

January 1979

## Georgia Archive VII, Issue 1

Ann Pederson

*Georgia Department of Archives and History*

Follow this and additional works at: [https://digitalcommons.kennesaw.edu/georgia\\_archive](https://digitalcommons.kennesaw.edu/georgia_archive)



Part of the [Archival Science Commons](#)

---

### Recommended Citation

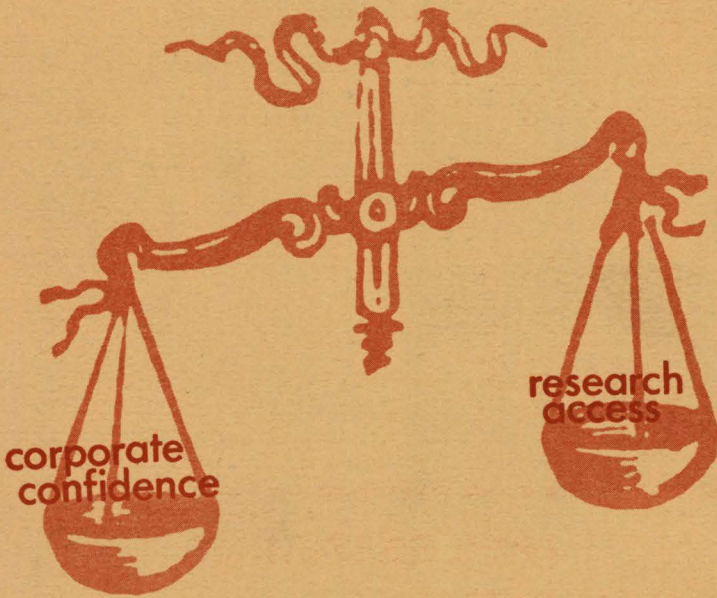
Pederson, Ann, "Georgia Archive VII, Issue 1," *Georgia Archive* 7 no. 1 (1979) .

Available at: [https://digitalcommons.kennesaw.edu/georgia\\_archive/vol7/iss1/13](https://digitalcommons.kennesaw.edu/georgia_archive/vol7/iss1/13)

This Full Issue is brought to you for free and open access by DigitalCommons@Kennesaw State University. It has been accepted for inclusion in Georgia Archive by an authorized editor of DigitalCommons@Kennesaw State University. For more information, please contact [digitalcommons@kennesaw.edu](mailto:digitalcommons@kennesaw.edu).

# GEORGIA ARCHIVE

volume VII, number 1  
spring 1979



## *analysis:*

**HEDLIN/access to corporate  
records, KOHL/nhprc's record**

**EDITOR**

**ANN PEDERSON**

Georgia Department of Archives and History

**EDITORIAL BOARD**

**RON CHEPESIUK (1979-1982)**

Winthrop College

**STEVE GURR (1977-1980)**

Georgia Southwestern College

**LES HOUGH (1978-1981)**

Georgia State University

**LINDA MATTHEWS (1978-1981)**

Emory University

**RALPH MELNICK (1979-1982)**

The College of Charleston

**GRACE SHERRY (1979-1982)**

Atlanta Historical Society

**GEORGE-ANNE WILLARD (1977-1980)**

Louisburg College

**MANAGING EDITORS**

**ELISABETH BREUER, Chief**

Georgia State University

**ROBERT DINWIDDIE, Assistant**

Georgia State University

**DEPARTMENT EDITORS**

**ACCESSIONS**

**SHERYL VOGT**

Richard B. Russell Library

**ARCHIVE NOTES**

**DAVID LEVINE**

M. L. King, Jr. Center for Social Change

**BOOK REVIEWS**

**ELLEN NEAL**

University of North Carolina at Chapel Hill

**GEORGIA ARCHIVE**

# GEORGIA ARCHIVE

volume VII, number 1  
spring 1979

## CONTENTS

EDITOR'S MESSAGE	iii
ACCESS: THE COMPANY <u>vs.</u> THE SCHOLAR Edie Hedlin	1
ERRATUM	9
PUBLIC PROGRAMS FOR ARCHIVES: REACHING PATRONS, OFFICIALS AND THE PUBLIC Sandra L. Myres	10
EXPANDING SOURCES FOR BLACK RESEARCH AT ATLANTA UNIVERSITY Lee G. Alexander	16
A SURVEY OF ARCHIVAL HOLDINGS RELATING TO THE BLACK EXPERIENCE IN THE CIVIL RIGHTS MOVEMENT Minnie H. Clayton	22
TRENDS IN FUNDING: AN ANALYSIS OF PROPOSALS SUBMITTED TO THE NHPRC Michael F. Kohl	27
PANDORA'S NEW BOX: A LOOK AT THE RECORDS OF WOMEN'S VOLUNTARY ASSOCIATIONS Darlene Roth	36
BOOK REVIEWS	40
ARCHIVE NOTES	48
ACCESSIONS	52

GEORGIA ARCHIVE is published semi-annually by The Society of Georgia Archivists. Annual membership categories are: Regular, \$7.50; Contributing, \$15.00; Sustaining, \$30.00; Patron, more than \$30.00. Institutional subscriptions are \$7.00 annually. Single issues, where available, are \$3.50. GEORGIA ARCHIVE is also available in microform. Volumes I-V (1972-1977) are available in 16mm roll film or in microfiche at a cost of \$25.00.

Correspondence and manuscripts should be addressed to: The Editors, GEORGIA ARCHIVE, Box 261, Ga. State University, Atlanta, Ga. 30303. Books for review should be sent to: Ellen Neal, Book Review Editor, Southern Historical Collection, Wilson Library 024-A, University of North Carolina, Chapel Hill, N.C. 27514. Potential contributors are encouraged to consult the "Information for Contributors" found on the final pages of this issue.

Persons interested in reviewing books for GEORGIA ARCHIVE should contact the Book Review Editor.

Businesses or individuals interested in purchasing advertising space in GEORGIA ARCHIVE should contact the Editor.

Copyright, Society of Georgia Archivists, 1979.

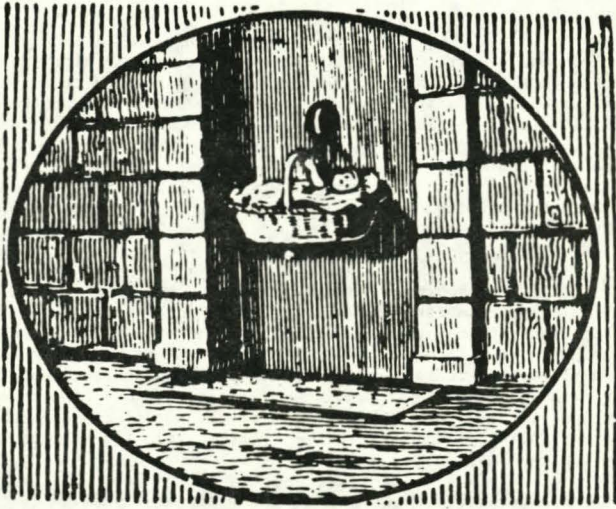
GEORGIA ARCHIVE IN CRISIS

Ann Pederson

1978 was a particularly dynamic year for Georgia Archive. The concentrated effort of a very dedicated staff succeeded in raising the journal to a new standard of quality which included typesetting, custom layouts, and illustrations. A microform edition of Volumes I-V, 1972-1977, was produced and offered successfully for sale. Through subscriptions and advertising drives, we were able to offset much of the expense of these improvements until inflation hit us with a 120% rise in typesetting. This expense, plus the constant strain of a "strictly after-work" production, has brought Georgia Archive to crisis in 1979.

Clearly the journal cannot continue to operate as it has in the past, living from issue to issue and dependent entirely on volunteers, if it wishes to maintain any standard of quality. At the bare minimum, we must increase our readership by 100% to bring our unit cost of publication within reason and enable us to interest vendors in advertising with us. To date the drive for subscription support has received warm support and still continues, but it alone cannot solve the continuing problem of too much work for too few willing hands on a volunteer basis.

The alternative that seems to offer the most promise is for Georgia Archive to establish an editorial/production relationship with an archival institution, similar to that enjoyed by The American Archivist with the National Archives. Such a "home" would, of course, bring changes to the journal, a prospect not without hazard. But when the price of "remaining unadopted" is an untimely death, who worries about a little uncertainty?



## **WANTED: a home for GEORGIA ARCHIVE**

Semi-annual archival journal with established readership and a national reputation seeks institutional sponsor to assume full editing and production responsibilities in-house. Willing to relocate anywhere in the Southeast and to change editor and name to accommodate sponsor. The Society of Georgia Archivists will continue to provide policy guidance and financial support commensurate with status as co-publisher. Relocation will be effective January 1, 1980. Address inquiries to Ann Pederson, Editor, GEORGIA ARCHIVE, P.O. Box 261, Georgia State University, Atlanta, Georgia 30303 before October 1, 1979.

ACCESS: THE COMPANY vs. THE SCHOLAR

Eddie Hedlin

"Freedom of Information," "Disclosure Statements," "Government In The Sunshine," and "The People's Right to Know" are all catchwords of today's society. The consumer movement gave impetus, and the Watergate scandal gave national support, to a virtual flood of judicial decisions and government legislation designed to provide greater access of information on matters affecting our daily lives. Entire agencies of government now exist for the precise purpose of insuring the availability and accuracy of information and of guaranteeing "the people's right to know."

Examples of this trend abound, even in areas where "Let the Buyer Beware" has traditionally been an accepted philosophy. Take automobile sales, for instance. Today all new cars must carry notice of the EPA gasoline mileage rate. Used cars must have accurate speedometer readings, or at least the dealer cannot be the person who turns back the speedometer. Even government is more accountable. Agencies as secretive as the CIA must open their files to inquiring citizens. Credit data firms must reveal their information to individuals about whom they maintain data. In other words, whether one thinks the disclosure movement has gone too far or not far enough, there can be no doubt that the last few years have seen a virtual revolution in access to what was once considered confidential information.

Has this movement affected the accessibility of archival records maintained by businesses? Have scholars today been able to examine records once kept in locked vaults? Has a new day dawned in which the business community and the academic community view each other with open and friendly regard? Alas, it appears that no visible impact from the disclosure movement has affected the archives of individual companies. While business provides more information about its current operations and intents than ever before, there is little reflection of such a trend in many company archives. The purpose of this paper is to examine the reasons for this situation and to suggest the positions of the three parties involved--the scholar, the company, and the archivist.

---

Eddie Hedlin, until recently Corporate Archivist for the Wells Fargo Bank, is now State and Local Grants Coordinator for the National Historic Publications and Records Commission. This article is a revision of a paper presented at the 1978 annual meeting of the Society of American Archivists in Nashville, Tennessee. For GEORGIA ARCHIVE's review of Ms. Hedlin's most recent publication, Business Archives: An Introduction, see p. 43.



I begin with an assumption that the three parties under discussion act primarily out of self-interest. Scholars, for instance, have made the pursuit of information a full-time occupation. They therefore require access to information in order to achieve their goals. If access is granted, if they acquire knowledge, and if this knowledge is presented in an appropriate fashion, then they are rewarded. The nature of the reward depends on the nature of the goal--it might be a book, an article in a scholarly journal, an improved letter or a new course topic; it might well be a Ph.D; and for undergraduates especially, it is likely to be a passing grade in a class. But access to information is the first requisite in achieving the objective and therefore becomes a vital necessity. Scholars are quite naturally frustrated by barriers placed in the way of such pursuits.

I remember my own dismay when, as a graduate student, I undertook research at the National Archives and learned that the State Department records I intended to use were closed. My dissertation topic, while interesting, did not involve a major or sensitive area of diplomacy. Moreover, I could have easily assured government officials that whatever information I did use in the dissertation would not be read by more than five people over the next 50 years. This graduate effort would earn for me a degree and would otherwise simply clutter the stacks of the research library. The State Department's attitude, I felt, was unwarranted.

Although certainly more intent on a wide readership, most scholars react the same way I did when access to information is denied them. Moreover, while only a few categories of records in the National Archives are closed to public scrutiny, the reverse is often true in a business situation. Almost all companies will open some records classifications, but a large percentage of them retain the right to restrict outside access to much if not all of their holdings. The sheer volume of closed materials implied by this policy raises the frustration level of scholars and at the same time raises questions. Why keep all these materials, one might ask, if they are not to be used for research? Does the company understand the reason for establishing an archives?

A second problem faced by scholars dealing with business archives is the inconsistency with which access standards are applied. Records which are closed for one researcher are open for another. There can be a number of reasons for such policies, not the least of which is a degree of suspicion about one person or topic versus a different person or research topic. For instance, if a graduate student in the Chicago area wishes to do a study on discrimination against blacks by large retail operations during the 1940's, it is unlikely that Sears Roebuck will permit access to pertinent records in its archives. Similarly, attempts to gain entry into bank archives in order to analyze patterns of loan approval and disapprovals, such as redlining policies, are likely to receive a less than supportive response from the bank. On the other hand, if a social historian is

examining the corporate contributions policies of major businesses in a given city, and the company whose records he seeks has long prided itself on generous donations to charity, it is much more likely that he will get access to the necessary company records.

Special relationships can help in gaining access to archives, just as it does in other situations. Knowing the president or a member of senior management--or better yet, being related to a high ranking officer--will help. Prominence in business circles is helpful, and hitting it off with the executive in a supervisory position over the archives can make quite a difference. Of course, being hired by the company itself to write a book or article will open all previously closed doors. Outsiders do gain access to business archives, but not as frequently, as easily, or as predictably as to most other types of archival repositories.

