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GEORGIA ARCHIVE

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THE GEORGIA RECORDS ACT AND ITS IMPLEMENTATION

Monroe M. King*

Passage of the Georgia Records Act of 1972 established the first adequate legislative provision for managing the state's voluminous accumulation of records. Its implementation ends ninety-four years of trial and error.

For nearly a century before adoption of the Records Act of 1972, the care and disposition of records in the state was chaotic at best. The first legislation was enacted in 1878 to permit the destruction of certain records in the custody of the Secretary of State. An increasing interest in Georgia's colonial history in the 1880s undoubtedly stimulated an awareness of the importance of the state's historical heritage. Agitation for the appointment of a Compiler of Records began as early as 1887. Not until 1902, however, was the position filled and charged with collecting for publication important records of the revolutionary and civil war periods. Little additional interest in the state's records was manifested until 1943, when the legislature, perhaps in response to a deluge of wartime records, passed the Records Destruction Act. By its provisions only the Governor, upon the advice of the State Librarian and the Secretary of State, could order the destruction of public records. Some departments, apparently opposed to the destruction program, were exempted by subsequent legislation.

Meanwhile, the Georgia Department of Archives and History, created in 1918, began taking a more active role. By 1960, an amendment to the Records Destruction Act made the state archives responsible for certifying to the Governor that records proposed for destruction should in fact be destroyed. Further amendment to the act in 1969 charged the Georgia Archives with responsibility for the application of modern, efficient methods to the creation, util-

*Mr. King is Senior Records Analyst, Records Management Division, Georgia Department of Archives and History.

ization, maintenance, retention, disposition and preservation of records.

Following this directive, several state departments appointed records officers, issued policy and procedures information, and trained certain of their employees in rudimentary records management techniques. A state records center was established and the Department of Archives and History made provision for a records management staff in its organizational structure. Georgia finally had the beginnings of a records management program.

The Records Act of 1972, which supersedes all previous Georgia legislation, is a facet of Governor Jimmy Carter's Reorganization Program and extends the records management system throughout the state government. Moreover, it places the state's records management program on a firm legal foundation and outlines clearly the duties and responsibilities of all state agencies in implementing records management programs, making the Georgia Records Act by far the most comprehensive attempt to deal effectively with the state's fast-growing records holdings. The improved management techniques that it has introduced already have saved state money by reducing the amount of obsolete, or seldom-used, records stored in costly office space and by providing alternatives to expensive microfilm programs.

The act fundamentally changes the records disposition procedures and responsibilities of state agencies. First, it creates a State Records Committee composed of the State Auditor, the Attorney General, the Governor, and the Secretary of State, who serves as chairman, to determine the final disposition of all state records. Second, the Department of Archives and History is given the authority to establish and administer a statewide records program. The program encompasses operating a state records center, developing and issuing management procedures, rules and regulations, and assisting state departments to set up their own records programs. Each state agency, moreover, is required to create and to maintain adequate records and an ongoing arrangement for the management of those records, which includes developing retention standards for all records series. These standards must be approved by the State Records Committee to become effective. Third, the act enables local gov-

ernments to establish records management programs, adapting state rules and procedures, and makes the State Records Committee available to them for whatever assistance they require.

If the provisions appear to deal only with records after their creation, the philosophy underlying the legislation is more basic. The act intends that the ultimate disposition of the records be the basis of the records-keeping activity. Forms design and filing systems, for example, are prescribed to facilitate records creation, utilization, maintenance and final disposition. Microfilm programs are allowed, or disallowed, on the strength of approved disposition of both paper and microfilm files. No filing equipment may be purchased until disposition/retention schedules have been accepted for the records to be maintained in them.

Effecting a comprehensive records program throughout a state government takes time. To ensure that a strong foundation was established for a solid, continuing operation, and to provide immediate relief for certain critical records accumulations, priority in the implementation of the statute has been given to developing disposition standards, to developing basic procedures and policies, to perfecting the state records center enterprise, and to training employees of state departments in records management techniques. The finer points of records management can be settled after the overawing mass of records is reduced to manageable proportions and the level of expertise of records personnel is raised.

Perhaps the real significance of the Georgia Records Act for historians, archivists, political scientists and other researchers is that, for the first time, a body of trained professionals, not administrative personnel, will be determining the shape of the archives of the future. The records manager, because of his intimate and authoritative relation to the creator of the records, can accomplish this work more effectively than the archivist. But basically, the records manager and the archivist, despite their much-touted differences and antagonisms, here share a common concern to ensure that adequate documentation is preserved in usable form, efficiently and inexpensively.

Georgia's records program is based on sound leg-

islation which ensures appropriate disposition of state records. Where once there was no system, there now is economy, purpose and efficiency in records keeping.

Indeed, the work has made historical records accessible that heretofore were unknown or unobtainable, and thus has added immeasurably to the progress and success of the state archives program. The next few years should provide even more impressive evidence of the effectiveness of the records management program established by the Georgia Records Act of 1972.

GEORGIA MANUSCRIPTS

IN THE MISSISSIPPI DEPARTMENT OF ARCHIVES AND HISTORY

Thomas W. Henderson*

The Mississippi Department of Archives and History was created by act of the state legislature in 1902 with the charge to protect and preserve the state's threatened archives. Since that time, efforts have been made to collect not only official state records, but also important private papers and manuscripts of persons and organizations in Mississippi. As the interests and activities of these persons and organizations often have carried well beyond Mississippi's borders, some material of interest to researchers in Georgia's past may be found in the Mississippi Archives.

The archives, which has concentrated, to a degree, on collecting Civil War source material, holds thirteen manuscript collections concerning Georgia and its citizens during that period.

The Hamilton (Thomas D.) Papers [Z 448] contain pay vouchers and warrants issued by Hamilton, who served as Confederate quartermaster at Rome, Georgia, 1861-1865. Included are a "Report of persons and articles employed and hired at Rome, Ga." in July 1863, and papers concerning Thomas D. Attaway, deceased, and his father, Chesley Attaway.

In the Morrow (Robert Baxter) Papers [Z 543 f] a two-page, typed manuscript, entitled "The Percussion Shell," and dated November 24, 1914, briefly discusses the invention of the percussion shell and the Parot gun. Morrow stated that he had found one of these shells unexploded in West Point and that it probably had been fired into Fort Tyler by Union artillery.

*Mr. Henderson serves as Archivist for private manuscripts in the Mississippi Department of Archives and History.

The Shingleur (Elvira Flewellen) Letters [Z 613 f] contain letters of I. A. Shingleur, from Norfolk, Virginia, and Sewells Point, Georgia, 1861-1863, to Miss Flewellen of Columbus. Also included are letters to Elvira Flewellen at Wesleyan Female College, Macon, from her sister in Wymton, Georgia. Most of the items in this collection are in poor condition, some hardly legible.

The Travis (James) Letter [Z 950 f] dated November 1, 1862, which tells of marching through Tennessee and Kentucky, was written from the Confederate "hospittle" at Ringgold.

The Moseley Family Letters [Z 545 f] contain photocopies of some interesting Civil War letters. One in particular, written to Miss Lou Moseley from M. Gamble, Augusta, July 3, 1864, mentions the military appearance of Augusta. He further related details concerning General Leonidas Polk's funeral and Bishop Elliott's address summoning the Northern Episcopal clergy to "meet him and their victims at God's judgement bar." Three other letters, from Lagrange, Augusta and Norcross, discuss family matters and local events.

In the Lauderdale (Maggie R.) Papers [Z 487 f] a letter written from Macon, December 6, 1863, discusses caring for a refugee girl from Atlanta. Another letter, dated at Columbus, May 8, 1864, mentions the killing of Mrs. Lauderdale's brother by Federal officers.

The Robertson (William and Ben) Papers [Z 861 f] comment on Confederate leadership. From Dalton, January 8, 1864, Ben Robertson wrote his sister that Jefferson Davis was disappointed over the Confederate defeat at Missionary Ridge; however, "the blame belongs to the officers combined with the fact that the enemy had four to one against us."

On June 23, 1864, from the "battlefield near Marietta," he did not believe "there is a fence, a cow, a chicken, hog or a living creature of any kind between here and Dalton. What our army don't destroy the Yankees do." He wrote several letters during July and August, 1864, from Atlanta.

The battle at Resaca is described in a letter from Allan Hargrove to his wife, Mary, written May 22, 1864,

from Allatoona, Georgia. Another letter in the Hargrove (Allan) Papers [Z 796 f] May 28, 1864, tells of the Confederate retreat from the Yankees at Atlanta.

