT Papers, 1942-1943: Staff assistant, War Savings Staff, Atlanta; correspondence, reports, and other papers; 48 items.

UNITED STEELWORKERS OF AMERICA, District 35, Records, 1941-1952: Correspondence and other papers relating to the District 35 office and Local Union No. 2401; 784 items and 1 vol.

SOUTHERN HISTORICAL COLLECTION
UNIVERSITY OF NORTH CAROLINA
CHAPEL HILL

EDGAR WALLACE KNIGHT Papers, Addition, 1945-1953: Correspondence, 1945-1949, related to the compilation and publication of A Documentary History of Education in the South Before 1860; included are letters to and from Dorothy Orr and other Georgia archivists and educators; #3904; ca. 560 items.

ELIZABETH and ANDREW REEVES Papers, 1857-1892: Residents of Carroll County, Ga.; letters received from relatives and friends in Georgia, Alabama, and Louisiana, particularly from J. M. Pearson, tenant farmer in Fayette and Gwinnett counties, Ga., and after 1888 an Atlanta resident; topics include personal, family, and community news; 28 items.
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Frank B. Evans, *Modern Archives and Manuscripts*: $8.00 members $11.00 others
*A Select Bibliographic Guide* (1975)

A Basic Glossary for Archivists, Manuscript Curators, and Records Managers (1974) $2.00 members $2.00 others

Directory of State and Provincial Archives (1975) $4.00 members $6.00 others

Directory of Business Archives in the United States and Canada (1975) $1.00 members $3.00 others

Forms Manual [for college and university archives] (1973) $5.00 members $8.00 others

Ernst Posner, *Archives and the Public Interest* (1967) $5.00 members $6.00 others

The American Archivist:
Index to Volumes 1-20 (1938-57) $6.00 members $10.00 others

Index to Volumes 21-30 (1958-67) $6.00 members $10.00 others

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