It should be noted here that access policies vary greatly from company to company. There are indeed some business archives that make most of their material available to any serious researcher. They are the exception, however, for large categories of business records are closed to the outside scholar. From the researcher's viewpoint, then, the attitude of business is narrow, even illogical; it most certainly works against the scholar's interests. The traditional hostility of gown for town is undoubtedly reinforced by this perception of narrowness on the part of the business world. In fact, the release of negative information from a business archives would almost certainly be less damaging than the denunciations from academia regarding the secretive and uncooperative attitude of American business.

But what is the company's viewpoint? How do businessmen identify their best interests with the denial of access to information which, if opened, would result in increased publicity for the company, would heighten visibility at no expense, and would gain the approval of academia? Surely these ends are well worth attaining, especially at what at first glance appears to be virtually no cost whatsoever. This however, is not the perception of most business people.

To begin to understand this situation, one must first understand that a company almost never creates an archives with the primary notion that it will be a boon to scholars. While scholarship is usually given as one reason, and while almost all business archives allow outside researchers some access, the real selling point for most business archives is their internal usefulness. The archives of Wells Fargo, for instance, serves as a resource for such varied areas of the Bank as credit card administration, personnel, retail banking, public relations, marketing, and the legal department.

Special emphasis should be given to the Legal Department because it does in fact reflect the impact of the consumer movement. Consumers are suing or bringing legal action against large corporations in unprecedented numbers. Huge sums are at stake, often in the hundreds of millions, and it behooves the corporation to provide itself with the best legal services available. But obtaining these services requires a huge expenditure, and expenditures cut into profits. Therefore, whenever the archives can locate information that would otherwise require research by expensive legal counsel, it is performing a service in two ways. In-house research cuts down on legal costs, and archival staff members tend to locate more information more quickly than someone who is unfamiliar with company records.

Other business archives, such as Walt Disney, Eli Lilly, International Harvester, or Coca Cola, provide services for many areas of the respective organizations. In other words, an archives provides a necessary service to the business and is funded primarily for that reason. The major concern of company officials, then, is with the quality of service provided internally.

A second factor is that of risk. Businessmen avoid unnecessary chances. They are in business to make a profit, and if risks are necessary to pursue that goal, then they will assume risks. But most business people try to avoid pitfalls and problems. Given this perspective, it would appear to be in the best interests of a company to refuse access to its records unless absolutely sure that no harm will result. The dangers of unrestricted access seem totally out of proportion to the gains that might be made.

If scholar Smith uses company records and ultimately publishes a creditable monograph in which the company is mentioned in a neutral or favorable light, there is some benefit accruing to the company. If, however, Smith speaks harshly or negatively of the company, and a journalist seeking a lively story picks up this information, and it appears in the local paper, and the wire services see it, and UPI carries it nationwide, and Walter Cronkite ends up including this information on the CBS Evening News, then a tremendous amount of damage has been done. This scenario may sound unlikely, but in fact it can and does occur, and some company officials have no trouble imagining it in connection with their own archives.

The third factor contributing significantly to a closure policy on archival records is the opinion of the Legal Department--those same people that business archives serve so well. My experience may not be typical, but frequently when I request a legal opinion from our lawyers regarding access to archival records, the response is to warn against it. Board minutes, for instance, are considered highly sensitive since they often show up in litigation. Financial records, even those that are general in nature but are useful for scholarly research, are considered inappropriate for external use. Routine correspondence or office files are viewed in the same light. It seems that by releasing unnecessary information the archives can

create legal difficulties under the category of "potential harm to the company," and so archives personnel are encouraged to exercise extreme caution.

The Legal Department, in giving this advice, is making certain assumptions about the role of the archivist. Clearly, it expects archives personnel to judge the topics and motives of researchers. The notion that records should be opened or closed on the basis of a defined policy is foreign. The archivist is expected to administer a policy of unequal access.

To be fair, I should add that time mitigates the restrictions somewhat and that records more than 30 years old tend to be much more accessible than more current ones. But there have been several occasions in my company when age did not increase the accessibility of records for scholars, and I presume th's to be true for other business archives as well.

There can be no question, then, that in a business archives the company has the right, and considers it prudent to exercise the right, to evaluate the worthiness of the researcher, the topic, and the proposed manner in which the material will be used. There are no laws compelling a business to open its archival holdings to outsiders, and from the company's point of view there is little sense in doing so if any risk is involved.

So where does that leave the archivist? As a trained professional who believes that records are to be saved in order to be used, who sees scholarly research as a positive endeavor, and who in all probability has done a good bit of it himself or herself, a business archivist naturally feels caught between the policies of the company and the implied standards of the profession. Is there a dilemma here? If so, is there a solution?

The answer is "yes and no" to both questions. There is a dilemma, but it is not unique to business archivists. Virtually every repository in the country has some closed materials, and often they are closed or restricted by order of the donor. For instance, one public repository had a perfectly innocuous set of papers that could be used only by permission of the donor. The staff knew there were no sensitive or confidential materials in the collection, but properly honored the donor's terms. The donor, then, could arbitrarily decide who would or would not gain access to his papers. Is this very different from the situation of a business archivist who refuses scholars access or fails to offer equal access to the records of the company itself? I think not. What about this policy in relation to other institutional archives? The Vatican archives, or the archives of the Mormon Church, or the records of almost any religious denomination are frequently closed to some extent, especially to non-members. This is accepted in our society much more readily than closed business archives, and yet the underlying philosophy is the same. The right to privacy is

considered a fundamental freedom and that includes the right to restrict access to private records, or make them available on a selective basis only.

Part of the archivist's professional obligation is to encourage as much access as possible. But before access comes another important archival responsibility, acquisition. There will be no records to make available at any time if the archivist does not collect them. But in order to acquire those holdings that are potentially the most useful, namely those reflecting decision-making processes, the archivist must have the trust of company officials. This trust is a foundation for the building of a business archives within a company. It is an absolute necessity and cannot be overemphasized.

So the role of the archivist in a business situation must take into account the development of cooperative and trusting relationships throughout the organization. It must also take into account the nature of the records themselves. Wells Fargo's archives, for instance, contains much material about individual banking affairs, and reflects the account relationships of its customers. Those records must be handled very carefully in order to protect the privacy of the individual. Even if the records are older, a number of questions concerning access arise. Does the bank still handle the estate of a deceased person, for instance, or do younger generations of the family continue to maintain accounts? Will the right of customers to confidentiality in their personal finances be abrogated by access to a bank's financial records, even if the records are more than thirty years old? These types of business records just do not lend themselves easily to an open, unrestricted posture.

Excessive caution is often unwise, and on occasion the attitude of business cannot be justified. But a scholar seeking access to business records and concerned only with the particular research project he or she has undertaken often fails to see the ramifications of the request from the perspective of the company. The archivist maintaining a historical collection within a business must recognize this perspective and deal with it accordingly. If access can be obtained for scholars, well and good. But if it cannot, there is little to be gained from berating superiors. There are higher priorities that should concern the business archivist. He must proceed on the premise that the identification, accession and preservation of historically valuable materials now is of greater importance than the availability of any given set of materials to any given individual. It is better to have a closed company archives now, and hope for eventual access, than to have no archives at all.

These conclusions, however, carry with them their own set of perils and pitfalls, and bring into question a whole range of current issues. The SAA has recently issued a working statement regarding basic guidelines for archival certification. One of these guidelines requires a substantial portion of a repository's records to be open to the public. Could most business archives qualify? And if by "open" the principal of equal access is intended, what additional problems does this create? I doubt seriously that equal access exists in any business archives that is under the direct control and supervision of the business itself.

What about finding aids? It is not uncommon to deny outside researchers total access to aids. Some institutions have one index or catalog available to the researcher and a second, more detailed one for staff use. In this manner the very existence of confidential materials is kept from the researcher. As a service unit within a private corporation, and completely funded by that corporation, the archives has every legal right to deny access. Still, one must ask whether there are professional standards for archivists that oppose the very actions demanded by institutional requirements.

In short, there are some provocative questions facing business archivists during this time of self-evaluation within the profession, and it comes at a time when corporate America seems to be interested in creating in-house archives to an unprecedented degree. Are business archivists members of a profession first and employees of a particular firm second? Or do they owe primary allegiance to those who pay their salaries, fund their operation, and whose records, after all, they are charged with preserving? Are there basic obligations to researchers that archivists cannot meet in a corporate environment?

The other two parties in this question stand firmly on well-defined territory. The historian Alonzo Homby stated at the New Harmony Conference that he and other professional historians had a "moral claim" to the records of public figures, including business leaders. Companies, however, stand firmly on their legal right to hold as confidential the overwhelming bulk of their records, including those in the archives. It is business archivists--caught in the middle--who, I fear, are standing on quicksand.

Ultimately, of course, the conflict is insoluble. Nonetheless, it seems necessary for us to recognize this problem and at least establish a framework for dealing with it. To return to the opening theme, we live in an era of disclosure. As the pressure builds for increased access to information, so also will the pressure build for increased scholarly access to business archives. Unfortunately, there is little hope that corporate America will adopt or accept new, open access policies in the near future. It is time, however, to take a

closer look at the question of access to business archives and develop a rational policy to deal with it. Business archivists must define standards for access by outside researchers, must encourage their adoption within the archival profession and the business world, and--when faced with criticism--must be ready to defend it to the scholar and the company.

NOTE

<sup>1</sup> Alonzo L. Hamby and Edward Weldon, eds., Access to the Papers of Recent Public Figures: The New Harmony Conference (Bloomington: Organization of American Historians, 1977), p. 15.

ERRATUM

The Editors would like to call the reader's attention to a typographical error in the Fall 1978 issue (vol. VI, no. 2) of GEORGIA ARCHIVE.

The misprint is to be found on page 56 in Leon P. Spencer's article, "Africana Archival and Manuscript Materials at Predominately Black Institutions in the American South." On line 10 of that page the word "preferred" should be substituted for "pretended." The corrected sentence reads:

It may be valid to assume that black potential donors have preferred to support a professionally-run manuscript program in a black institution over one in a white university or state agency, especially in the South.

The Editors deeply regret this oversight.



PUBLIC PROGRAMS FOR ARCHIVES:  
REACHING PATRONS, OFFICIALS, AND THE PUBLIC

Sandra L. Myres

Many of you have probably had some experience with public programs for archives, and perhaps your endeavors have been successful. However, all of you are probably aware that there are many pitfalls in publicizing archives, their holdings and programs. But most of the horrors you may have heard of, or even experienced, can usually be avoided by a well-thought-out and sensible approach to the public, public relations, and public programs

The first step in any successful public program is to define the constituency or constituencies you are trying to reach. Each one has different needs and expectations, and different approaches will be necessary in designing meaningful and helpful programs. There are three major constituencies or groups which might be the target for public archives programs. These would include, not necessarily in order of importance, patrons, officials and the general public.

First, let us consider regular, i.e., academic and professional, users and researchers. Although most of these people will be in one of the disciplines of the humanities or social sciences with a preponderance of historians, political scientists, and sociologists, other disciplines may also use archival sources from time to time. Urbanologists, engineers, architects, city planners, geologists--to name only a few--often need and seek the information or services offered by state, local, or private archival depositories. A second category of regular patrons are those much maligned "little old ladies in tennis shoes," the genealogists. A third group of patrons are the occasional researchers, often amateurs rather than academics, who only wish to research a particular point or look up a particular document.

Another important constituency in addition to patrons and researchers are the many appointed and elected officials who in one way or another affect policies, budgets, and services which archivists will or will not be able to offer. Legislators, those important persons who make laws regarding use and who control that annual

---

Sandra Myres, Associate Professor of History at the University of Texas at Arlington, was formerly Director of the Texas Committee for the Humanities and Public Policy. This paper is based on a talk delivered at the annual meeting of the Society of American Archivists in 1978.

headache, the budget, are the most obvious of these officials. But members of the attorney general's staff, the governor's staff, city council members, members of various public and private boards and commissions, county and city clerks, university administrators, may all have an important role in formulating policies which affect archivists and their work. They may also control many of the materials which will eventually find their way into archival depositories.

A third, and perhaps the most important, constituency is that great faceless public which we will probably never see in our buildings, which will never know or care that there is such a thing as an archives, but whose taxes will eventually pay the bills for most depositories.

How does one approach public programs and public relations for these different constituencies? One might assume that the first group, the users, already know who and where we are and what we have, and therefore should not be a primary target for informational or educational programs; but that is a mistake. Many archivists tell of being amazed and appalled by the numbers of historians who are profoundly inept in the techniques of archival research. I suspect that one of the reasons so much of the printed material put before us is a rehash of the old, rather than exciting material from new sources, is that the authors were once frightened by a Hollinger box. One look at all those shelves of, to them, unindexed and unverified materials, was enough to send them running to the nearest comfortable and familiar library with its bibliographies, guides, card catalogs and other known research tools. Even those patrons who do not suffer from acute "archivophobia" are frequently unaware of the kinds of materials that might be vital to their research and are no farther away than the closest depository. Of course, archivists have long been aware of the need to publicize holdings, as the lists of newly-acquisitioned materials which regularly appear in various professional journals attest. But an important corollary to these publishing activities are programs designed to appeal to the special interests and needs of both the regular and occasional patron.

Programs for patrons are also the least expensive and easiest programs to plan and carry out. The cost for such programs is only some staff time and travel expense, but the rewards in new friends, new patrons, and more successful researchers are innumerable. One or two-day state or regional conferences of the kind sponsored or co-sponsored by the National Archives are valuable, of course, but they are also time-consuming and often expensive. On the other hand, planning one session for a local, state, regional, or national meeting takes little time and can be equally rewarding. Many who would not attend a one-day conference on archives will attend one session at a professional meeting. Almost all groups to which regular and occasional patrons belong have one or more general meetings a year. A thoughtfully prepared program which presents several aspects of archival resources or research techniques useful to the members of the group will almost always be welcomed by the program committee.