In the Sanders (J. B.) Papers [Z 598] letters from Sanders, 37th Mississippi Volunteers, April to September, 1864, describe the retreat to, and situation in Atlanta. Sanders wrote from Resaca Station, Adairsville, Cassville, Marietta, Kennesaw Mountain, Barnesville, Atlanta, Lovejoy Station and Palmetto Station.

A rather detailed account of Union activity in Georgia is available in the Modil (George W.) Diaries [Z 535 f]. Modil, from Chesterville, Ohio, wrote his first entry in Georgia on June 4, 1864, at Sulphur Springs. Thereafter he made daily entries elaborating his activities at Rome, Kingston, Big Shanty Station and in the line of battle at Kennesaw Mountain. His diary includes weather conditions, as well as military information.

The Ferguson (Samuel W.) Papers [Z 419 f] contain a 32-page typescript, dated 1904, of Ferguson's Civil War diary. Brigadier General Ferguson served on the staff of General Pierre G. T. Beauregard at Fort Sumter and First Manassas, saw duty near Augusta and Savannah in Georgia, and in the Carolinas. Apparently the war did not consume all of his time, because many social events are recorded in this diary. Some of the more important entries were made near the end of the war: "April 12, 1865, found that the Army of Va. had surrendered. Saw the President afterwards, during the morning, in consultation with Genls [D. H.] Cooper, [J. E.] Johnston and Beauregard. Was put in command of all the cavalry on this line..." On May 4 he had an interview with "the President and Genl Duke...." Included in the diary is a list of officers and men honorably discharged near Washington, Georgia, May 6, 1865. Later, after rereading his journal, Ferguson wrote that he could never understand why he was sent to Georgia, because there his brigade stood idle from January until late April, 1865.

The Smith (Thomas Tristram) Manuscript [Z 226 f] is a copy of a typescript, dated 1899, relating the author's experiences in the Civil War. Following service in Kentucky, Tennessee and Mississippi, he joined General Joseph E. Johnston's army at Resaca, Georgia, May 11, 1864. Smith fought at Kingston, New Hope Church, Pine Mountain,

Kennesaw Mountain, Chattahoochee River, Peachtree Creek and the siege of Atlanta. In October, 1864, he was sent to Big Shanty Station to help destroy the railroad and afterwards participated in the Tennessee campaign.

A final Civil War item is the First Arkansas Mounted Rifles History by Robert H. Dacus [Z 833 f]. The unit saw duty in Georgia after it joined Johnston's army in April, 1864. It fought at Rockface Mountain, Dalton, Resaca, Dallas, Lost Mountain, New Hope Church, Kennesaw Mountain and Atlanta. The history includes a roster of the soldiers.

Other collections in the Mississippi Archives concerning Georgia include the Oliver (James Shelton) Papers [Z 551 f]. A native Georgian, Oliver was commissioned on September 26, 1836, as First Lieutenant of the 193rd District of Militia. Two letters from C. H. White in Ruckersville, Georgia, to Mrs. Oliver in Mississippi, relate local events and family matters in Ruckersville.

The Davis (Jefferson) Letters [Z 785 f] contain copies and typescripts of five letters, 1881-1883, from Davis to Benjamin Milner Blackburn, editor of the Madison Madisonian. Davis praised Blackburn for defending the South and himself (Davis), and apologized for not being able to attend Blackburn's wedding.

The Wailes-Covington Family Papers [Z 959] include three letters from Aquasca Mills, Georgia, written between 1797 and 1799. All three contain information about family and local matters.

The Welch (Jacob P.) Autobiography [Z 274 m] concerns the Welch family, which migrated from Virginia to Burke County, Georgia, before the American Revolution. Dempsey Welch and his sons worked as brickmasons in Augusta. Jacob, son of Dempsey, lived on "Bever Dam Creek," near Waynesboro. Warren Welch, son of Jacob and father of Jacob P. Welch, born 1780 in Burke County, was at one time a musician and an actor in Savannah, and later served in the War of 1812. He lived in Morgan County on Hard Labor Creek. Soon after Jacob Perry Welch was born, his family moved, first to Turkey Creek in Laurence County, and then to a plantation near Irvington in Wilkinson County. The family lived in Monticello, Jasper County, before moving to Mississippi around 1815.

The Simms (Richard) Manuscript [Z 1103⁸ f] is an undated letter, addressed "Mr. Pres," concerning the Black suffrage amendments after the Civil War, and believed to have been written by Richard Simms of Bainbridge County, Georgia.

Two items describe trips across antebellum Georgia. In the Bonsall (Sermon) Letter [Z 1147 f] Bonsall wrote in October, 1835, about his family's trip from Barnwell, South Carolina, to Raymond, Mississippi. On October 12, 1835, they crossed the Savannah River at Moses Ferry. In Waynesboro they saw good crops, and at the "very old looking" village of Louisville, Bonsall noted the worn plantations and the excitement over the upcoming gubernatorial election. After crossing the Oconee River, the group went through Milledgeville, Scottsboro, and Macon, crossed the Flint River at a "new village" called Knoxville and then proceeded to Columbus.

A typewritten copy of the journal of John Gullage describing a trip from Society Hill, South Carolina, to Raleigh, Mississippi, in 1847 is included in the Gullage (John) Papers [Z 980 f]. The author mentions the purchase of fodder, food, and supplies in Augusta, and paying "87 1/2 cents for 1 waggon whip" in Sparta. He crossed the Oconee River and traveled to Columbus on a route similar to that of Sermon Bonsall. This collection is restricted.

Among collections from the twentieth century is the Goins (Craddock) Papers [Z 1003 and Z 1003.1]. Craddock Goins, a native of Atlanta, worked for the Atlanta Constitution and newspapers in Memphis, St. Louis, Chicago, Milwaukee and Jackson. He came to Mississippi about 1926, then went to New York and Washington, before returning to Atlanta around 1962. This collection includes papers, correspondence and manuscripts written in various periods of Goins's career.

The Mississippi Department of Archives and History is located in the new Archives and History Building on the Capitol Green at 100 South State Street, Jackson, Mississippi. The library and search rooms are open Monday through Friday from 8:30 A.M. until 4:30 P.M., from 8:30 A.M. to noon on Saturdays, and until 9:00 P.M. on Monday evenings. Inquiries concerning the material in this Department should be addressed to the Director, Archives

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and Library Division, Mississippi Department of Archives
and History, P. O. Box 571, Jackson, Mississippi 39205.

PRESERVING "THE REAL THING"

Linda M. Matthews*

The Coca-Cola Company was fifty-three years old when Ralph Hayes, then a vice-president, sent a memo to Board Chairman Robert W. Woodruff, "Let's have an archives!" Hayes was not a frustrated archivist, nor was he thinking of the numbers of researchers who would be eager to tell the story of his company. He was a practical man who felt that the company should have its records close at hand, organized and supervised by an archivist trained in the techniques of records control and knowledgeable about the business operations and the history of the Coca-Cola Company.

The historic memo was written in 1939. In 1941, the Coca-Cola Company hired its first (and present) archivist, Wilbur George Kurtz, Jr. Because of the unsettled conditions during the war and post-war years, and the difficulty in dealing with executives ignorant of, or indifferent to, both the purpose of the archives, and the sheer magnitude of the task of establishing a formal archival operation for so large a company, Kurtz was unable to get his archives in operation until 1958. The seventeen years between the dream and the reality were not wasted. Kurtz used those years to learn about every phase of the company's operations and to become conversant in economics, finance, corporate law, and trademark law. When the archives opened its doors, Kurtz knew his company and its holdings.

*Mrs. Matthews is Reference Archivist, Special Collections, Robert W. Woodruff Library, Emory University, and a member of the editorial board of Georgia Archive. Except where otherwise noted, the information in this paper was obtained from two interviews with the Archivist of the Coca-Cola Company, Wilbur George Kurtz, Jr., on December 8, 1972, and January 19, 1973.

Like all business archives, the Archives of the Coca-Cola Company was created solely for the benefit of that company, to enable it to "use its past to promote its future," and not necessarily for the sake of historians, sociologists, or other researchers. Archivist Kurtz likes to say that the company uses its archives defensively and offensively. Defensively, the archives is called upon to furnish evidence of the advertising claims, slogans, and promotions of the Coca-Cola Company and "to support positions and arguments taken by legal counsel."¹ On the offense, the archives provides information for sales promotions and advertising, and its resources are used in indoctrinating new personnel. In addition, the archives helps to promote a good public image by making items of memorabilia available to film companies, to merchandising firms for special promotions, and to authors writing about collectible items, and it serves as a display center to portray and dramatize the history of the company's business. In this way the archivist functions as a public relations representative, and the good public image of the company often depends upon his effectiveness in handling his records and his responsiveness to public interest in Coca-Cola.