In recent years, more and more such programs have appeared. In the spring of 1978 the Society of Southwest Archivists sponsored a session at the Texas State Historical Association meeting, which may become an annual event. Last fall the Western History Association Conference included a session on "Federal Records in the West," and a recent Mountain Plains Museum conference featured a paper on "The Function and Future of Archives." Historians and museum curators are obvious groups for programs on archives, but less traditional groups, such as architects or city planners, should not be overlooked. Good programs which help regular and occasional patrons, including genealogists, to become better and more efficient researchers will cut down staff time in servicing their requests and should substantially reduce the aspirin and tranquilizer budget.

There are a few "tricks of the trade" in planning programs for patrons. The first rule is to know your audience and design a program attractive to that audience. A "how-to" program may appeal to genealogists or to infrequent patrons such as engineers or hospital administrators. Academics will expect a different approach, but a paper on "The Archivist and the Historian (or Political Scientist or Sociologist) --Establishing a Working Relationship" will make more palatable the fact that many of those attending do not know how to use archival resources.

With very few exceptions, professional meetings are planned at least a year in advance. You should contact the program chairman at least twelve, and preferably fifteen to eighteen, months prior to the meeting about the possibility of an archives session, and request the date by which the proposed program should be submitted. You also need to inquire about any special rules of the organization regarding participants, time limits, or other guidelines. Prepare a proposal for a complete session, including suggestions for chairpersons and discussants. Program committees do not have time to match up papers, people, and presiders. Program sessions that appeal directly to the interest of the members and that provide a complete session outline which will fit within the time limits for a particular meeting or conference will have the best chance of being accepted by the committee. You should also inquire about exhibit or display space. For some organizations the cost will outweigh the benefits, but some groups provide this at low cost and in some cases it is even free!

Programs and exhibits can be used to inform patrons and potential patrons of new holdings, new arrangement techniques, new programs, and new policies. They can also gently educate patrons in the most efficient research techniques. Programs and exhibits can be invaluable as a public relations device. At the same time, they can make the work of the archivist easier and the researcher experience a happier one for everyone involved. They can also bring new recruits into your camp at those times when allies are needed to lobby for or against various proposals for policies and budgets which will affect both archivists and researchers.

Officials, both public and private, are a different breed from patrons. The care and management of bureaucrats and elected officials is fraught with dangers and difficulties. Most contacts with these officials come at budget time or when new policies affecting archival staff and services are being considered. Reports are prepared, presentations made, and some judicious lobbying is done. But programs which help officials to appreciate fully the role and scope of archives in both governmental and public service can help make budget negotiations easier. These programs can also help prevent those occasional crises when some well meaning but uninformed official sets out to recommend or implement policies which would be unpleasant if not disastrous.

Overworked bureaucrats will usually be grateful for seminars or workshops on records management, archival servicing of records, or suggestions for disposition of that stack of paper in the back office. Programs on the implications of the new copyright laws, information services acts, or "sunshine" legislation can be useful to legislators and other elected and appointed officials, and will help remind them that the archival staff does other things besides demand more money and larger facilities at the beginning of each fiscal year. Seminars on holdings and use for legislative research assistants and the staffs of various departments and commissions can also pay off in new understanding and sympathy when bills and budgets come across legislative and executive desks. Again, these programs do not have to be expensive. They do require some staff time, close liaison with the intended audiences, careful planning, and good programming. The knowledge and good will gained, however, can more than repay the time and work invested.

There is one obvious danger signal in programs for officials: Beware of hidden agendas, either yours or those of the target audience. Be sure that no one uses the seminar or workshop as a platform to advocate only one point of view. These programs for officials should contain information, not propaganda. Stick to "nuts and bolts." Avoid controversial questions. Keep in mind that this is a programming and public relations area in which it is wise to speak softly and carry no stick, or at least no obvious stick.

It may seem far more difficult to reach the final group of constituents, the public at large. How do you acquaint the general public with your programs, services and needs? Particularly in view of Proposition 13 and the spread of the taxpayer revolt, public archival institutions must justify services and spending to a growing number of citizens previously unconcerned with archival resources or funding. Some archivists may think that the best tactic is to keep quiet and hope no one discovers them. Some of you, however, may decide that the best defense is a good offense and wish to initiate services and programs aimed at the general public.

There now operates in every state a humanities committee, funded in part by the National Endowment for the Humanities, to grant funds for public programs in a variety of areas. Until recently, such state programs were tied to public discussions of public policy issues. This requirement made it difficult for some groups and organizations, particularly archives, to participate. In the last year, however, expanded guidelines in all of the states have broadened the program to include projects which are not tied to hard-core public policy issues and are thus more attractive to organizations which for one reason or another could not or should not deal with controversial topics. Now it is possible to receive funds for programs in local history and culture, historic preservation, oral history, and folklore. If you talked with your state committee earlier and were discouraged from applying for funds because of the public policy requirement, you should contact them again and find out about their expanded mandate.

Although programs and guidelines for state-based programs vary from state to state, a few examples will perhaps give you an idea of the activities possible with such grants. One state grant helped sponsor a statewide conference on ways of preserving the state's documentary heritage. Funds were also available for printing and mailing the conference report--an excellent public relations device in itself. Another grant provided funds for a film stressing the need for preserving local records, how to establish policies for the collection and care of such records, and where to get help and advice. A third program featured a traveling exhibit and discussion of historic documents and their importance to people today.

The amount of money granted for such programs will vary, depending on the state committee's guidelines and the ambition of the planners. Some very good programs can be provided for a few hundred dollars while others may cost several thousand. All state-based programs must be closely tied to the humanistic disciplines, which are natural allies for archivists. Since history, literature, languages, and philosophy are all closely related to archival theory and practice, good humanities programming should also be good archival programming.

The possibilities for public programs of this type are almost limitless. They do require careful thought and planning. Be sure that you have considered all the possibilities; be imaginative. Think carefully about the audience you want to reach and why. What are their primary interests? What are their special needs? Target your audience; an open invitation is likely to produce meager attendance at best. Confer with members of groups you expect to attract and get their ideas and suggestions. Outline your program objectives and design a program which will meet these objectives. Work closely with the staff of your state's humanities committee. They have had a great deal of experience in public programming and will be happy to help you with ideas, resources, and publicity.

Most of these committees have booklets or brochures which offer helpful suggestions and guidelines for planning public programs. In fact, many state staffs have already prepared publicity and public relations handbooks. Even if you do not want to apply for funds for a program, copies of these booklets may give you some good ideas for publicizing your resources and services.

Public programs, carefully planned and well executed, can be beneficial to archivists and patrons. They can even be fun!

EXPANDING SOURCES FOR BLACK RESEARCH AT ATLANTA UNIVERSITY

Lee C. Alexander

Atlanta University's first archivists and records management coordinators were its founding fathers, who were conscientious, even if unwitting. Staunch in their convictions that the institution they were nurturing would become historically significant, they kept carefully the records of their progress in building the University.

The origins of a diverse collection of primary source materials relative to the Black experience are less clearly defined, but it is evident that the idea for such a collection developed in many minds. In 1932 Dr. Anson Phelps Stokes, President of the Phelps-Stokes Fund, made possible the acquisition of a small but rich group of papers of Thomas Clarkson, the English Abolitionist. Soon thereafter came the acquisition of the John Brown Papers. These manuscript collections were apparently handled as an integral part of the Library's general resources until 1946, when the collection of Henry P. Slaughter, a Washington bibliophile, was purchased. It was then that the archives/manuscripts collection was established in its separate identity as one of the Library's Special Collections. Although the bulk of Mr. Slaughter's collection consisted of valuable printed materials, there were also autographs of such outstanding figures as Frederick Douglass; William Lloyd Garrison; Franklin Benjamin Sanborn; and Toussaint, Christophe, and Pétion of Haiti. These resources, together with a fine group of slavery and Reconstruction documents, cover nineteenth-century Afro-American history in some breadth.

Another pillar on which Atlanta University's collections rest is the papers of Black American writers, musicians, and graphic artists from the Harlem Renaissance to the present. The collection was established in 1942 by Harold Jackman, New York educator and patron of the arts. Now known as the Cullen-Jackman Collection, it is a constantly growing body of papers, periodically receiving additional donations from the Jackman Memorial Committee.

---

Lee Alexander is Archivist at Atlanta University's Trevor Arnett Library.

These earliest collections, together with a number of others that were acquired soon after, are described in the Guide to Manuscripts and Archives in the Negro Collection of Trevor Arnett Library, Atlanta University (1971). This publication was the product of two years of Ford Foundation assistance in processing for research use Atlanta University's rich collections. Since every effort was made to disseminate the Guide widely, it seems useful now to move beyond its bounds to review briefly the University's acquisitions since 1971. To do so, however, is to confront the proverbial horns of the dilemma: on the one hand, these more recent acquisitions are of such quality and quantity that they deserve exposure to the archival profession and to potential researchers. On the other hand, to review these materials is to dangle tempting morsels only to snatch them away again with the reminder that most of them are not processed, nor are likely to be so for at least another two years. Except for a few smaller collections (or additions to previously processed collections) which have been prepared by the class in Archival Management of Atlanta University's School of Library Service, most of the materials to be cited are under only such degree of control as conscientious accession records provide. Despite all these difficulties, it seems not completely futile to glance at potentialities, with a hopeful eye on the future.

Because of the quantity of the material and the rather predictable content of some of it, only a few collections have been singled out for elaboration in the following three major categories: (1) personal papers, (2) archives of Southern socio-economic organizations, and (3) organizational archives of a more general nature.

Additions to manuscript collections reflecting the lives and accomplishments of individuals include papers of Claude McKay, poet and novelist; Owen Dodson, poet and playwright; Grace Towns Hamilton, Georgia legislator and civic worker (and daughter of George A. Towns, whose papers are also a part of the Collection); C. Eric Lincoln, author and educator; Clarence A. Bacote, Brailsford R. Brazeal, Hallie B. Brooks, and Richard A. Long, Atlanta educators and civic figures; David Scott, Georgia legislator and politician; and Russell Atkins, poet and novelist. Although not numerous, papers having to do with the vindication of Henry Ossian Flipper, Atlanta University alumnus and first Black graduate of West Point, are of particular human interest. At the time of this writing, the papers of the Rev. William Walter Mathews, a controversial but richly achieving Bishop of the African Methodist Episcopal Zion Church, and of Mr. John Hervey Wheeler, former president of the Mechanics and Farmers Bank of Durham, N.C., president of the Southern Regional Council headquartered in Atlanta and Chairman of the Board of Trustees of Atlanta University for many years, were just in process of acquisition.



The Claude McKay manuscripts come from the last four years of the poet's life, 1944-1948, and consist of letters to Harold and Ivie Jackman of New York city. Mainly requests for assistance in practical matters, the correspondence also includes allusions to fellow writers Roi Ottley, Richard Wright, and Lillian Smith, as well as to McKay's thoughts on Blacks and Communism. Allusions to his worsening health and finances lend a tone of gloom to the series.

The letters and papers (1943-1974) which constitute the Owen Dodson addition not only cover most of his professional life but reveal his quality of intense enthusiasm, a case in point being his abortive effort to take the Howard University theatrical company to Denmark to perform in Elsinore Dodson's version of Hamlet. The bulk of the material consists of literary manuscripts (both poetry and plays) frequently including an original draft with several revisions.

The focal points of the papers of Dr. C. Eric Lincoln are his teaching activities (he has been a member, successively, of the faculties of Clark College, Union Theological Seminary, and Fisk University), and his wide-ranging writing and publishing enterprises in the areas of Black religious, philosophical, and sociological concerns. These records are supplemented, however, by ample evidence of auxiliary interests such as fiction-writing, musical composition, and the founding and progress of the Black Academy of Arts and Letters. Persons who figure in the collection are the Rev. Albert Cleage, the Rev. Martin Luther King, Jr., and Malcolm X.

One other individual collection reveals a very different type of personality and field of operations. Professor Clarence A. Bacote, formerly Chairman of the Department of History of Atlanta University, retired in 1977 and donated his papers to the University. Widely known and revered as an educator, Dr. Bacote amassed a considerable body of records during his 47-year tenure as a member of the Atlanta University faculty, and these will constitute a valuable segment of the University Archives. His personal papers, however, reflect his other multitudinous and highly productive activities. Well before the beginning of the Civil Rights Movement, Dr. Bacote was working with the All-Citizens Registration Committee and the Atlanta Negro Voters League. These organizations functioned on their own and in conjunction with local chapters of the Urban League and the NAACP to expand the rolls of Black voters and to help inform them as to the qualifications of the candidates. As an outgrowth of this work, perhaps, Dr. Bacote became--and still is--an unofficial election statistician, compiling for each election figures indicative of the geographic distribution and relative voting strengths of Black versus White voters in Atlanta. Dr. Bacote's papers are, in addition,

reflective of his civic involvement with the Fulton County Democratic Executive Committee, the Fulton County Jury Commission, the Atlanta Civic Design Commission, and Advisory Boards of the Southeastern Branch of the National Archives and the National Historical Publications and Records Commission.

As an adjunct to his teaching, Dr. Bacote has contributed in major ways--as his papers record-- to professional organizations such as the Association for the Study of Afro-American Life and History, the Southern Historical Association, the Organization of American Historians, and, by way of numerous published articles, to the Journal of Negro History. Various research materials and galley-proofs of his Story of Atlanta University (1967) may also be found among these records.

Throughout his teaching career, Dr. Bacote habitually saved clippings or other illustrative materials relative to current history. These items form both colorful and useful grace-notes to the collection.

Among outstanding individuals represented--usually as correspondents--in the collection are W. E. B. DuBois, Raiford Logan, Ira DeA. Reid, Dr. Wm. E. Dodd, Dr. Carter G. Woodson, Dr. John Hope, Dr. John Hope Franklin, Whitney M. Young, and Chet Huntley.

Since 1954 the archives of several well-known Southern socio-economic organizations have been the strongest asset of Atlanta University's holdings. The records of a number of such organizations have recently been expanded or have achieved representation in the Collection for the first time. Among them are the Neighborhood Union (an Atlanta social service agency organized by Blacks in 1908); the Atlanta branch of the Urban League; the Kenneth Douty study of Communist influence in the Southern Conference for Human Welfare; the Southeastern Regional White House Conference on Children and Youth; the Southern Regional Council archives from 1941 to 1966 with continuing growth (these materials being sequential to the archives of the Commission on Interracial Cooperation and the Association of Southern Women for the Prevention of Lynching, already features of the Collection); and the Georgia Council on Human Relations (an affiliate of the Southern Regional Council).

The records of the Atlanta Urban League reflect the history of Atlanta's Black community more strongly than any other collection mentioned. With its greatest concentration of papers dating from the late 1950s and 1960s, the collection records the executive directorships of Mrs. Grace Towns Hamilton, Robert A. Thompson, and Harold N. Arnold. Some retrospective materials date as early as the 1940s. The collection is about equally divided between administrative papers (including correspondence, fiscal records, histories, statistics, and maps and charts related to League activities) and records of community services. The latter records cover educational facilities,

health care, family planning and adoption of children, housing, job development and employment of Blacks, voter education (in cooperation with the Georgia Voters League), registration drives, and Atlanta politics. The records also show that the Atlanta Urban League worked cooperatively with other social service agencies (Atlanta University School of Social Work), other ethnic organizations (Anti-Defamation League of B'nai B'rith), and numerous governmental agencies, including the Commissions on Civil Rights and Equal Employment Opportunity.

Regarding the Southern Conference for Human Welfare, the organization was accused throughout the latter years of its existence of being dominated by Communists. In 1954 Professor John Roche of Haverford College was commissioned by the Fund for the Republic to make a study of Communist infiltration into domestic organizations. Kenneth Douth was, in turn, assigned by Roche the task of investigating SCHW. The papers at Atlanta University concerned with the project include a sizable body of correspondence explaining the nature of the project, photostated newspaper material, and several fragmentary versions of Douth's report. Either none of these versions is complete or Douth's findings are inconclusive, for he is indefinite as to the presence of Communist activity. The report does, however, incorporate a painstaking study of the Conference's history and of the attitudes and affiliations of its leading members. So far as can be determined, the report does not exist in printed form.

In 1954 Atlanta University was made the repository for the archives of the post-World War I race-relations organization, the Commission on Interracial Cooperation. It was particularly fitting that this should be so, for many members of the Atlanta University community (including Dr. and Mrs. John Hope) were key figures in the Commission's work. In 1944 a young and vigorous body called the Southern Regional Council emerged from the aging Commission and addressed itself especially to those social and economic problems peculiar to the South. Although the race problem was by no means the Council's only concern, it began early on to occupy center stage and continued to do so through the period of the Civil Rights movement.

In March of 1978 the Southern Regional Council agreed to transfer that portion of its archives running from 1944 to 1966 to Atlanta University. With grant support from the National Historical Publications and Records Commission, the processing of some 300 cubic feet of material is now under way and is expected to continue through the Spring of 1980. This work has already revealed broad and rich sources of information in the areas of voter education, labor, rural health, crime and correction, and urban planning, in addition to race relations and civil rights. Materials relating to the functions of several

semi-detached agencies, such as the Voter Education Project, Fellowship of the Concerned, and the Southern Leadership Project, are also included. Among those Southern leaders who figure in the collection are Howard Odum, James McBride Dabbs, Dr. Charles S. Johnson, Dr. Rufus E. Clement, Ira DeA. Reid, John Hervey Wheeler, Dr. Vivian W. Henderson, Ms. M. E. Tilly, Pat Watters, Mrs. Grace T. Hamilton, John Hope II, Whitney Young, Jr., Dr. Kenneth Clark, and Vernon Jordan.

Organizations of a more general type represented in recent archival acquisitions are the following: Atlanta University itself, with additions in the area of presidential correspondence (Myron Adams, John Hope, Rufus E. Clement, and Acting President Florence M. Reid); administrative records of the School of Library Service and of Trevor Arnett Library; faculty records of C. A. Bacote, Hallie B. Brooks, and Richard A. Long; manuscripts of Phylon articles; records of fund-raising activities of the Office of Alumni Affairs; and, from the Office of Public Relations, extensive records concerning Atlanta University's Black art collection and photographs recording University activities.

Archives of the several schools of Atlanta University Center have been enriched by additions of early Spelman College catalogs, and of assorted Morehouse College publications.

Holdings in the area of women's social-cultural organizations have been augmented by additions to the archives of the Chautauqua Circle, Inquirers' Club, and the Utopian Literary Society.

Particularly significant is the recent promise by the First Congregational Church of Atlanta of its archives. This organization's history is outstanding both in its own right and in its historical relationship to Atlanta University. Three of its founders, Edmund Asa Ware, Erastus Milo Cravath, and Cyrus W. Francis--as ministers and as representatives of the American Missionary Association--had also been moving spirits in the beginnings of Atlanta University and, in the case of Cravath, of Fisk University also. Along with Atlanta University and Fisk, the church in its early years received financial support from AMA. In 1894 the Congregational Church acquired its first Black minister in the person of Henry Hugh Proctor, a Fisk Graduate and a student at Yale Divinity School.

It should be reiterated that the larger of the above-mentioned acquisitions, especially the archives of the socio-economic organizations, will not be completely processed for use by the research public in less than two years. On a happier note, Atlanta University Center's new library, in which the archival holdings will enjoy greatly expanded and desperately needed facilities, is on the verge of becoming a reality. Plans are being formulated for a Regional Ethnic Archives Center to be housed there, and donations of appropriate materials are earnestly solicited.

A SURVEY OF ARCHIVAL HOLDINGS RELATING TO THE BLACK EXPERIENCE  
IN THE CIVIL RIGHTS MOVEMENT

Minnie H. Clayton

After the Civil Rights Movement of the 1950s and 1960s, interest in the collection and preservation of records documenting the history of black Americans increased dramatically. Scholarly attention encouraged the publication of guides to locate and identify existing collections of black history source materials. Major collections in the National Archives, the Library of Congress, and various historical societies and college and university libraries were described in institutional and national guides. The Directory of Afro-American Resources, edited by Walter Schatz and published in 1970, has provided the most comprehensive listing of the locations of black history collections.<sup>1</sup> However, many of the records documenting the Civil Rights Movement have come into repositories only within the last decade, after the publication of Schatz's guide. This paper will provide a brief survey of the location of some major archival collections documenting the black experience in the Civil Rights Movement of the mid-twentieth century.

Shortly after the assassination of Martin Luther King, Jr., Mrs. King and other family members founded in Atlanta the Martin Luther King, Jr., Center for Social Change. The Center's purpose was to keep Dr. King's "dream" alive, and the first project toward that goal was a nationwide attempt to collect the documents of the movement that Dr. King led and to preserve them for research in a central location. Some 700 cubic feet of materials have been collected and should be open for research in 1980 when processing, now in progress through a grant from the National Endowment for the Humanities, will be completed.

The collection consists mainly of the files of correspondence and related papers from the major civil rights organizations of the period from 1954 through 1968. The largest group of organizational records in the collection is the Southern Christian Leadership Conference (SCLC) headquarters files. These papers date from the founding of the organization in 1957 through 1972, and consist of

---

Minnie Clayton is Archivist of the Southern Regional Council Archives Project at Atlanta University. She formerly served as Librarian-Archivist at the Martin Luther King, Jr., Center for Social Change.

administrative correspondence, organizational records, minutes, annual convention materials, speeches, mimeographed materials, fiscal records, SCLC chapter correspondence and reports, pamphlets, newspaper clippings, photographs, SCLC publications, tapes and memorabilia. These materials were generated by the SCLC's involvement in local movements in Alabama and Georgia; voter registration drives in Virginia, the Carolinas, Georgia, Florida, Alabama and Louisiana; the march on Washington; civil rights campaigns in Chicago and Cicero; the Poor People's Campaign; the Memphis sanitation workers' strike; and Dr. King's assassination. The records also contain the correspondence of such SCLC leaders as Dr. King, Ralph Abernathy, Jesse Jackson, James Bevel, Fred Shuttlesworth, Wyatt T. Walker, T. Y. Rogers, Hosea Williams and Andrew Young. Also included are tape recordings of SCLC conference proceedings, rallies, workshops and speeches, as well as speeches, sermons and radio broadcasts by Dr. King.

Other organizational records in the King Center collection include the papers of the Student Nonviolent Coordinating Committee (SNCC), 1960-1968; the Congress of Racial Equality (CORE), 1961-1968; Coordinating Council of Community Organizations (CCCC) Chicago Movement, 1965-1968; the Episcopal Society for Cultural and Racial Unity (ESCRU), 1959-1969; and the Mississippi Freedom Democratic Party, 1963-1967. The SNCC files contain general office correspondence, minutes, staff field reports, and correspondence of leaders John Lewis, Julian Bond, Stokely Carmichael, James Foreman and others.

Dr. King's personal papers (1950-1968) form the largest individual collection at the Center. These include manuscripts, galleys, typescripts, correspondence and memorabilia. Of particular importance is the information relating to Dr. King's early life and education. Mrs. Coretta Scott King has deposited a portion of her papers at the Center, and these include correspondence, the manuscript for her book, My Life with Martin Luther King, Jr., newspaper clippings, her non-current administrative files as president of the Center, and memorabilia. Two other individual collections are the court cases of Alabama attorney Fred D. Gray, 1955-1968, and the papers of William Robert Miller, the biographer of Martin Luther King, Jr.<sup>2</sup>

The Trevor Arnett Library at Atlanta University is well known as a repository of much valuable black history material. Recently Trevor Arnett has acquired the papers of the Southern Regional Council (SRC), which date from 1944 through 1970. The SRC papers consist of over 400 cubic feet of administrative files, organizational records, project files, field administrative files for the eleven affiliate state councils, SRC publications, research division files, and the SRC's Voter Education Project files. These papers are now being processed under a grant from the National Historical Publications and Records Commission, for research use within the next two years.

Howard University's Moorland-Spingarn Research Center, with its rich black literary heritage and the papers of outstanding black leaders of the nineteenth and early twentieth centuries, has added the Black Press archives, dating from the founding in 1827 of the first black newspaper, Freedman's Journal, to the present. A second recent addition is the Ralph J. Bunche Oral History Collection (formerly the Civil Rights Documentation Project), consisting of approximately 700 tapes and transcripts of individuals involved in the civil rights activities of the 1960s. The processing and cataloguing has not yet been completed.

Boston University's Mugar Library Special Collections houses papers of Dr. Martin Luther King, Jr., an alumnus, dating from 1950 through 1963. Included are manuscripts, correspondence, academic study materials, telegrams, speeches and sermons.

The University of Massachusetts, noted for its important collection of anti-slavery documents, has added the W.E.B. DuBois papers. The State Historical Society of Wisconsin established its Contemporary Social Action Collection in 1964 and has acquired important papers relative to local movements of the 1960s in such southern states as Mississippi, Arkansas and Tennessee. These movements reflect principally the activities of SNCC and CORE.

At Dillard University's Amistad Research Center, recent acquisitions include the papers of Mary McLeod Bethune, educator and activist, and Bishop Stephen G. Spottswood of the African Methodist Episcopal Church, who was active in early twentieth-century civil rights work and served during the 1960s as chairman of the NAACP. These collections complement the already impressive files of the American Missionary Association, 1839-1879, which relate to the Underground Railroad, abolition, Reconstruction and the Ku Klux Klan, and other early black history collections.

Fisk University Library in Nashville, holding nineteenth-and early twentieth-century papers centering mainly on the Reconstruction and Depression eras, has expanded its collection by acquiring the papers of civil rights worker Slater Hunter King, 1959-1968, documenting the activities of the Albany, Georgia, movement of the 1960s. The archives of the Race Relations Information Center (RRIC) is a second major acquisition. Tuskegee Institute Library has valuable records covering the late nineteenth century, among them files detailing all known instances of lynching since 1882, and also houses the Southern Courier files, 1965-1968, containing information concerning civil rights activities.

The National Association for the Advancement of Colored People (NAACP)--an outgrowth of a protest organization, the Niagara Movement of 1909--is the oldest and largest civil rights organization, with 1800 chapters and seven regional offices throughout the U.S.

The Library of Congress is the national repository for NAACP files and holds its early and contemporary records.

The National Council of Negro Women, through its Mary McLeod Bethune Historic Development Project, is processing its own records (1935-1965), which document the civil rights movement, including action on such items as lynching and poll taxes. The NCNW has set as its ambitious goal the collecting and processing of all historically valuable materials produced by the coalition of twenty-seven national women's organizations.<sup>3</sup> The Alabama Center for Higher Education (ACHE) began Project Preservation to encourage and assist community organizations in preserving historical records in their possession.<sup>4</sup> Progressive and labor movement materials are available to researchers at the Southern California Library for Social Studies and Research.<sup>5</sup> Specific collections include documents relative to the Scottsboro Boys case, the Black Panther Party and taped speeches of Angela Davis, Martin Luther King, Jr., Cesar Chavez and others. The California Historical Society houses a considerable body of records documenting Black history in the West and early civil rights activities in California.<sup>6</sup> The Meiklejohn Civil Liberties Library (Berkeley) has the complete files of the People v. Angela Davis case,<sup>7</sup> and the Religious Heritage of the Black World (Interdenominational Theological Center, Atlanta) has an extensive collection of tapes and transcripts documenting the religious and administrative experiences of "Black Church Fathers" of the twentieth century.<sup>8</sup>

Clearly, the civil rights movement of the 1960s has provided the impetus for the expansion of collections centering on black history, and the records and documents of that movement are some of the most important additions to existing collections. When many of these collections are opened to researchers during the next few years, they will provide new and rich documentation of this important era in recent American history.