The holdings of the Coca-Cola Company archives exist on at least three levels of visibility and accessibility: (1) the art and memorabilia collections; (2) the advertising and promotional material, audio-visual records, and marketing research; and (3) the recollections, interviews, and other materials relating to the company's "personal" life.

The most visible and accessible is the collection of art and memorabilia. These pieces have been described and indexed in Cecil Munsey's The Illustrated Guide to the Collectibles of Coca-Cola (New York: Hawthorne Books, 1972), an informative and attractively assembled picture catalog for the rapidly growing coterie of memorabilia. On this level the archives functions, in addition to its "offensive" role in the company, as an historical museum reflecting the changing tastes and attitudes of the

¹Wilbur G. Kurtz, Jr., "Business Archives in the Corporate Function," a speech delivered before the American Records Management Association, 1969.

American public. This memorabilia collection includes the fountain trays advertising Coca-Cola, small change trays and larger serving trays, many bearing the image of the "wholesome" American girl so dear to company founder Asa Candler's heart; the bottle for Coke in all its changing shapes before the hobble-skirt bottle was adopted and standardized in 1916; the fans, calendars, thermometers, wall clocks, and numerous other items given away as promotions. The illustrations on trays and calendars have made collecting them part of the current wave of nostalgia. They are not merely quaint, but provide a whimsical and sometimes poignant view of a nation's aging process, its passing fancies and changing concerns.

In addition to the memorabilia, the archives holds an art collection valued in the millions of dollars. These are the original oil paintings for many advertisements promoting Coca-Cola by such artists as N. C. Wyeth, Norman Rockwell, and Haddon Sundblom, the latter being the artist who gave several generations of Americans their image of Santa Claus as the rosy-cheeked, round-bellied jolly man who was often caught resting after a hard night's labor with a "delicious and refreshing" bottle of ice-cold Coke.

In the history of the Coca-Cola Company, the power of advertising looms large. The company has spent over \$700 million on advertising through the years. As one might expect, files of the company's advertising are an important portion of the records in the archives. An extensive print and negative file, occupying approximately 10 feet of shelf space, contains glossy prints of all the illustrations used in advertising Coca-Cola since 1886. The prints are arranged by types (i.e. posters, magazine advertising, motion picture stills, calendars, and historical photographs), each in chronological order. Included in the section of posters and magazine advertising is a special section on World War II advertising. The historical portion of the print file contains photographs of early wagons, trucks, bottlers, executives, and early homes of the Coca-Cola Company in Atlanta, the latter being prints of original oil paintings by Wilbur G. Kurtz, Sr. Each print is given a code number; the entire file is subject-indexed as well. When a copy of a particular print is needed, the code number serves as an easy retrieval guide to the negatives.

In addition to the visual advertising records, the

archives has a complete collection of all advertising copy used since 1886, arranged chronologically and bound in scrapbooks. All slogans used by the company over the years have been arranged chronologically, indexed and cross-indexed. Comprehensive files are maintained on advertising and promotions for every phase of the company, no longer a one-product business. A separate file covers overseas advertising copy and art. The company's four-volume study, "A History and Analysis of Advertising for Coca-Cola," offers an evaluation of advertising copy used in all media between 1934 and 1955. Tapes of radio commercials, dating from "Singing Sam" in 1935, have been preserved and indexed, as have both audio and video tapes of television advertising. These are arranged by product title, then chronologically.

Supplementing the collections of advertising and memorabilia are statistical records from the company's research in marketing and market psychology, fields in which the Coca-Cola Company has long been a leader. Over the last fifty years, the company has conducted thousands of interviews to determine the general public's habits, likes, and dislikes, and has studied traffic patterns on streets and highways and growth rates in urban areas. Summaries of the data from this market research are preserved in the archives, including records of distribution, sales, field programs, and schedules for promotions from the company's earliest days.

While a company's advertising, memorabilia, and research data are indispensable to the concern itself and to scholars, the history of an organization is often the story of the men who made it and the decision-making processes in which they participated. Unfortunately, few of these records are available for research.

The early records of the Coca-Cola Company and its founding fathers are scarce. For example, most of the detailed account of John Styth Pemberton's discovery of the sweet syrup later known as "Coca-Cola" and the development and circulation of ideas among the men responsible for the product's success, was recorded by Hunter Bell, an earlier executive of the company. Bell's research was done both before and after Kurtz began organizing the archives. The fruits of his research are retained in the archives and in company publications, although the sources for his research are not.

Research done by Bell, Kurtz, Franklin Garrett, an authority on Atlanta History and author of several articles on Coca-Cola, and others is carefully preserved in the "R" file. This "R" file is the archivist's ready reference for any research paper that has been written about Coca-Cola or any significant information that has required some research. The papers and information therein are subject-indexed in a card file.

The efforts of the archivist to obtain recorded and written recollections of early company executives have helped to overcome the deficiencies of company records. A considerable portion of Kurtz's time between his appointment as archivist in 1941 and the opening of the archives in 1958 was spent talking with and learning from the founding fathers, urging them to write their reminiscences or to allow tape-recorded interviews. Most of the recollections that have been acquired are written, although the archives does have the beginnings of an oral history collection.

One of the earliest of the written recollections was that of Charles Howard Candler, son of Asa Candler, the founder of the Coca-Cola Company. Kurtz persuaded the son to write his account of the elder Candler and the early days of the company, with which Charles Howard had also been associated. In 1945, Candler presented Kurtz with a typescript, "Thirty-three Years with Coca-Cola, 1890-1923." Inspired by this effort, Candler went on to write a biography of his father: Asa Griggs Candler (Emory University, Ga.: Emory University, 1950).

Another pioneer whose memoirs are a part of the archives was Joseph August Biedenharn, the man who in 1894 first bottled Coca-Cola, and who eventually established a great Coca-Cola bottling empire. Kurtz interviewed Biedenharn in 1944 and wrote an article about the venerable bottler. In the mid-1950s Biedenharn was persuaded to repeat his recollections before a stenographer and a recording machine. Although the recording was accidentally destroyed before it ever reached the archives, a transcription of the stenographer's notes survives.

G. Clyde Edwards and Chapman Root, Jr., with the Root Glass Company of Terre Haute, Indiana, the firm that designed and first manufactured the famous hobble-skirt Coke bottle, were brought to Atlanta in 1949 to tell the

story of the creation of the familiar bottle, now one of the company's trademarks. Locked in a room with Kurtz, Franklin Garrett, young Root, and Coke-bottling executive DeSales Harrison, Edwards told for the first time the detailed story of the creation and design of the famous contour bottle. Kurtz took notes, the typescript of which is now in the archives.

Other leading men in the story of Coca-Cola whose recollections are preserved in manuscripts, special publications, and/or on tape are Harrison Jones, Chairman of the Board, 1942-1952, Samuel Candler Dobbs, Advertising Manager and later President, 1919-1920, W. F. Barron, a pioneer bottler of Rome, Georgia, 1901- , DeSales Harrison, Chairman of the Advisory Committee, Coca-Cola Bottling Co. (Thomas), Inc., Chattanooga, Tennessee, W. F. Landers, Chief Accountant, the Coca-Cola Company, 1910-1948, and Ross C. Treseder, Vice President, Fountain Sales Division, 1913-1934. For the most part, these written and taped recollections and interviews are not open to researchers.

In general, records of the legal transactions and litigations of the company and information on quality control are not available in the archives. The financial and legal records of the company are held by the Legal Department. The archives does have summary material on the "chain-of-title" documents, including the inventory drawn up on July 21, 1887, listing the physical assets which John Styth Pemberton sold to Asa Candler and his partners, and the famous \$1 contract, often called the most incredible document in the history of American business, by which Candler sold the rights to bottle Coca-Cola in practically the entire United States for one dollar. The original of the transfer of title when Asa Candler, in 1919, sold Coca-Cola to Ernest Woodruff and the Trust Company of Georgia is framed and hangs in a prominent spot in the new Visitors' Center, an adjunct of the archives, opened early in 1973. The archives also holds the minutes of the Georgia Corporation, 1892-1919, but all records of the Delaware Corporation (since 1919) are retained by the Secretary of the Company.