#### NOTES

<sup>1</sup>Most of the institutions have announcements, supplementary inventories or mimeographed listings of holdings upon request.

<sup>2</sup>The King Center Archives also holds records generated by the programs and activities of the Center.

<sup>3</sup>For more information, contact Council House; 1318 Vermont Avenue, NW; Washington, DC 20036; (202) 332-1233.

<sup>4</sup>For more information, contact Leon P. Spencer, Director; Collection and Evaluation of Materials About Black Americans (CEMBA); Talladega College; Talladega, Alabama 35160.



<sup>5</sup>For more information, contact Southern California Library for Social Studies and Research; 6120 S. Vermont Street; Los Angeles, California 90044; (213) 759-6036.

<sup>6</sup>For Diana Lachatanere's guide, Blacks in California: An Annotated Guide to the Manuscript Sources in the California Historical Society, contact 2090 Jackson St.; San Francisco, California 94109; (415) 567-1848.

<sup>7</sup>For more information, contact Meiklejohn Civil Liberties Library; 1715 Francisco Street; Berkeley, California 94703; (415) 848-0599.

<sup>8</sup>For more information, contact Religious Heritage of the Black World; Interdenominational Theological Center; 671 Beckwith Street, SW; Atlanta, Georgia 30314; (404) 525-5926

TRENDS IN FUNDING ARCHIVAL PROGRAMS:  
AN ANALYSIS OF PROPOSALS SUBMITTED TO THE NHPRC

Michael F. Kohl

During the past four years, the records program of the National Historical Publications and Records Commission has been a vehicle for change in archives. With a mandate for expanded responsibilities, the NHPRC has nurtured the development of new archival programs, rescued records from imminent destruction, advocated the placement of competent personnel, and encouraged the adoption of accepted archival practices. This paper will examine the records grant program of the NHPRC from a number of perspectives and attempt to assess its present performance and future directions.

A study of 218 grant applications submitted to NHPRC between January 1976 and February 1978 reveals that the average amount requested was approximately \$26,000; the average amount granted was \$20,200. State institutional applications far outnumbered those of state cooperative, regional or national applications. Nearly 40 percent of the applicants were colleges and universities. Non-profit organizations such as public libraries, hospitals, professional societies and senior citizens centers composed the second largest applicant group. (See Table I.) A breakdown of the submitting agencies indicates that information about the records program is beginning to reach a wide variety of organizations outside the academic and historical society circles.

More than 50 percent of the proposals indicated that a significant aspect of their project involved increasing the awareness of researchers to the existence of records and enhancing the researcher's ability to use records. Another 40 percent listed preservation and reproduction as their primary goal, while about 30 percent listed surveying and accessioning. The large number of survey and preservation projects reflected the NHPRC's emphasis upon "endangered records."<sup>1</sup> Over a quarter of the applicants mentioned the establishment of a new archival program.

The vast majority of proposals dealt with collections composed primarily of paper manuscripts. Photographs constituted the only non-manuscript material for which a significant number of proposals were made. The provenance of these records ranged over a wide variety of sources, with the papers of individuals and private organizations being

---

Michael Kohl is Archivist for a records project funded by NHPRC at the Library Council of Metropolitan Milwaukee. This paper is based on a talk delivered at the 1978 annual meeting of the Society of American Archivists.

TABLE I  
APPLICANT TYPE

	Number	Percent
Historical Societies	32	14.7
State Archives	12	5.5
Colleges & Universities	86	39.4
Local Governments	23	10.6
Religious Institutions	8	3.7
Miscellaneous Non-Profit	50	22.9
State Advisory Boards	7	3.2

the most common. Local and state government records were the next two most common types of collections. (See Table II.)

The dates of collections included in these applications indicate that proposals covering a wide breadth of records -- from colonial through contemporary periods -- were submitted. The dates of collections were fairly evenly distributed over our nation's history. One rather surprising finding was that on over half of the applications one could not discern the major time period concerned, demonstrating the problem of vagueness and lack of information which characterized many of the proposals.

A number of the applications studied contained serious weaknesses. For example, in one proposal the total budget was either over \$100,000 or over \$200,000; the exact amount could not be determined because the receipts and disbursements were combined for a grand total. (This proposal also contained the salary for a bookkeeper as a part of the proposed budget.) Other proposals were almost as poorly written. Some ignored NHPRC restrictions on the purchase of capital equipment and the preservation of records as artifacts; others were evidently unaware of the Commission's severe financial limitations. In one case a Midwestern institution requested approximately 10 percent of the NHPRC's total funding for the records program, and attached a note admitting that even more money might be needed the following year. On the whole, many applications could have been improved if the NHPRC guidelines had been carefully read and if someone with a knowledge of basic accounting methods had reviewed the budget.

A comparison of the proposals reveals a few general differences between successful and unsuccessful submissions. For instance, a higher percentage of successful applications dealt with local government records or microfilming projects. Also, accepted proposals asked for substantially less money (an average of approximately \$4500 less) and generally claimed less in cost sharing funds (averaging approximately \$5800 less). It should be noted that the amount of cost sharing accepted by the NHPRC staff was reduced, on the average, by \$600 for applications recommended for acceptance and by over \$3500, on the average, for those recommended for rejection. These adjustments would recommend a careful assessment of the actual costs borne by the applicant, rather than a concern that a sufficiently large dollar amount of cost sharing was claimed.

When assessing what qualities were crucial in a recommendation to accept or reject a proposal, the survey findings permit the following observations:

1. Significant positive factors which influenced the acceptance of a grant included the assessments that: the applicant's project dealt with historically valuable records which were in need of preservation; the project's staff was competent and had the professional skills

TABLE II  
PROVENANCE OF RECORDS

	Number	Percent
Federal Government	8	3.7
State Government	33	15.1
Local Government	63	28.9
Church & Church-related Organizations	16	7.3
Business & Labor	35	16.1
Individuals & Private Organizations	82	37.6
College & University	14	6.4
Mixture	7	7.8

needed to accomplish the program's goals; the project could serve as a prototype; and the project was a cooperative undertaking involving two or more institutions.

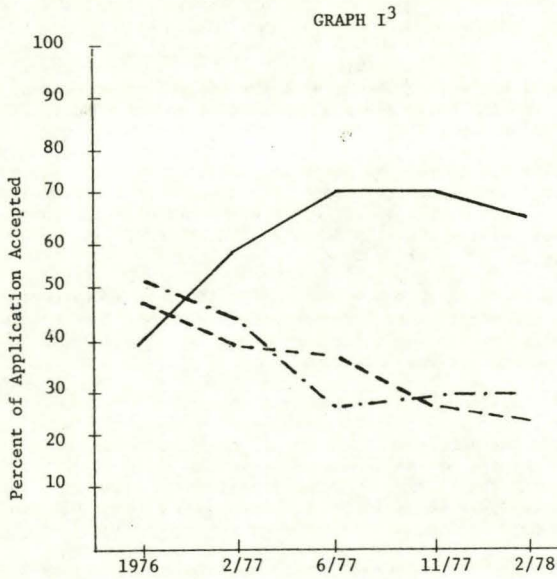
2. Negative considerations which weighed against applications included the judgments that: the proposal did not meet the guidelines for the records program; the project staff or the institution involved might be incapable of successfully handling the project; and the project seemed not to be a high priority task.

3. Instances in which the state's NHPRC Advisory Board recommended approval of proposals that were later rejected by the NHPRC staff and Commission usually involved a difference of opinion with respect to some or all of the factors already mentioned.

4. While there were a considerable number of proposals recommended for approval by state Advisory Boards that were later recommended for rejection by the NHPRC staff and Commission, only two proposals were accepted by the Commission after having been recommended for rejection by a state Board. One can therefore conclude that approval by the state Board is of major importance, although it does not guarantee approval of any application.

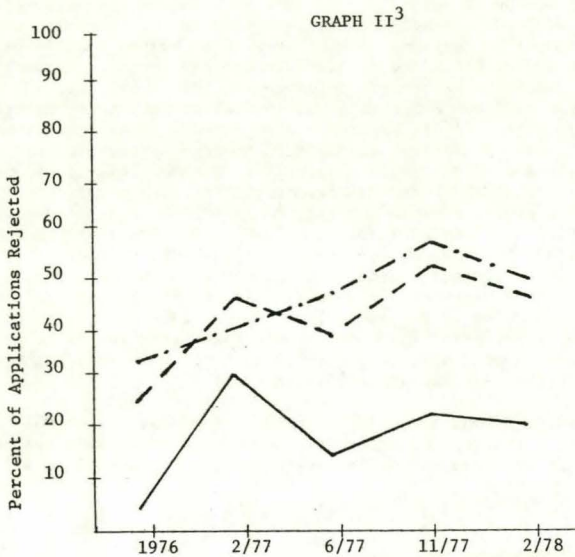
5. The NHPRC staff and Commission considered the maturity of the archival program at the applying agency. This consideration cut both ways. A number of relatively mundane records-use proposals from institutions with established archival programs and professional staffs were rejected, partly due to a lack of creativity by the applicants, i.e., a hesitance to break new archival ground and develop proposals whose results would be of benefit to other archival institutions. For example, a proposal from a respected historical society that requested funds to process part of its backlog was rejected. Conversely, a number of proposals from new archival programs to acquire, preserve, and process records deemed particularly useful in documenting aspects of American life for which there are currently important gaps in the historical record were accepted by the Commission in spite of reservations concerning staff and procedures. Indeed, one could say that all else being equal, the more established the applicant, the more the NHPRC expected the project to show innovation, cooperation among institutions, and greater cost sharing. This expectation is reflected in the NHPRC's funding policy as included in the 1978 draft of the Report to the President: "The Commission's responsibility is to plan, coordinate, and support projects which would begin to change rather than reinforce the existing state of affairs."<sup>2</sup>

As shown by Graphs I and II, there has been a steady overall decline in the percentage of applications recommended for approval by the NHPRC staff and Commission, and an increasing percentage of all



LEGEND

- - - NHPRC Staff Recommendation
- State Advisory Board Recommendation
- · - NHPRC Commission Decision



applications rejected. One obvious and increasingly severe problem is the limited funds with which the records program is now operating. There was a 200 percent increase in funding requests during 1977.

The continued substantially higher approval rate by the state NHPRC Boards, on the other hand, points to one of the major problems now confronting the NHPRC. Some state Boards appear to have difficulty rejecting applications, preferring that the NHPRC turn down the weak proposals. This practice not only adds to the burdens of the NHPRC, but lessens the credibility of the state Boards as well. Many state Boards recommend applications, even though they are not considered top priority, if it appears that the projects have some merit and will be undertaken in a professional manner.

Thus, the NHPRC faces challenges in a number of areas. A continued escalation of funding requests of the proportion witnessed between 1977 and 1978 will strain the effectiveness of the program unless there are commensurate increases in funding for both staff and the programs. If such funding is not forthcoming, one can expect increasing pressure to narrow the scope for funding as well as an increasing number of rejections of projects which should be funded.

The increased demands upon the records program, moreover, must not result in further raids on the NARS budget. Such a short-sighted policy must be resisted in order to preserve the federal government's archival program, which has served as a model and source of guidance since the 1930s. The current separate re-authorization of the NHPRC will perhaps solve this problem since it will be removed from consideration as part of the NARS budget.

Funding of survey projects will in the future be dependent upon the incorporation of accessioning activities as well as long-term commitments by the institutions which undertake such projects to process and make the records available to researchers. The logic which requires record surveys to include accessioning programs also results in the conclusion that such projects contribute a goodly amount of benefits directly upon the particular institutions conducting the survey-accessioning projects.

Assuming sufficient funding, one can predict a continued effort to accession, preserve and make available for researchers the records of minorities and women. At the same time, one should hope that funding will be available for continued prototype projects as well as increased efforts to collect and preserve non-manuscript records including phonograph records, tape-recordings and, in particular, television broadcast material. These materials warrant attention because of the technical problems which prototype projects might aid repositories in solving. There are also a number of subjects which have been neglected in collection development and records preservation



and could benefit from NHPRC-funded programs. Documentation for many aspects of modern American culture lags far behind the collection of papers of twentieth-century legislators, for example.

Any discussion of the NHPRC records program, however, would be incomplete without mentioning the considerable and beneficial impacts the Program is having upon archives and the archival profession in the form of encouragement, sustenance, and guidance. Although the NHPRC has shied away from setting specific standards, the Commission has insisted that recommended projects be staffed by competent persons and follow generally accepted archival practices. The number of today's archivists who are cutting their archival teeth on NHPRC projects is probably about equal to those of the Depression era who found the Federal Records Program to be the stimulus and source of sustenance for beginning their archival careers. The experience and knowledge gained by archivists should be regarded as another benefit of the Records Programs, as should of course the boost it has given to the job market.

The institution of state Advisory Boards has provided a vehicle for encouraging coordination and assessment of archival needs and programs on a state-wide basis, often for the first time. The interaction of Board members as well as the NHPRC's active encouragement has fostered cooperation and mutually beneficial projects among archives, one of the most important results of the program. Almost every state now has a group of knowledgeable professionals who can develop state-wide priorities, give advice to institutions, and influence policies because of their connections with outside funding possibilities.