The Coca-Cola Company does not have a records management program according to the classic definition. The records management function lies with the Computer Group known as Management Information Systems. Archivist

Kurtz is informed when a decision has been made in a particular department to dispose of certain records and is usually given the opportunity to examine the records for possible preservation in the archives. Those items having some historical significance or useful information are saved. For the most part, the records scheduled for destruction are routine and no longer useful to the company, but the archivist occasionally discovers records that he feels should be saved for history's sake. In this way the archivist has built a considerable file of correspondence from Coca-Cola bottlers, not a complete file by any means, but correspondence which gives some information and insight into the history and problems of the bottling industry and its relationship to the parent company. Many of these letters are saved simply for the letterheads alone, since these often give information not readily available elsewhere.

The archives has a "Moon" file. It contains perhaps a half dozen or more letters from private individuals, as well as from bottlers of Coca-Cola, dated in the early 1960s, requesting bottling rights on the moon. The interest in such rights was generated by the planning for the moon missions early in that decade. The letters from private individuals, having no business ties with the Coca-Cola industry, were rather serious in approach. The bottlers' letters were written in a tongue-in-cheek manner, but Kurtz knew that the bottlers were serious in their zeal to take advantage of every opportunity to add to their territories, however distant such might be.

The Archives of the Coca-Cola Company suffers from the malady of all such repositories--a lack of space. The reception room, work rooms, and offices on the main floor of the Coca-Cola USA building in Atlanta, although occupied only since January, 1972, already are crowded. The archives does have two storage areas, one in the basement of the Coca-Cola USA building (Archives I), the other in a warehouse (Archives II), totaling approximately 3,200 square feet of space. Here are preserved records which deserve retention, but which, in the archivist's words, are not really "exhibitabile."

Researchers from outside the company are allowed use of source materials in the archives on application. They must make appointments for use in advance and be

prepared to discuss their specific research projects with the archivist.² The archives in the past has assisted students of business administration, marketing, and history; sociologists investigating the impact of advertising; fashion designers surveying older fashions to anticipate and direct future trends; and professional as well as amateur writers.

The company has never opened its full archival and legal records to scholarly scrutiny, nor has it ever commissioned its own history, though it is considering doing so. The only book-length treatment of Coca-Cola and the men who made it is The Big Drink by Ely J. Kahn, Jr., which developed from a series of articles Kahn wrote for The New Yorker. Mr. Kahn freely admits that his book is not definitive. Although he alludes to sources of information within the company, the author does not name them or document any of his information. The Munsey book, The Illustrated Guide to the Collectibles of Coca-Cola, is devoted primarily to information concerning materials promoting Coca-Cola through the years. Munsey discusses the history of the company and its bottling industry, but not thoroughly.

However frustrated scholars may be over their inability to gain access to the more substantive records of the Coca-Cola Company, they should be grateful that the company has preserved its heritage. Only the tenacity of the archivist and a few others who understood the importance of preserving the records of the company's history have kept the archives going in the face of occasional corporate hostility.

Business historians are not without hope. Probably no one could have predicted that Standard Oil would open its records to Ralph and Muriel Hidy to write what has become the most famous history of an American corporation.³ Surely a scholarly history of the Coca-Cola Company,

²The address is: Wilbur G. Kurtz, Jr., Archivist, Coca-Cola Archives, The Coca-Cola Company, P. O. Drawer 1734, Atlanta, Georgia 31701.

³Ralph W. and Muriel E. Hidy, History of Standard Oil Company (New Jersey): Vol. 1, Pioneering in Big Business, 1882-1911 (New York: Harper, 1955).

one rich in lively anecdotes and peopled with strong and colorful characters, would be widely read and further enhance the company's reputation.

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THE REGIONAL ARCHIVES SYSTEM
AND ITS EAST POINT BRANCH

Gayle Peters*

The Regional Archives System, begun in 1968, is one of several programs run by the National Archives and Records Service (NARS), General Services Administration, as part of a long-range effort to provide more complete and responsive service to the nation's heritage in records. In effect, it is part of a network of specialized depositories that NARS has constructed to help care for the ever-increasing volume of records, and to assist the growing numbers of researchers in their quests for the quicksilver truth in history. The National Archives in Washington for records of national interest, the Presidential Library System for records of recent chief executives, their cabinet officers and their staffs, and the Federal Archives and Records Centers (FARCs), of which the regional archives are a branch, for records of regional interest--all play their part in protecting the colorful and interwoven threads of the nation's historical tapestry. The regional archives, located in FARCs in eleven cities--Boston, New York, Philadelphia, Atlanta, Chicago, Kansas City, Fort Worth, Denver, Los Angeles, San Francisco, and Seattle--provide to researchers away from Washington easy access to government records.

The regional archives collect government documents on the basis of geographical areas. The records from the states served by the eleven FARCs reach the archives through the records management program begun by the federal government in the early and middle 1950s. Under that program for efficient, low-cost storage and retrieval of records, federal courts and executive agencies have retired non-current records, some generated a century or more ago, to the FARCs serving their region. The decentralized locations of the centers, the ongoing records-control program and the potential archives ob-

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tained through that program, all make the centers the logical locations for the regional archives. The regional archives for most of the South (GSA's Region 4)--Georgia, North and South Carolina, Florida, Kentucky, Tennessee, Alabama, and Mississippi--is located in Atlanta. Roughly 22,000 of the 660,000 cubic feet of records in the FARC, or some 3 per cent, are maintained in the archives branch.

Each regional archives branch has responsibility for identifying, preserving, arranging and providing for research the records created by federal installations in the several states of the region it serves. In many respects, the regional collections parallel one another closely, since courts and other agencies create basically the same records throughout the United States. But in important ways the regional holdings mirror the history of their separate regions, from a preponderance of maritime and immigration records along the east coast, to documentation on Indians in the West and Southwest and records concerning Alaska in the Seattle branch.

Administratively, NARS provides professional and technical guidance to archives branches through a Regional Archives Coordinator, who funnels reports, directives, questions and answers between the regional branches and the Office of NARS. In this way, standards and direction of all the regional activities can be molded into one viable and useful system. The archives branches are responsible to the Office of NARS in carrying out their programs.

In addition to the professional and administrative structure, each region has its Regional Archives Advisory Council to make recommendations for the more responsive and useful operations of the branch. The regional councils act much like the National Archives Advisory Council, which evaluates the overall operation of the national organization. The regional council for the South has twelve members, located throughout the region, who meet annually. The membership includes professional historians, archivists, and librarians--persons with a competency and an interest in history, as well as a dedication to improving the archival profession.

Very few of the records destined to become archives move directly from the creating agency into the archives branch, since nearly all federal records are now produced

and stored under records retention plans. Records are classed as temporary or permanent, with both NARS and the creating agency participating in the decisions. Yet there is no automatic procedure in making records archival. The process involves review both by the regional archives and by the Records Appraisal Division of NARS in Washington, and can be initiated by either unit. While in most cases the recommendation for archival accessioning, wherever it originates, will concern records classed as permanent, it is possible for records scheduled for destruction to be re-evaluated and placed in archives. The absence of automatic procedures for determining what records should become archives requires the regional archives branch to re-examine FARC holdings periodically, in order to better meet changes in research trends. The process also involves a basic change in ownership. Creating agencies may send records to FARC for storage, but the records remain in the legal authority of the agencies. For those records to become archives, the agency must transfer legal custody of them to the Archivist of the United States.

In preparing descriptive materials, the regional archives branch adheres to the standards, style, and format established by NARS. However, preliminary inventories, the descriptive workhorses of the National Archives, are rarely produced in regional operations. Instead the regional archives branch relies on the shelf, or box list, prepared either by the creating agency or by FARC personnel prior to moving the records from agency space to the records center. The shelf list, a "Records Transmittal and Receipt," consists of two parts--controlling information and listing of contents. The controlling information shows an accession number, record group title and number, date received at the FARC, and name, address, and responsible official of the agency transferring the records. Total volume is shown, along with a statement of space cleared in offices, cabinets, and storage areas. The list of contents details the records in each box, plus the location of the box within the center, according to a shelf-space numbering system.

When records are made archives, the archives branch relies on the shelf list for information as to the nature of the records and their relationship within the accession. This reliance may not always be wise.