Archival techniques projects sponsored by the NHPRC have aided both archivists and other records keepers to be aware of sound archival practices. Such projects may become more common as their benefits are found to be considerable. The NHPRC has also given guidance through its decisions regarding proposals. Besides rejecting the funding of item-by-item indexing of manuscripts, calendaring or abstracting collection documents, and other costly reference tools, the NHPRC has shown its willingness to fund parts of projects for which there is a true need, while at the same time explaining the reasons for rejecting more grandiose schemes. In this manner, records have been properly preserved and described, and sponsoring institutions have been encouraged to adopt more appropriate archival methods.

The NHPRC's records program has been largely responsible for the establishment or revitalization of a number of archival repositories; Iowa's state archives program and the municipal archives of the City of Providence are just two examples. Indirectly, its influence has perhaps been even more pervasive in encouraging interest and

continued commitment by a number of institutions to their archival programs. More specifically, important records pertaining to such diverse aspects of our nation's history as plantation operations in Hawaii or the Dayton, Ohio, city manager's files have had their informational content preserved through timely grants from the NHPRC. An even larger number of collections have been made accessible to researchers. One can safely say that, for the investment of approximately \$20,000 per grant, the community of scholars is being efficiently supplied with new sources for research through the efforts of the National Historical Publications and Records Commission. Indeed, the work of the Commission represents a bargain that the American public cannot afford to pass up.

NOTES

<sup>1</sup>National Historical Publications and Records Commission. "Record Program: Guidelines and Procedures; Applications and Grants (draft)." (NHPRC, Washington, D.C.: 1975), p. 2.

<sup>2</sup>National Historical Publications and Records Commission. "Report to the President, 1978 (draft)." (GSA, Washington, D.C.: 1978), pp. 25-26.

<sup>3</sup>These figures do not include some applications on which a decision was deferred, nor does it include those applications which were funded for less than 75 percent of the requested grant. Therefore, the "Percent of Applications Accepted" and the "Percent of Applications Rejected" do not total 100 percent.

<sup>4</sup>Communication from Larry J. Hackman, Deputy Executive Director, Records Projects, August, 1978.

PANDORA'S NEW BOX: A LOOK AT THE RECORDS OF WOMEN'S  
VOLUNTARY ASSOCIATIONS

Darlene Roth

Holding forth on the proverbial soap box is a cherished picture of American democracy in action; sitting down with friends, fixing up a letterhead, and preparing to launch an organization is another. Voluntary action, with its concomitant freedom of expression, is the essence of the American system. The character of voluntary action, mirrored in the associations which frame it, offers the most intricate picture of the changes, tensions, new directions, and structural relationships of the American community at all levels. In the voluntary association Joe and Jane Citizen confront the hierarchies of government.

Because of their importance to the political process, voluntary groups have always fascinated historians. All major social movements-- from the Revolution itself, through the abolition of slavery, the woman suffrage question, the support of public education, prohibition of alcohol, and public welfare, to the consumer interests of today--have first come to public attention through what we regard as "grass-roots" democratic action. Even the political parties themselves are merely overgrown voluntary bodies, and most of our everyday institutions -- schools, libraries, banks, hospitals, and recreation centers -- were founded because a group of private citizens once banded together to meet a perceived communal need.

It is easy enough to see why the Democratic Party is important and why efforts are expended to protect the historical records of its National Committee. But in this period of reviving volunteerism in the United States, what of the records of agencies of lesser significance and more limited outreach such as the local garden club or the nearest chapter of the ASPCA? Who will protect their records? The thought makes archivists quake at visions of unorganized, unusable, organizational material lying in box after box in hall after hall of records, while at the same time social historians fairly quiver at the potential of all that research.

What in normal circumstances is a knotty problem -- the preservation of voluntary association records -- is today aggravated by the recent trends of history and the new interests in local records, non-official agencies, grass-roots activities, and Joe and Jane Citizen (especially Jane). Voluntary association records have

---

Darlene Roth teaches Women Studies at Emory University and directs historical research for the Women's Records Project of Georgia.

now assumed an historical importance which, if acted upon, promises to strain archival capacities. For now, not only the politics, but the very facts of organizational life have assumed historical significance. Organizations as social agents are now the focus of attention. How do they create environments for self-expression and personal growth? How do they contribute to the development of individual, gender, and class identifications? Whom do they educate, and how? What are their service records, and where do they serve, and when, and whom? How (and why) do they protect self-interest, status quo, or threatened peoples? Who are their members, and who, by implication, are not? How have they themselves changed with time in relationship to the broader community? To get at answers to these questions, the use of organizational records already in archives and the instinct to collect more such materials promise to increase dramatically.

In this connection, the specific interest in women's organizations is particularly acute. As for any sub-culture or minority group, their organizations have played irrevocable roles in the political maturation of American women as well as in the social interaction of daily living. Organizations have been the cutting edge of feminine political practice, since women performed political acts (such as lobbying and petitioning) as groups before they had individual political rights. Predictably, those organizations of greatest political significance (e.g., suffrage or equal rights) have up to now received the most historical attention, but other facets are beginning to be investigated. Women's organizational roles in facilitating public responsibilities, in transmitting cultural ideas, in performing necessary social rituals, in easing counter-group tensions, in upholding moral attitudes, in supporting aesthetic values, in regulating (or censoring) some forms of sexual relationships, in establishing female-to-female communications networks, in creating support systems where otherwise none exists, and so on, are now grist for the historical mill.

At stake is the "other" side of history -- the unofficial, private, feminine, and underside of the public record. Documenting the "other side," for example, are the records of the Women's Christian Temperance Union, acting to curtail the convict lease system in Georgia, as opposed to the records of the prison system itself. Records of the Free Kindergarten Associations throughout the state, working to establish preschool training (from 1890 on), offer a different perspective from the official records of public school systems. Records of the conservation efforts of Women's Clubs during World War I are complemented by the official reports of the Council for National Defense, and the institutional records of the state's attempts to regulate public health services may be compared to the records of

visiting nurse associations, once the only public health "service" available.

The burden of filling out and balancing history is a heavy one, and lies squarely on both the historians and the guardians of the raw evidence. Where women's organizations are concerned, the materials are not accessible for ready scholarly consumption. All too frequently the records are not available in archives; they often remain unprocessed, unidentified, or even uncollected.

Although the priorities of archivists and historians have had much to do with creating this situation, the organizations themselves are also at fault, and perhaps this is the most critical factor. First of all, poor record-keeping seems to be endemic to voluntary associations. Few of them are large enough to have a permanent, functioning archivist or historian, and that, usually, only at the national level. At all other levels, records tend to circulate among officials. Even those groups which have a central office and an executive staff often have split responsibilities (and hence split records) between the principal staff members and the elected heads of the organization. Files are known to pass from house to house, from basement to basement. Much is lost in transit; sometimes, everything. One rather humorous example of this process is a woman's club which reputedly carries a locked, four-drawer, filing cabinet of club "records" along with the rest of its presidential baggage. The cabinet, which requires two men to move it, has gone from chief official to chief official for years. No one knows what is inside, because no one has the key.

Of course, the usual determinants of record survival also apply--deaths, deterioration, disaster, flood, fire, removal, political squabbling, and disaffection--but the possibilities for record destruction are multiplied by the number of persons who actually hold organizational records. In sum, cohesive records collections do not usually exist for organizations at the organizational level itself. Here, too, records are unprocessed, unidentified, and uncollected.

Again, the specifics of women's organizations need to be considered. A psychological set of the subordinate sex ascribes certain attributes to women's groups and has them convinced that their activities are not as meaningful, as historical, or as worthy as the activities of men's groups. This attitude, as it affects record-keeping, may be best illustrated by numerous women's patriotic groups who offer to archives as their historical collections, not their own internal records, but external documents pertaining to people and events of topical interest to the organizations. One need only think, for example, of the number of DAR, UDC, and Colonial Dames' collections around the state which have no material in them relevant to the donor organizations, however irreplaceable the collections might be to Georgia history.

Establishing the value of documenting women's history through organizational records is, however, only part of the problem. Pursuing women's organizational records is also a sensitive and tricky business. While most men have been able to depend on profession and employment to define their personal identities, many women have substituted voluntary activities for the same source of personal definition. The results complicate the historical process. The ego reward systems of women's organizations are so intricate, the identification between individual presidential accomplishment and group accomplishment so close, and the nature of the social interactions so serious that the line between "personal" papers and "organizational" papers is a very fine one. While often undervaluing the significance of their voluntary efforts, women still jealously guard the records of those activities. Taking records from the hands of officials who have them in private possession is often viewed as an act of aggression and personal deprivation--even if done by the organization in question. The most logical appeal to history is doomed to stumble before such sensitive social machinery, which so easily can turn the slightest disagreement into an armed, political crusade. In the female organizational world, however, because so much personal identification is involved, there is seldom a "slight" disagreement. (One need only regard the current heat of battle over the Equal Rights Amendment to see how uncivilly women's groups can differ with each other.) This is not pettiness, but rather the process of social definition at a raw, agonizing, complicated, and basic level. In this light, history becomes not praise, but exposure. Courageous, then, is the organization which will offer an honest record of itself for scholarly scrutiny. More typical is the organization which passes off externally generated documents for itself, scrapbooks of newspaper clippings and publicity releases being the most common. More rare is the organization which is courageous enough to allow its opposition to enter the historical record.

Yet scholarship is not the only reason for promoting access to women's organizational records. Scholarship may eventually contribute to knowledge and human understanding, but it may also only perpetuate more interminable, federally-funded research projects. Preserving organizational records is fundamental to the future of voluntarism because voluntary organizations need a much clearer understanding of themselves--where they have come from, what they have done, how they have changed, where they fit into the comprehensive community scheme of things. Rare is the organization or society which has a truly sophisticated historical sense of itself, but the organization which has no desire at all to gain some historical perspective on itself is nonexistent.

BOOK REVIEWS

The National Archives: America's Ministry of Documents, 1934-1968  
by Donald R. McCoy. (Chapel Hill: University of North Carolina  
Press, 1978. Pp. ix, 437. Illustrations, chapter notes, bibliography,  
index, \$19.00.)

Donald R. McCoy presents a significant work that historians and archivists may consult with profit. He has written a fine study of the institution that began as the National Archives and continues as the National Archives and Records Service. Ignoring the struggle to establish the National Archives, the author describes in a straightforward manner the beginning and administrative development of the organization to 1968. Though he digresses occasionally to explore the ramifications of the obstacles, decisions, and policies faced by the institution, the book is hung rather neatly on the tenures of the first four Archivists of the United States. Only in the final chapters does the treatment of subjects and topics within that framework become too loosely structured.

The focus remains on the institution; the book is not merely a series of biographies like many institutional histories. Dr. McCoy presents the problems and politics experienced in the early years of the National Archives: the heavy influence of the academic community, especially the American Historical Association, in selecting the first two Archivists; the difficulties in creating useful administrative structures; the professionalization and training of American archivists; and the reluctance of federal agencies to surrender their records. He then explores the National Archive's contributions to the war effort in the 1940's, its influence on the International Congress of Archives, and its change in status as part of the General Services Administration after 1949. A discussion of the added dimensions of NARS in the 1950's and 1960's follows: the Presidential Libraries, records management and paperwork management, the work of the National Historic Publications Commission, the expanded duties of the Federal Register, and the burgeoning microfilm and machine-readable archives programs.

It would probably suffice to find a book that does so much and does it rather well. But the author goes beyond a study of the National Archives as an institution to throw light on the development of the archival/records-keeping professions. The scant biographical information for many individuals mentioned in the work, a source of irritation at first reading, can be seen as evidence of the scarcity of archivists and of the youth and communal consciousness that our profession still

possesses. McCoy also raises some disturbing points which reflect not only on the National Archives and archival profession, but also upon American values in the twentieth century. Accounts of inadequate funding and other evidence of public and governmental indifference to the National Archives abound in the book.

However, it is not my intention to imply that the work is without flaw. The tendency to hop from topic to topic in later chapters has been mentioned. The author lamentably chose to close his study in 1968 and we are left with only tantalizing allusions (but no detailed examination of) events past that date--the establishment of the regional archives system, the reference service explosion following the Bicentennial and Roots, the complex and protracted maneuverings for the papers of Richard Nixon, the impact of the Privacy Act of 1974, the amended Freedom of Information Act and Executive Order 11652 requiring massive declassification of records, and the renewal of the "independence" movement in the late 1970's. It is also quite clear that Dr. McCoy sympathizes with the goals and problems of the National Archives and does not always avoid the temptation to apologize for errors in judgment or lapses in effective energy. Moreover, his syntax tends to be somewhat ponderous.

Yet these shortcomings are minor. Dr. McCoy's scholarly and incisive study will prove a valuable contribution to the history of America's ministry of documents and the American archival profession. Both the veteran archivist and the novice will benefit from reading it.

NARS Regional Archives

Gayle P. Peters



Manuscript Solicitation for Libraries, Special Collections, Museums, and Archives by Edward C. Kemp. (Littleton, Colorado: Libraries Unlimited, Inc., 1978. Pp. 208. \$18.50.)

Edward C. Kemp, an Acquisition-Special Collections Librarian for the University of Oregon, has drawn on twenty years of experience in manuscript and book solicitation to provide representative policies, procedures, and problems in the art of courting the potential library donor. This is a field for which useful literature has been lacking. Most of us who shoulder solicitation responsibilities have been forced to rely on common sense, instinct, trial and error, and at times blind luck to build research collections for our institutions.

The column contains brief chapters on such practical topics as planning a solicitation program, potential collection specialties, materials to solicit, sources of donation, and maintaining donor interest. Much of what the author suggests is sound advice which will serve the solicitor well if he adapts the procedures to his individual circumstances. Chapters devoted to a municipal music collection and the papers of authors and illustrators of children's books provide procedural suggestions which can be utilized for innumerable specialties.