An accession is an arbitrary creation, consisting of from one box to several thousand. It reflects only the amount of records an agency wished to remove from its files at one time, and has little relationship to the structure of the files, especially over a long period of time. Though the archives branch in Atlanta must rely on the shelf list, it constructs other finding aids when possible. A card catalog has been prepared for speedy retrieval of the 10,500 court volumes in the holdings, which lists for each volume the nature, title, and location of the creating court, and the nature, time-span, title, and location of the volume. Examination and retrieval now require minutes instead of days.

Preservation, another activity for which the archives branch has responsibility, is becoming an ever-larger concern, because of the American attitude toward records. The American people never have been preoccupied with creating records of what they have done; they were too busy doing it. In those instances where records were required, such as in legal matters or bureaucracy, their maintenance held much less moment than their creation. So it was in the federal establishment in the South. Courts and agencies created records as they needed them, and left them where they would not interfere with the important business of the day. Whether in damp, chilly basements, in hot, humid attics, in dark closets, where insects, worms, mold, and vermin held carnival, or in high-ceilinged offices where sunlight danced upon the pages daily and lamps and candles laid a gentle mist of soot and carbon black nightly, the records of the United States Government were treated carelessly. Cheap paper, highly acid folders, and the creases of the trifolded file only made matters worse. The archives faces a preservation problem.

During the last few years, the majority of records from the eighteenth and nineteenth centuries have been moved to the climate-controlled archives stack area in the Atlanta FARC. Beyond that, the National Archives is instituting a program to microfilm all important federal court records in the country generated before 1840. This project promises to be as long-term and thorough as needed to complete the task. Three months were required for an analysis of the volume of material to be filmed from the Atlanta regional archives alone. The study indicated that eight man-years would be required to flatten,

clean, repair, arrange, describe, and film the 250,000 pages involved. The work has begun.

Lamination, microfilming, rebinding of volumes, photographing and other reproduction methods have all been used at the regional archives, none extensively or methodically. The cost is simply too high for large-scale preservation by any method, especially since the holdings of this branch are but one of eleven such groups throughout the country. At present, some "glamour" records, such as suits brought by Eli Whitney to protect his cotton gin patent, and the oldest records in the holdings, 1716 and 1732 admiralty journals from Charleston, are well-preserved. The Georgia Department of Archives and History has been most gracious in laminating and rebinding single volumes, but the problem cannot be solved on a single-volume basis. A basic commitment to proceed with an ongoing program of preservation is needed. The microfilming of court records is a step in the right direction, hopefully a first step, not an only step.

Reference work constitutes one of the most enjoyable and important activities of the regional archives branch, as it does in most archival institutions. The branch everyday answers at least one mail request and furnishes nearly two reels of microfilm through inter-library loan, plus assisting one visitor every other day.

A visitor's request for records, made after an initial discussion with the archivist, is written on a three-copy standard form, which contains the name of the researcher, the date of the request, and the records desired, identified by title, record group number (or microcopy number for microfilm), and accession and space number for location. The archivist retrieves and serves the records, initials the form, then asks the researcher to sign for receipt of the documents. The original copy is filed in a chronological file, for compilation of statistics both as to reference load overall, and with some analysis, for the use of any specific record or record group over a period of time. The second copy, which stays with the records during examination, is utilized as a refiling guide, after which it is placed in an alphabetic users' file as a record of the materials a researcher has seen. The third, charge-out card copy, is filed on the shelf in place of the documents, until

the records are refiled, when it is discarded.

This "retrieved-records control procedure" is employed both for textual records and for the branch's ever more heavily used microfilm collection. Some two years ago, the National Archives began utilizing the new regional archives as depositories for copies of certain of its extensive microfilm publications. Policy decisions governing circulation were made by panels of advisers--historians, professors, authors, and librarians--charged to consider the needs of students, established scholars, and genealogists. The branches were authorized to make the microfilm available to libraries and similar institutions within their region using the A.L.A. Interlibrary Loan program. Only if a roll is held exclusively by a particular branch will a request from outside the territory be honored.

The deposit-and-loan program for microfilm has proven popular and useful. Each branch now has some 7,500 rolls of film, with 4,500 or so rolls more expected in the next 2 years. The regional archives may loan up to 4 rolls to a researcher at any one time for 21-day library use. Both academic and genealogical researchers have made extensive use of the microfilm resources through the interlibrary loan program. Original textual records, of course, are not available on loan.

In addition to the basic archival duties of appraising, accessioning, arranging, describing, preserving, and referencing their holdings, the regional branches carry out certain peripheral activities. These include designing and constructing exhibits which reflect research potential in the records, as well as advising other federal agencies in creating their own displays. The Office of NARS occasionally calls for special studies and projects to aid both in controlling the vast amount of documentation and in responding to trends in research. Projects have included determining the volume of records in the FARC that could be made archives within five years, the volume of court records generated before 1840, the number of archival series from all record groups now under adequate description, and the volume of records concerning American Indians.

The archives branch of the FARC at East Point holds, basically, two separate and distinct collections

of government records: (1) 7,500 rolls of microfilm deposited by the National Archives, covering records of national importance created and maintained by federal courts and agencies in Washington, D.C., throughout the nation and around the world, and (2) 23,000 cubic feet of textual records generated by U.S. courts and agencies of the executive branch located throughout the South.

The voluminous film collection includes the records of the Continental and Confederation congresses and of the Constitutional Convention; general records of the United States government, such as Indian treaties and enrolled bills; boundary and claims commissions records; U.S. Senate records; records of the General Accounting Office; Supreme Court papers (including Revolutionary War prize cases and cases heard by John Marshall as a circuit court justice in North Carolina); certain U.S. district court records; records from the Department of State, including diplomatic despatches before 1906 from U.S. envoys in several countries; records of the Bureau of the Mint and the Bureau of Customs; records from the Secretary of War in the nineteenth century; Revolutionary War service lists; Matthew Brady's Civil War photographs; Freedmen's Bureau records; records of the departments of Justice and Interior; Bureau of Indian Affairs correspondence; papers of the Geological Survey; the National Archives's collections of World War II war crimes records; the seized enemy records from 1945; records of the Federal Reserve System, the War Production Board, the Office of Price Administration and the Office of Price Stabilization. While the archives branch in the Atlanta FARC now has film of the 1850 and 1880 census schedules for eight southern states, in the coming months film for the censuses of the entire nation, 1790-1880, will be received.

The textual records, which pertain to the South, are the heart of the archival operation. Those of the federal courts, which occupy 22,000 cubic feet, include bankruptcy, criminal, civil, equity and law cases, recorded naturalization entries, and copyrights. Many courts held jurisdiction in admiralty causes, the records of which reflect actions against loss, crime, and disagreement on the high seas.

At first, each state held one federal judicial district, with several states grouped into one circuit. As population increased and shifted, however, the states

were subdivided into two, and sometimes three, districts, so that over the years different courts handled actions from the same locations. For the Southern states, the regional archives holds the following court records:

ALABAMA

Southern District, Mobile, 1820-1943. 629 cubic feet.
Middle District, Montgomery, 1839-1943. 988 cu. ft.
Northern District, Birmingham, 1866-1943. 1,646 cu. ft.

FLORIDA

Southern District, Miami, 1828-1943. 717 cu. ft.
Northern District, Tallahassee, 1837-1943. 429 cu. ft.
Middle District, Jacksonville, 1888-1945. 762 cu. ft.

GEORGIA

Southern District, Savannah, 1789-1943. 1,021 cu. ft.
Northern District, Atlanta, 1847-1942. 1,881 cu. ft.
Middle District, Macon, 1879-1943. 1,798 cu. ft.

MISSISSIPPI

Southern District, Jackson, 1819-1943. 1,442 cu. ft.
Northern District, Oxford, 1838-1943. 750 cu. ft.

NORTH CAROLINA

Eastern District, Raleigh, 1789-1942. 1,212 cu. ft.
Western District, Asheville, 1870-1943. 938 cu. ft.
Middle District, Greensboro, 1872-1942. 558 cu. ft.

SOUTH CAROLINA

District of South Carolina, Columbia, 1716-1942.
1,265 cu. ft.

TENNESSEE

Middle District, Nashville, 1797-1943. 1,654 cu. ft.
Eastern District, Knoxville, 1852-1943. 1,575 cu. ft.
Western District, Memphis, 1864-1942. 1,258 cu. ft.

In addition, the archives maintains records of the Civil Commission established by the U.S. Army in Memphis after that city was returned to Union control in 1863, as well as thirty cubic feet of the records of U.S. attorneys and marshals from Mobile, Columbia, S.C., and Raleigh, and twenty-six cubic feet of records from Confederate courts in eleven locations throughout the South.

Beyond the outcome of individual actions, the court records hold wealths of information on the growth and sweep of the American people in the Southeast. This potential, though largely ignored thus far, promises to be more fully realized as more useful finding aids are produced and as researchers become aware of the documents.

A variety of agencies and departments are represented among the 1,000 cubic feet of executive branch records. The records of the Cherokee agency in North Carolina, established in the 1870s, and of the Florida-based Seminole agency, begun in the 1890s, reflect the growth and the day-to-day operations of the agencies, the Cherokees from 1886 to 1953, the Seminoles from the mid-thirties to 1952. The archives has assessment lists from the Internal Revenue Service for South Carolina, 1866-1917, and the six other southeastern states, 1909-1917. The Soundex cards for the 1880 population census in the states of Alabama, Florida, Georgia, and Kentucky (as well as Mississippi, for initials A-C) are also available. These cards, arranged by state and family name for all households having children under ten years of age, can be used as a finding aid to the microfilmed 1880 census schedules.

The National Archives has instituted a policy of placing in the regional branches certain original records, pertaining to regional activities, that had previously been housed in the National Archives building in Washington. One such body of records is 238 cubic feet documenting the Corps of Engineers's activity with fortifications, waterway improvements, harbor and dredging operations, and other daily activities, 1807-1943, in eight southeastern districts and divisions.

Other returned records, which date from the era of the New Deal and World War II, include 13 feet from the National Recovery Administration, 30 feet from the Soil Conservation Service, 1934-1942, 373 feet from the Office of Price Administration, 1942-1947, 82 feet from

the War Manpower Commission, 1942-1945, 8 feet from the Committee on Fair Employment Practice, 1941-1946, and 3 feet from the Oil Enforcement Branch of the Secretary of the Interior's office, 1933-1935.

Lastly, the publications of the National Archives, including preliminary inventories, annual reports, brochures, the periodical Prologue, guides to German records filmed in Alexandria, Virginia, and catalogs are on microfilm available for researchers to use as finding aids or for information on the National Archives program itself.

The regional archives is a young program, as federal programs go, entrusted with preserving and making available for research records in some cases older than the federal government itself. It is another facet of the National Archives's effort to serve more completely the needs of many different researchers, indeed, the needs of history itself. More and more the regional archives program promises to open new paths for the study of America's past, exploring and charting trails in an historical wilderness for researchers to widen and harden into much-traveled highroads. In its effort to preserve and protect the heritage of the American people, the team of archivists, librarians, manuscript curators, scholars, historians, records managers and authors has a new member in the regional archives program.

The Atlanta Regional Archives Branch may be visited at 1557 St. Joseph Avenue, East Point, Georgia 30344, or telephoned at (404) 526-7477, five days a week between 8:00 A.M. and 4:30 P.M.

ARCHIVE NOTES

Governor Jimmy Carter has declared May 16, 1973, the date of the Society's annual meeting and banquet, "ARCHIVES DAY IN GEORGIA." To celebrate this first Archives Day, the Georgia Department of Archives and History sponsored state-wide contests in the high schools for posters, on the theme of "Getting To Know Your Archives," and for essays, on the theme of "What Would You Place For Preservation In The Archives To Represent Georgia Today?" Winners in the contests were announced at the banquet and received certificates signed by the Governor. Other repositories, including the Southern Labor Archives of Georgia State University, prepared special exhibits.

* * *

Senator Brooke of Massachusetts, on March 19, 1973, introduced Senate Bill 1293 calling for the establishment of a National Historic Records Commission. The measure, strongly endorsed by the American Revolution Bicentennial Commission, the Society of American Archivists, and a host of other national organizations, coalesces into one grand program the desires and suggestions of a wide variety of individuals and groups representing historians, archivists, and those citizens concerned with the state of the nation's archival and manuscripts enterprise. (A brief history of the proposal appears in the American Archivist, July/October, 1972, pp. 368-377.)

The bill would create an independent commission (composed of representatives from the public and private sectors and from the scholarly profession, chaired by the Archivist of the United States) to promote a long-term, in-depth grants-in-aid program designed (1) to bring about systematic preservation of historic records of all types in each of the states and territories by means of state-wide plans and programs administered by state commissions, and (2) to make these records available by means of appropriate nation-wide information-retrieval and technical-assistance programs. Groups, such as our Society, that conceived viable plans for handling, and promoting knowledge of, a state's documentary resources

THE STATE OF GEORGIA




Proclamation

ARCHIVES DAY

BY THE GOVERNOR:

- WHEREAS: The Society of Georgia Archivists is dedicated to promoting the collection, preservation, and use of Georgia's priceless documentary heritage so that our citizens may understand more fully the history and development of our State; and
- WHEREAS: The Society is composed of archivists, records managers, and individuals in government, education, and private enterprise, all concerned to save and interpret our documentary resources; and
- WHEREAS: On May 16, 1973, members of the organization will convene in Atlanta for their annual business meeting; now
- THEREFORE: I, Jimmy Carter, Governor of the State of Georgia, do hereby proclaim the day of May 16, 1973, as "ARCHIVES DAY" in Georgia, and call upon all the citizens of our State to join in this observance, to recognize the benefits we enjoy from the Society's varied services, and to support the Society in its endeavor to preserve Georgia's irreplaceable archival treasures.



In Witness Whereof, I have hereunto set my hand and caused the Seal of the Executive Department to be affixed. This 15th day of February, 1973

BY THE GOVERNOR

Hamilton Jordan
Secretary, Executive Department

Jimmy Carter
GOVERNOR

could be encouraged and assisted in their programs through the state commission.

"The proposed National Historic Records program is necessary," writes Charles Lee, Director of the South Carolina Department of Archives and History, who is more responsible for the NHRC project than any other one person, "since American history is all of one piece, while the preservation (and consequent utilization) of our historic records is piecemeal and haphazard. So long as this is so, our understanding of the United States and its people will be inadequate and unsatisfactory."

Senate Bill 1293 has been referred to the Government Operations Committee on which Senator Nunn of Georgia sits. We urge you to write him in support of this vital measure.

* * *

Representatives of the city, state, and regional archival associations met in Chicago on April 12 with members of the Council of the Society of American Archivists to discuss possible relationships between the national and sub-national groups. The sub-nationals strongly opposed any form of structural or monetary arrangement, but supported the suggestion that joint committees (or other liason) be established to promote broader, deeper concern in various areas of professional interest. According to this proposal, the SGA and other sub-nationals might establish, for example, committees on urban archives or collecting techniques or terminology (or whatever) to work with a counterpart committee of the SAA. In this way, not only would more persons become involved in the work of the archival profession, but the SAA would be able to draw on the expertise of persons not members of it (and hopefully, from its point of view, draw them into membership).

The SAA, as all organizations, needs more members to further its programs, and it hopes to recruit many from the sub-nationals. The SGA will be a prime target for the SAA membership drive, because we, of nine organizations reporting, had the lowest percentage of SAA members--18 per cent. We can be proud that our Society is

involving in professional activity more persons who otherwise would not be involved than any other group.

One factor working here, that became evident from responses to our affiliation questionnaire, is the widely-held belief that the archival profession divides into two levels, one high enough to afford membership in the SAA and attendance at its conventions, the other not so well heeled yet deeply interested to learn more about archiving and to participate in some meaningful way in the profession. Other sub-nationals reported the same feeling. Many of those who observed this point considered that the SAA should orient itself toward concerns affecting the archival profession nationally--tax deductions for gifts of materials, salary levels, legislation--while the sub-nationals could devote the bulk of their energies to more personal matters, such as education (in its broadest sense through informal meetings, workshops, symposia, tours), and basic, grass-roots communication among archivists in a given area.

In providing an opportunity to discuss ways all the groups could cooperate (by laboring either on joint or separate projects) to further the work of the archival profession in this country, the meeting proved highly fruitful. To consolidate the gains, however, we need reaction from the membership. Communicate to the Editor your opinion of the liason proposal and of the role of the SGA in archival education.

* * *

The Georgia Department of Archives and History has a new ARM ("Archives-Records Management" Apprentice Program). The ARM Program is designed to give college students special training and experience in the fields of archives and records management, to broaden their knowledge of original source material, and to increase their research capability in records. The first student in the program will spend three months in Atlanta. Four days a week during that time the person will work half a day in the various departments of the Archives and half a day preparing a descriptive inventory of a collection.