The information will be invaluable for the novice, the beginning curator, and the embryonic manuscript program, but the professional experienced in solicitation work will find little with which he or she is not already familiar. The curator may recognize numerous practices which he assumed originated with his own solicitation effort, and it may come as quite a shock to some to realize that their long-treasured confidential modus operandi is standard procedure at the University of Oregon and presumably elsewhere.

Unfortunately the author frequently fails to provide adequate depth to prepare the beginning curator for his task. Greater emphasis should have been placed, for example, on the budgetary foundation required for the acquisition of large quantities of records. It is simple enough to suggest the preservation of business records with only a passing reference to the bulkiness and space requirements for their storage. To the uninitiated curator attempting to build a small local collection, it will come as a traumatic experience to receive hundreds of cubic feet of dirty, silverfish-infested mill records only to realize that it may be years before a researcher expresses even passing interest in their existence.

Most disconcerting to the manuscript curator, however, is the author's failure to distinguish between manuscript and book solicitation. In a book entitled Manuscript Solicitation . . . an inordinate amount of space, including an entire chapter, is devoted to solicitation of books and other non-manuscript materials. Without a doubt the

manuscript solicitor should be cognizant of the book and journal needs of his library and should seek to improve the library resources at every opportunity. This function should be secondary, however, and Mr. Kemp could have provided a more meaningful manual for the manuscript solicitor had he concentrated on the topic as represented in his title.

Director, East Carolina Manuscript Collection  
East Carolina University

Donald R. Lennon

Business Archives: An Introduction by Edie Hedlin. (Chicago: The Society of American Archivists, 1978. Pp. 28, microfiche card. Paper. \$6.00 (\$4.00 to SAA members.)

This succinct and informative booklet is directed not so much to the professional archivist as to the substantial numbers of American businessmen who have begun to explore the concept of company archives. Edie Hedlin, until recently corporate archivist at Wells Fargo Bank, has drawn on her own experience as well as that of archivists at International Harvester, Eli Lilly and Company, the Ford Archives and elsewhere, to explain to business executives the rationale for an archives and to provide the basic information required by company personnel responsible for establishing the operation.

The booklet begins with a summary of the services which an archive can provide and some suggestions about the position of the archive in the corporate structure. Basic physical requirements, including space, equipment, environment and security, are covered along with appraisal standards and the efficient transfer of records.

Dr. Hedlin points out the problem in piecing together a meaningful picture of a company's history based solely on "cancelled checks, invoices, early advertisements, and a picture of the first company picnic," and notes that a records management program will greatly facilitate the work and efficiency of a company archive. This point may deserve more emphasis, since effective records management and firm executive support determine whether the archive documents the history of its corporation or is simply a well-meaning but haphazard collection of non-essentials.

Pocketed in the back of the booklet is a tremendously helpful microfiche card which contains a good representation of forms used by several different business archives to control the accumulation, organization, retrieval and use of their records. The booklet also includes a selective reading list and points to the SAA Business Archives Committee as a source of further information.

A further development of Dr. Hedlin's Ohio Business Archives Manual by a subcommittee of the SAA Business Archives Committee, the booklet was published with the assistance of the Business History Foundation and resembles the SAA Basic Manual Series in physical appearance. The change in title from Manual to Introduction reflects the author's concern that the publication not appear to be a comprehensive handbook of operations for business archives. Subjects such as appraisal, arrangement, description, storage, and conservation are covered only in summary, and there is no mention of automation systems, a subject of rapidly increasing importance to business archives.

Moreover, since the booklet is intended principally to sell the idea of business archives, some of the more intriguing and vexing issues in the field such as access policies, confidentiality, and the legal requirements on business records are prudently omitted. At least a brief discussion of these issues would perhaps have been helpful to those using this booklet in an attempt to start their archives program out on the right foot.

A person charged with setting up an archive in a corporation will find this booklet of great help, and it will be essential to those who have not had any experience or training in archival work. Furthermore, many businesses whose archives are struggling to meet basic standards will find a most useful checklist in the guidelines set forth here.

Archives  
The Coca Cola Company

Janet Pecha

Local History Collections: A Manual for Librarians by Enid T. Thompson, (Nashville: American Association for State and Local History, 1978. Pp. 99. Illustrations, appendix, bibliography, index. \$5.75 (\$4.25 to members. Paperbound.)

This book "is designed to define the materials of local history and to give very simple advice on how to deal with them." It is based on a handbook produced for an Englewood, Colorado, Public Library program for which Thompson was a consultant. Her background includes work in public libraries in the West, a position with the State Historical Society of Colorado, and an editorship with Museum Bulletin.

The book is paperbound and attractively printed on heavy paper. The actual text is only 72 pages and includes chapters on the materials of local history, legal responsibilities, conservation, processing, services, training volunteers, and "special projects" -- including oral history, local government documents, exhibitions, current materials, and a file of "resource persons." There is a lot to be said on any of these subjects, and Thompson's attempt to say so much in so few pages has resulted in a prose style as stuffed as a Thanksgiving turkey.

The author could have organized her material differently. A longer first chapter dealing with the initial basic policy decisions would have been useful. There are many good thoughts on collecting policy here, but they are scattered throughout the text. Also, it is not always clear which readers Thompson is addressing--librarians as stated in the title, or members of the volunteer historical associations mentioned in her introduction.

Some inclusions--the address of the American Library Association, for example-- are odd in a very short text directed to professional librarians. The chapter on materials is the longest in the book and deals with twelve types from books to tape recordings. Thompson stresses newspaper and photographs and provides especially detailed information on processing photograph collections. But there are also some odd omissions. Although most librarians find that genealogists are the greatest users of local history collections, the Federal census is not mentioned, and there is little discussion of genealogical materials or services.

The bibliography is eleven pages long, divided by topic, and lists a wide variety of sources; articles from Special Libraries and AASLH Technical Leaflets predominate. However, the list appears haphazard, rather than the result of an organized search and review of the literature. It includes items through 1977, but several entries date from the 1950's. A quick look at the two latest volumes of Library Literature reveals a number of recent works on the same subjects which are not cited, including AASLH's own publication, Researching, Writing and Publishing Local History (1976).

Having quibbled thus far, let me emphasize that there is an incredible amount of information packed into these few pages. The reader who skims through this book will learn about the wide variety of local history sources, the problem of acid-free storage, the need for deeds of gift, copyright problems with unpublished materials, and the very important dictum that, if you can't help your fragile materials, at least don't harm them. There is even a recipe for wheat paste tucked neatly into one margin. This book will be of great help to the librarian in a small or medium-sized public library, particularly if she or he is conscientious enough to follow up on the references given.

There is no other book which meets this need. This book would be a good addition to library school reading lists since the subject probably will not even be mentioned in the usual classes. Local History Collections would also be a great present for a struggling acquaintance in a small town library.

Genealogy and Local History Librarian  
Southwest Georgia Regional Library  
Colquitt-Thomas Regional Library

Anne G. Foshee

Paper and Leather Conservation: A Manual by Paul Mucci provides detailed, step-by-step "how-to" instructions for paper repair, dressing leather bindings, mixing and using a variety of pastes, and deacidification, along with a history of paper, technical notes on chemicals and equipment needed, a list of suppliers, and a brief bibliography. This volume, edited by Mary Boccacio for the Mid-Atlantic Regional Archives Conference, will be equally useful for archivists who maintain their own conservation facilities and those who want to make effective use of outside conservators. Copies are available for \$3.00 from Ms. Boccaccio, McKeldin Library, University of Maryland, College Park, Maryland 20742.

Faye Gamel has compiled a concise, temptingly illustrated and well-indexed guide to the extensive photographic collection of the Atlanta Historical Society. Atlanta Images (Atlanta Historical Society, \$1.00, softcover) includes a useful explanation of the Society's cataloging and retrieval system as well as brief descriptions of 115 groups containing 8200 photographs and a topical, geographic, and proper name index. Even archivists with little interest in Atlanta history will enjoy this slim volume and perhaps profit by its example.

ARCHIVE NOTES

An Association for Documentary Editing was formed in St. Louis in November 1978 following the creation of a steering committee at Hyde Park last April. Its constitution states that the organization's purpose is to "encourage excellence in documentary editing" and to promote a "broader understanding of the principles and values underlying the practice of documentary editing." Officers elected are: President, Arthur S. Link, Woodrow Wilson Papers; President-Elect, Lester Cappon, Newberry Library; Director of Publications, Robert Rutland, James Madison Papers; Secretary-Treasurer, Charlene Bickford, Documentary History of the First Federal Congress. Annual dues are \$15.00 (\$7.50 for students, retired, and unemployed persons). Contact Charlene Bickford, Documentary History of the First Federal Congress, George Washington University, Washington, DC 20052.

Access Reports has published a New Summary of Freedom of Information and Privacy Laws of the 50 States. The volume includes current information on freedom of information and privacy laws in all 50 states. It is available for \$15.00 (\$10.00 to subscribers to Access Reports) from PLUS Publications, Inc., 2626 Pennsylvania Ave., N.W., Washington, DC 20037.

The College and University Archives Committee of the Society of American Archivists has prepared extensive guidelines for college and university archives. Printed in the January 1979 issue of the SAA Newsletter, the guidelines cover everything from administration to appraisal/accessioning to public service to records management, and should be quite useful to both developing and fully developed university archives programs.

Portland State University is now offering a two-year degree field in Public History as one of several fields available to students seeking an MA degree in history. Public History is defined as "the profession of history outside the classroom." Students in the program will work closely with faculty in Anthropology, Business, History, Journalism, Urban Studies, and with special faculty from the Oregon Historical Society. Upon completion of the program students will be prepared for careers in state and local museums and historical societies, government and historical archives, and the related fields of urban planning and design. For further information write Public History, Department of History, Portland State University, P. O. Box 751, Portland, Oregon 97207.

The Society of American Archivists is now making available for circulation its Information Central Files. Information on job descriptions, salaries, freedom of information, procedural guides and manuals, public records, newsletters, college and university archives, and much more is available on loan for up to ten days. Write to Deborah Risteen at SAA headquarters, 330 S. Wells St., Suite 810, Chicago, Illinois 60606.

The Southern Life Histories Editing and Indexing Project is seeking to complete its collection of Southern Life Histories, collected by the WPA Federal Writers' Project. Many of the Histories are already in the Project's collection in the University of North Carolina at Chapel Hill. Anyone with any information on the whereabouts of any Southern Life Histories is urged to contact Jerrold Hirsch, UNC at Chapel Hill, Wilson Library 024A, Chapel Hill, North Carolina 27514.

The U.S. Court of Appeals for the District of Columbia has ruled that transcripts and secretarial notes of former Secretary of State Henry Kissinger are government property. Kissinger had donated the papers to the Library of Congress as though they were his own. He is appealing the ruling to the U.S. Supreme Court.



The University of Washington has published its Manual for Accessioning, Arrangement and Description of Manuscripts and Archives. It is a two-part manual dealing with both theory and practice. The manual contains instructions for developing intellectual control at successive levels, beginning with the accession and proceeding through subgroup, series, folder, and item. Send \$5.00 to University of Washington Libraries, FM-25, Publications Office, Seattle, Washington 98195.

The Greene County (Alabama) Historical Society has published A Goodly Heritage: Memories of Greene County. The volume is fully indexed and illustrated. It is available for \$15.00, plus \$0.80 for postage and handling, from Greene County Historical Society, 111 Kirkwood Drive, Eutaw, Alabama 35462.

The Louisiana State Legislature appropriated \$7,000,000 in 1978 for the construction of a new archives building in Baton Rouge. Construction is expected to begin during the 1979-1980 fiscal year. The facility will have in excess of 115,000 square feet, including over 100,000 cubic feet of space for archives and over 90,000 cubic feet for records storage, three times the capacity of the present facility, a converted warehouse. Temperature and humidity controls, fumigation, deacidification, and repair facilities will also be included. The modern facility will insure the centralized location and preservation of the state's permanent records.

A new photographic archives has been opened in the University of South Alabama. Approximately 65,000 negatives, both glass and film, document life in southern Alabama between 1876 and 1963. Prints may be made from the negatives. Additional information on the collection is available from Michael Thomason, University of South Alabama Photographic Archives, History Department, HUMB 344, University of South Alabama, Mobile, Alabama 36688.

The Winthrop College Archives and Special Collections has recently published A Guide to the Records Relating to Winthrop College. It is available for \$2.00 from Ronald Chepesiuk; Archivists; Dacus Library; Winthrop College; Rock Hill, South Carolina 29733.

Resources of American Music History. Repositories with music-related materials before 1940 which have not been contacted by the project are urged to write to Dr. D. W. Krummel, 3140 Music Building, University of Illinois, Urbana, Illinois 61801. The project is particularly interested in learning the whereabouts of collections of sheet music and other published music, manuscript music and archives of musical organizations, programs, scrapbooks, and early sound recordings. The project, sponsored by the National Endowment for the Humanities, is producing a reference guide which is scheduled to appear in the summer of 1980.

In Vol. VI. no. 1, of Georgia Archive, an announcement was printed about the Women's Records Project which listed the wrong address. Persons interested in the project's work should write to Women's Records Project of Georgia, Inc.; 300 West Peachtree Street, N.W.; Suite 16DE, Atlanta, Georgia 30308. Phone inquiries should be directed to Darlene Roth at 525-6807.

The Washington University School of Medicine Library Archives has recently published an Oral History Abstract Catalog (St. Louis, Spring 1979). This catalog consists of the abstracts of 30 oral history interviews conducted between 1969 and 1978 with faculty and alumni of the Medical School about their scientific and clinical work and about the history of the Medical Center. Topics covered include women's rights, medical education, medical school administration, malpractice, Medicare, soaring medical costs and scientific research in various fields. Medical specialties include surgery, obstetric and gynecology, neurophysiology, family practice, ophthalmology, hospital administration, anatomy, cytology, internal medicine, electrophysiology, psychoacoustics, speech audiometry, plastic surgery, orthopedics, gastroenterology, pharmacology, preventive medicine, public health, health care research, pediatrics, pediatric surgery and pathology. Catalogs may be purchased for \$1.00 by contacting: Archives Section; Washington University School of Medicine Library; 4580 Scott Avenue; St. Louis, Missouri 63110.