The fifth day will be devoted to developing a research topic for his college professor. The archival experience will provide the student with 15 quarter hours credit toward his masters degree.

Persons desiring further information on the program should contact Miss Carroll Hart, Director, Georgia Department of Archives and History, Atlanta, Georgia 30334. The Department's Seventh Annual Archives Institute is scheduled for July 30-August 24, 1973. Interested persons should contact Miss Hart by June 15.

* * *

Gayle Peters, Archivist at the Federal Archives and Records Center in East Point, provides the following description of his effective, but inexpensive, preservation project.

The humidification and flattening project arose from our need to prepare Federal court records for micro-filming. Each page of each case, now brittle, dirty, often torn or crumbling, and folded into the ubiquitous Woodruff file, must be humidified, flattened, cleaned and marked for repair work. Using guidelines from James Gear, Preservation Officer at the National Archives, the archives branch has used a procedure which might be of use in other archives, a procedure using non-rusting shelves, home vaporizers, hand-irons, and part-time help.

Documents are taken from the climate-controlled archives area to the preservation laboratory, where they are laid out and unfolded (or tented) so far as the tri-folds will safely permit. If possible, pages are separated from one another and placed in order on the shelves, with colored slips of paper between cases. Humid air from the humidifiers (fans blowing across open water works, too) surrounds them for 24 hours (or more) before they are judged to have enough moisture content to strengthen and make flexible the fibers in the paper. The cases are then removed from the humidification room, still in their original order, and taken to the ironing tables, which are simple wooden tables covered with several desk blotters and white bond paper. The documents are placed on the paper, another piece of white bond paper is placed on top, and a

flat-iron, set to the lowest possible temperature, is used to iron the page flat. Each case file, whether one page or several score pages, is ironed, placed in acid-free folders, marked for need of further repair if necessary, and placed into its final arrangement.

A principle that seems to work for the regional archives is to wait until the documents are humidified, flattened and labeled before any attempt is made to arrange the series, so that whatever original order is valid will remain so throughout the flattening procedure. Thus the cases are stronger and more flexible when they are handled and shifted into final arrangement, making greater the odds for survival. The cases are placed into archives boxes and returned to the archives stack area. While the process is time-consuming, the cost of equipment, supplies, and labor (often university students on part-time or summer schedules) is low, and the procedure is both safe and effective.

* * *

From the Midwest Archives Conference Newsletter's "Dear Archivist: I Need Help" column, we excerpt the following questions and answers:

Q. Is there any way to remove the stain left by Scotch tape and is there any safe substitute for Scotch tape?

A. The answer to the first part of your question is, unfortunately, "No." So far, no chemical has been found which will bleach out the stain left by old Scotch tape. It is believed by many that Magic Mending Tape (810 3M) will not harden, flake off or stain; this hopefully is true, but I don't know what laboratory tests it has actually undergone to justify this belief. I would suggest using it very sparingly. There is a safe way, however, to mend tears in paper or to tape together fragments without using Scotch tape of any sort; it is an outgrowth of the hand-laminating process. Merely cut narrow strips of cellulose acetate film (88/10,000 inch thick preferably); place one strip under the tear and one over it or at the joint of the fragments. Dip a piece of cotton in acetone, squeeze out the excess and stroke it over the cellulose acetate,

first on one side and then on the other, holding it in place firmly, using a piece of glass as a base on which to work and being sure that you have good ventilation. The two strips of cellulose acetate will meld and will safely do the job Scotch tape was formerly used for with such disastrous results.

[The Restoration section of the Georgia Department of Archives and History recommends this method of hand laminating and demonstrates it during the annual Archives Institute.]

Q. Is there any formula for measuring cubic feet?

A. A letter-size file cabinet drawer holds about two cubic feet. A Paige, or record center, carton holds a cubic foot. The 5 1/2", letter-size Hollinger box holds about one third of a cubic foot.

Q. I've just received a box of papers and diaries which have a great deal of gray, dusty mold on them. How should I eliminate this, for I understand that the spores travel through the air?

A. Run, don't walk, to the nearest exit with material, covered as well as possible. In all seriousness, get the material out of your storage area as quickly as possible, preferably out of doors. Brush off the spores with a cloth you can destroy or a badger brush which you should wash before bringing it back into your archives. Destroy or discard any of the cartons (but don't use a waste basket in your area) which contained the material. Some people believe that heating items which are moldy will "dry them out" and destroy the mold. This is not true; raising the temperature, once mold has started, will only increase it. If possible, leave the materials out in the open air for at least an hour before bringing them back into your area provided the day is dry and sunny. If the paper where the spores were has become soft and fluffy, brush it on both sides with acetone; better do this too where the ventilation is good, for your sake rather than the document's. If you should have reason to fear that mold may start in your area (relative humidity percent over 70 because of a broken pipe, flash flood, leaky window, etc.), make small sachets or packets of thymol crystals (available from any chemical or archival supply house and from many

drug stores) and place them in your storage containers; these will prevent mold.

* * *

RECENT ACCESSIONS

Atlanta

ATLANTA HISTORICAL SOCIETY.

Alex M. Hitz Georgia Law Library of 79 volumes, 1760-1937; stock book of the Copenhill Land Company, 1888-1926; Boy's High School Examination Papers, 1877; St. Anthony's Parish News, 37 volumes, 1932-1962; scrapbooks of the Organization for Atlanta's Woman of the Year, 1943-1972; VerseCraft, Atlanta Poetry Magazine, 1931-1946; an Atlanta insurance rate schedule for 1856; photocopy of "Rolling Stock Drawings, Georgia RR & Power Co., Atlanta, Ga.," depicting streetcars, 1901-1927.

The Society has completed descriptive inventories both of American literary material found in the AHS holdings, and of 120 residential and commercial architectural drawings from the estate of Hal Hentz, 1910-1936.

GEORGIA DEPARTMENT OF ARCHIVES AND HISTORY

Manuscripts Section

David H. Gambrell Collection, 1971-1972, consists of legislative files, Senatorial correspondence [restricted]; Catherine M. Huey Collection, 1858, contains two accounts of the execution of a slave, Henry Jackson, in DeKalb County; Ogletree Collection, 1810-1891, consists of letters, deeds, receipts, and estate papers relating to the Ogletree Family of Monroe and Meriwether counties, 1810-1889, the Benjamin Sheppherd Estate Papers, Troup County, 1864-1867, and the Absolem S. Harris Papers, Meriwether County, 1856-1890; K. Lizzie Ozburn Collection, 1845-1921, consists of family correspondence (Ozburn, Mangum, and Story families), legal papers, and two brief diaries relating primarily to a general store in Atlanta, which Mrs. Ozburn ran while James fought with the Confederacy; John Ross Collection, 1836-1839, consists of valuations, land improvements, and rejected applications of Cherokee prop-

erty in Walker, Floyd, Lumpkin, and Forsyth counties, Georgia, and Marshall, Cherokee, and Murry counties, Alabama; Fannie Pickelsimer Kerby Smith Collection, 1880-1910, consists of pictures, newspaper articles, register book, and diary, and deals mostly with "Aunt Fannie's Cabin," Sinking Mountain, Georgia, and excursions made to Tallulah Falls during the late 1890s and early 1900s; Robert Ousley Smith Collection, 1895-1922, consists of poetry, notes, diaries, books, and miscellaneous clippings by Smith, a minister and poet; Fletcher M. Thompson Collection, 1957-1972, contains legislative files and congressional correspondence; Mack A. Tucker Collection, 1920s-1960s, contains business correspondence and architectural drawings; J. D. Wade Collection, 1887-1895, consists of miscellaneous school-related reports, printed material and papers from Jasper County; and Hiram Warner Collection, 1822-1879, consists of letters regarding his service on the bench of Coweta Superior Court and the Georgia Supreme Court, a typescript of his diary, 1829, and two sketches of his career.

The Manuscripts Section has received for microfilming the following: Campbellton Lodge #76, A.F. & A.M., Record Books, 1848-1864, 1867-1872, 1872-1891; Ebenezer Methodist Church, minute books, 1867-1910, from Cumming and Forsyth counties; Reverend Henry G. Edenfield, Farm Account Book, 1897-1919, containing farm and church (Baptist) accounts and sermon notes from Screven and Jenkins counties; Lafayette Lodge #44, A.F. & A.M., Minute and Record Books, 1845-1927, from Cumming and Forsyth counties; North Georgia Quarterly Conference (Methodist), Minutes, 1885-1888, 1939-1940; Shiloh Baptist Church, Minute Book, 1839-1880, from Walker County; Stiff Store Account Book, 1842-1843, from Lafayette and Walker counties; and Whittle Family Collection, 1800-1886, containing family correspondence, legal and business papers, and including correspondence of the Powers family of Monroe County, and the Griffin family of Columbus.

State Records Section

Governor's Office, Proclamations, 1966-1967, Executive Minutes, 1964-1965; Secretary of State, Intra-State Issuers of Securities Registrations, 1956-1967, expired Trademark Registrations, 1972, annual reports of Schools of Nursing, 1964-1968, minutes of Board of Capitol Commissioners (to build new Capitol), 1883-1889; General Assembly, records of Legislative Economy Committee, 1955,

house and senate journals, 1972, Senate bills and resolutions, 1971-1972, enrolled acts of the General Assembly, 1972; Human Resources Department, Vocational Rehabilitation Division, Director's general administrative records, 1960-1970, case files of recipients, 1965-1969 (archival sampling only), grant project files, 1940-1972, Office of the Director of Public Health, general administrative records, 1960-1971, Board of Public Health, minutes of board meetings, 1903-1972, Central State Hospital (Milledgeville), record of surgery operations, 1911-1967, record of patient admissions by county, 1954-1961, minutes of Board of Trustees, 1872-1932, medical case histories, 1853-1924, Family and Children Services Division, transcripts of hearings on appeals of public assistance rulings, 1939-1969, Youth Development Centers, Juvenile Offender Case Files, 1920-1970 (archival sampling only), Office of Fiscal and Administrative Services, general administrative records of the director, 1967-1969, Office of Medical Care Administration, Director's general administrative records, 1958-1968; Agriculture Department, Commissioner's general administrative records, 1969, Commissioner's hearings on violation of departmental regulations, 1950-1969, Commissioner's commodity commission files, 1961-1969, Market Bulletins, 1943-1972; Comptroller General, Insurance Division, annual financial statements of insurance companies, 1970; State Property Control Commission, condition reports and inventory of Western and Atlantic Railroad Property, 1916-1940; Science and Technology Commission, Minutes of commission meetings, 1968-1971.

SOUTHERN LABOR ARCHIVES, GEORGIA STATE UNIVERSITY. Adair, Goldthwaite, Stanford & Daniel, Attorneys, Records, 1955-1956, concern arbitration cases throughout the South arising from the 1955 strike by the Communications Workers against Southern Bell; Georgia State AFL-CIO, Records, 1959-1972, describe collective bargaining procedures, involvement in civic affairs, relations with affiliated locals, and labor's program for the development of Appalachia; Glass Bottle Blowers Local 101 (East Point, Ga.), Records, 1953-1972, deal with negotiations, collective bargaining, grievance procedures, and local union administration and activities in general; Googe, George L., Papers, 1946-1961 illuminate the organizing activity in the South of the Printing Pressmen and the AFL, of which Googe was the Southern Director, 1928-1949; Gramling,

Charles B., Papers, 1940-1957, concern labor support of the 1945 Georgia constitution, unity within the labor movement, and Gramling; Laundry, Dry Cleaning and Dye House Workers Local 218 (Atlanta, Ga.) Records, 1945 (1950) -1971, describe 218's position in the International Union; Machinists: Georgia State Council, Records, 1956-1971, describe the Council's meetings, and conventions, and its political lobbying activities; Machinists: Southeastern Regional Office of Education, Records, 1947-1971, concern political, vocational, and labor education in the Mid-western and Southern states, Puerto Rico and Panama; Moore, James O., Papers, 1965-1972, primarily concern governmental bodies on which he served and apprenticeship programs; Pate, J. B., Papers, 1939-1962, relate to Pate's career with the Georgia Federation of Labor and the International Brotherhood of Electrical Workers; Savannah Trades and Labor Assembly, Records, 1946-1970, illuminate AFL opposition to local organizing efforts by the CIO, their subsequent merger and cooperation, and the public employees strike, 1967-1970; Torbush, Edmund, Collection, 1953-1972, concerns the Atlanta and International typographical unions.

A second brochure of holdings, which describes collections processed between May, 1972, and April, 1973, and which includes materials pertaining to labor throughout the South, is available on request from David B. Gracy II, Archivist, 104 Decatur Street S.E., Atlanta, Georgia 30303.

Savannah

GEORGIA HISTORICAL SOCIETY.

Two letters of Ann Green, the novelist, regarding the building of Charles Green's Savannah mansion, 1871-1872; Papers and records of Mary Maclean Milk Depot and Visiting Nurses Association, 1914-1958; Papers of the Thomas C. Clay Family, including Civil War letters, family sketches, recollections, 1849-1887; Papers of Miss Maude Heyward, her brother and sister-in-law, Dr. and Mrs. John S. Howkins, 1886-1904, concern chiefly family and social life in Savannah, and include genealogical papers of the de St. Bris Family, 1751-1794; Letters of Dr. J. G. Thomas of Savannah relating to medical and family affairs, 1876-1884, and describing the yellow fever epidemic of 1876 and the creation of the State Board of Health; Business letters from Savannah, 1793-1801, from William Lambe, Henry Davis,

Robert Bolton, and S. Wall; Letter book, 1899-1903, of Charles J. White, Secretary, Endowment Rank, Knights Pythias, Section No. 161, of Savannah.

Gadsden, Alabama

GADSDEN PUBLIC LIBRARY.

Mrs. Rouse reports that the Gadsden Public Library has several photographs of 19th century Coosa River steamboats, most of the pictures being in the Marvin B. Small Scrapbook, 1951. Many of the steamers are pictured at the wharf in Rome, Georgia.

Laramie, Wyoming

WESTERN HISTORY RESEARCH CENTER.

Among the records of the American Creosoting Company, 1907-1950s, is management information of the Georgia Creosoting Company and the Georgia Forest Products Company, subsidiaries active throughout most of the half century on timber land near Savannah.

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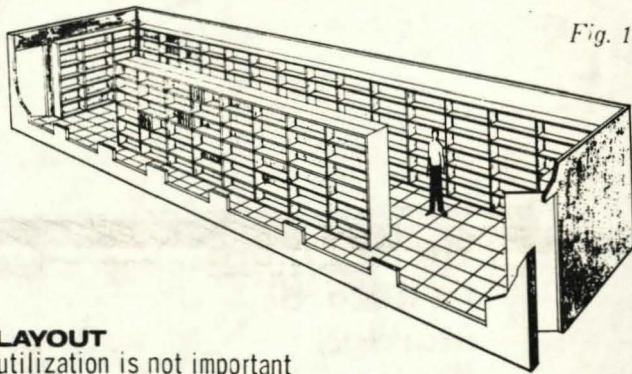


Fig. 1

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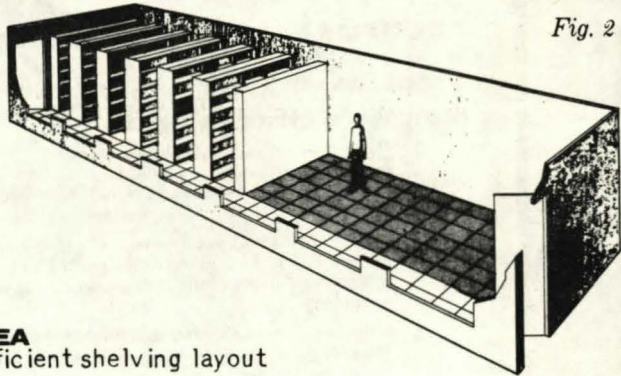


Fig. 2

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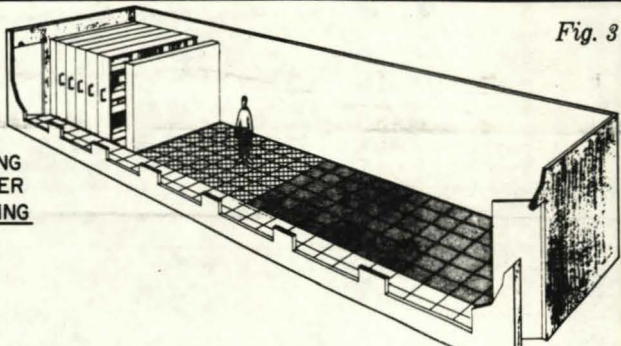


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