RECENT ACCESSIONS

Georgia Repositories

Athens

Manuscripts Collection  
University of Georgia Libraries

MARY NISBET BRANHAM Album, 1856-1866: Eatonton, GA.; titled "Memory's Leaves"; contains manuscript poetry and ten holograph songs with music and lyrics by Vincent Czurda--musician, teacher, and composer; 2 items.

ROBERT BURCH Collection, 1959-1978: Award-winning children's author, Fayette County, Ga.; 1232 items. On loan.

CADLE-MARTIN Papers, 1904-1960: Emanuel and Bulloch Counties, Ga.; correspondence, receipts, photos of Japanese surrender (WW II) aboard U.S.S. Missouri; 50 items.

ZACHARIAH COX-JAMES GREENLEAF Papers, 1796-1797: Ga. and Tenn. land transaction involving the Ga. Land Co. and 550,000 acres; relates directly to difficulties during Yazoo land fraud; 3 items.

HENRY GAITHER Papers, 1792-1838: Commander of Ft. Wilkinson on Ga.'s Indian boundary; relates to early westward expansion of Ga.--supply matters, Indian trading, hospital rolls, courts martial, preparations regarding 1802 Indian treaty; correspondents include Howell Cobb, Hugh McCall, Benjamin Hawkins, Archibald Lee, and merchants Habersham and Co., and Ferdinand Phinizy; 72 items.

R.S. GILLIAM Collection, 1870-1935: Merchant in Maxeys, Ga., in last part of 19th century; receipts, statements of loans, correspondence; ca. 850 items.

A.T. HAVENS Journal, 1842-1843: Travelogue of a trip to Ga. and Fla.; 1 item.

DR. STEPHEN M. INGERSOLL Letters, 1820-1825: Member of the 7th Infantry and stationed at Ft. Hawkins and Macon, Ga.; relates to medical matters, beneficial climate of Ga., and activities in this developing area; 8 items.

KATE HARBEN JONES Papers, 1880s-1945: Born in Dalton, Ga., and sister of Ga. novelist, Will N. Harben; writer and a founder of Academy of American Poets; correspondence, photos, unpublished essays, stories, and reminiscences; 273 items.

JOHN MCINTOSH KELL Letters, 1861: Commander of the steamer Savannah and responsible for coastal defense of Ga.; relates to some action of Commodore Tattnall and prospects of removing guns from Ft. Clinch to Ft. Pulaski and to social news of the area; 2 items.

ZACHARIAH LAMAR Papers, 1814-1858: Early settler and developer of Baldwin County, Ga., and progenitor of Cobb-Erwin-Lamar families; chiefly business records and correspondence relating to several economic interests--planations records of cotton production and sales, tuition records for Scottsboro Academy and C.P. Beman's school at Mt. Zion; 54 items.

WARREN LIPPETT Land Records, 1818-1837: Pertains to land transactions in Chatham and Cherokee Counties, Ga.; 3 items.

ALEXIS E. MARSHALL Letters, 1844-1848: Eatonton and Penfield, Ga.; written in a shorthand developed by Andrews and Watson of Boston; includes an explanation of the shorthand system, its peculiarities and its usefulness; 37 items.

MITCHELL FAMILY Papers, 1826-1945: Primarily papers of University of Georgia graduates William L. Mitchell and his son, Henry B. Mitchell (the elder Mitchell was a lawyer, member of the state legislature, superintendent of Western and Atlantic Railroad, and professor of law at UGA; his son was a farmer, landowner, artist and inventor); includes correspondence, class notebooks, sketches, poetry, and photos; 278 items.

SEMINOLE WAR Papers, 1837-1841: Relates to the war and Fla. outposts; includes correspondence, supply records, company rolls, military commentary; 38 items.

JAMES STREET Collection, 1917-1957: Southern journalist and author; correspondence and photos; 12 items.

SAMUEL Y. TUPPER, JR. Papers, 1926-1950: Atlanta novelist (Old Lady's Shoes, Some Go Up) and journalist; biographical material, correspondence, and typescripts of Tupper's writings; 25 items.

## Atlanta

### Atlanta Historical Society

TIM ARKANSAW Collection, 1965-1977: Author of "The Successful Side of Summerhill," a prize-winning documentary on black life in Atlanta, and assistant director of public relations at Grady Hospital; clippings; 10 items.

ATLANTA BAR ASSOCIATION, 1891-1976: Organized in 1888; publications, constitutions and bylaws, membership rosters and schedules of fees;  $\frac{1}{2}$  cu. ft.

ATLANTA PUBLIC SCHOOLS Scrapbook, 1932-1933: Chronicles the establishment and planting of the Ga. Bicentennial Forest along Peachtree Creek; correspondence, clippings, and photos; 1 cu. ft.

DR. FREDERICK BELLINGER Papers, 1940-1970s: Chief of the material sciences division, engineering experiment station, Ga. Tech; published and unpublished articles, essays, and speeches; 2 cu. ft.

BOYS' HIGH SCHOOL, CLASS OF 1909, Collection, 1909-1911, 1959-1969: First yearbook of school, minutes of the 1st, 50th, 51st, and 55th reunions of the class, and clippings;  $2\frac{1}{2}$  cu. ft.

CAMPBELL COUNTY Records, 1872-1932: Merged with Fulton County in 1932; prisoner record book, county auditor's reports, county commissioner's financial and tax books, warrant register and journal of court funds; 2 cu. ft.

EMMELYN CARTER Scrapbook, 1940-1942: Daughter of Dr. and Mrs. Benjamin T. Carter of Atlanta; clippings; 1 item.

COCA-COLA COMPANY Collection, 1911-1975: Photos, essays and brochures used in advertising campaigns, published history of the drink and the company, annual reports; 12 cu. ft.

COLONIAL DAMES OF THE XVII CENTURY Collection, 1938-1975: Publications, membership lists, yearbooks, handbooks;  $1/8$  cu. ft.

COLONIAL WARS, SOCIETY OF, Collection, 1962-1973: Founded in 1892 to commemorate events of colonial history; yearbook with minutes of the 25th General Assembly, newsletters, membership lists; 14 items.

COMMUNITY RELATIONS COMMISSION Collection, 1968-1974: Created in 1966 to investigate problems and practices regarding human relations and to suggest effective legislation to resolve problems; annual reports, public relations material, correspondence;  $\frac{1}{2}$  cu. ft.

BETTIJO HOGAN COOK Papers, 1973-1974: Atlanta Woman of the Year (1973), active in historic preservation; reports regarding Ga. Trust for Historic Preservation (charter member), Fox Theatre, and Woman of the Year;  $\frac{1}{2}$  cu. ft.

MRS. ROBERT C. COOPER Scrapbook, 1920s: Clippings concerning the Confederacy, celebration of Confederate Memorial Day, religious essays; 1 item.

SAMUEL INMAN COOPER Papers, 1890-1972: Atlanta architect; family photos, legal documents, citations and awards, scrapbooks of designs, drawings and renderings and architectural library; 5 cu. ft. and 70 vols.

DAMES OF THE COURT OF HONOR Collection, 1953-1972: Handbooks, programs, and invitations; 8 items.

DAUGHTERS OF AMERICAN COLONISTS Collection, 1928-1973: Membership lists, pamphlets, reports and copies, 1968-1972 of Colonial Couriers; ½ cu. ft.

DAUGHTERS OF THE BARONS OF RUNNEMEDE Collection, 1946: Yearbook containing lists of officers and members, minutes, reports, statutes; 1 item.

DAUGHTERS OF THE FOUNDERS AND PATRIOTS OF AMERICA Collection, 1926-1927: Yearbook containing lists of officers and members; 1 item.

ROBERT H. DAVIS Scrapbook, 1941-1942: Greeting cards and family correspondence; 7 pp.

JAMES DAWSON Papers, 1862-1864: First lieutenant with the Ill. Volunteers, 92nd Regiment, Co. H from Washington City., Pa.; died in Atlanta from wound received at Jonesboro; photocopies of letters to his wife; 39 items.

JOHN DOONAN Scrapbook, 1852-1862: Civil War clippings and receipt for a slave (Feb. 2, 1852); 1 item.

DRAMA LEAGUE OF AMERICA, ATLANTA CENTER, Collection, 1916: A play by Armond Carroll which includes list of officers and committee members; 1 item.

LORD DUNMORE'S WAR AND THE BATTLE OF POINT PLEASANT Affidavits, 1975-1976: Photocopies of 80 affidavits which present a comprehensive study of Lord Dunmore's War and the Battle of Point Pleasant, the first engagement of the Revolutionary War; ½ cu. ft.

MRS. JOSEPH LEE EDWARDS Collection, 1920s-1975: Friend of Margaret Mitchell; clippings about Mitchell's death, correspondence with Mitchell, original program of the opening of Gone with the Wind and tickets, and correspondence; 2½ cu. ft.

EPISCOPAL DIOCESE OF ATLANTA Journals, 1928-1945: Minutes of meetings; ½ cu. ft.

EPISCOPAL DIOCESE OF GEORGIA Journals, 1827-1907: Minutes of meetings; ½ cu. ft.

ISABEL ERLICH Papers, 1940-1950: Head of the Reference Dept., central branch of the Atlanta Public Library (ca. 1930-1970); letters written during her years with the library, including correspondence with Margaret Mitchell; 14 items.

MARY SHELTON FELT Papers, 1920-1934: Memory books and photos of Moreland Ave. Elementary School, W.A. Bass Jr. High, Girls' High School and Atlanta Opportunity School; ½ cu. ft.

JOHN WESLEY FINCHER (1824-1898) Collection, 1846-1847, 1940: Born in Canton, Ga., served in the Mexican War with the Ga. Volunteers, 1st Regiment; photocopies of diary kept during war, discharge papers, a letter, and obituary; 4 items.

TAYLOR FLANAGAN Scrapbook, 1918-1954: Popular Atlanta musician and radio performer; clippings; 1 fldr.

FOOD EDITORS' CONFERENCE Scrapbook, 1976: Commemorates visit of national food editors to the Tullie Smith House Restoration in Oct. 1976; 1 item.

GARDEN HILLS WOMAN'S CLUB Yearbook, 1942-1943: 1 item.

JO BETH GARRARD Scrapbook, 1915-1976: Harpist in Atlanta and the Southeast; clippings, programs, photos pertaining to her career; ½ cu. ft.

STERLING PRICE GILBERT Papers, 1940s: Justice of the state supreme court from 1916-1936; copies of addressed, personal correspondence; 10 items.

WALTER H. GRANT Scrapbook, 1915-1925: Atlanta society clippings; adoption papers; ¼ cu. ft.

CLAUDE G. GRIZZARD Collection, 1868-1948: Property title certificates and policies, warranty deeds, indentures; 90 items.

DR. ASA W. GRIGGS Letters, 1885-1888: Asa Griggs Candler was his namesake; letters to his wife regarding family matters and the burning of West Point, Ga., in 1888; 2 items.

GARDEN CLUB OF AMERICA Collection, 1927-1942: Annual meeting programs and yearbooks; 9 items.

KATE LEE HARRALSON Collection, 1909-1919: Head of music for the Atlanta Public School System; manuscripts of music written by her; 20 items.

HARRIS-RAWSON FAMILY Papers, 1896-1935: Julian Harris was advertising manager for Uncle Remus Home Magazine and later editor and general manager of the Columbus Enquirer Sun. His wife, Julia Collier Harris, was associate editor of the Sun. Photos of the family, the Spanish-American War, and the Confederate reunion at Exposition Park in 1898; correspondence, appointment book of Mayor of Atlanta, Charles A. Collier, 1896;  $\frac{1}{2}$  cu. ft.

WILLIAM B. HARTSFIELD Collection, 1938-1971: Mayor of Atlanta, 1936-1962; photos of Hartsfield as child and during his tenure as mayor, clippings and obituaries; 2 cu. in.

JOHN S. HOLLAND Papers, 1864: Served with Johnston's Battalion of artillery from Macon, Ga.; letter to Dr. William Farelt in Rome, Ga.; 1 item.

A. T. HOLLIDAY Letters, 1864: Served in Co. A, 1st Regiment, 1st Brigade of the Ga. Militia; letters to his wife Elizabeth in Washington, Ga.;  $\frac{1}{4}$  cu. ft.

JOHN RILEY HOPKINS Papers, 1864-1865: Photocopies of two letters written by Hopkins to his wife from Cedar Mountain, Ala., during the Civil War and an inventory of weapons which his company soldiers possessed; 3 items.

DR. WILLIAM HUCK Papers, 1927-1966: Pastor of Rock Springs Presbyterian Church during the 1930s, executive secretary of the Atlanta Presbytery, and director of the Atlanta Union Mission, 1942-1963; reminiscences of early church years, history of the Union Mission, clippings, photos; 18 items.

WILLIAM A. HUGG Collection, 1859-1860: Household business records, Macon, Ga.; 39 items.

ARTHUR CREW INMAN (1895- ) Collection, 1895-1927: Life study of Inman's grandfather, Samuel Martin Inman (1843-1915) who served in the Civil War and moved to Atlanta in 1867, and with his father established S. M. Inman Co., a cotton firm; clippings regarding the life of Sam Inman and obituaries; transcripts of interviews conducted by Evelyn Inman with family members, business associates, friends and former slaves regarding Sam Inman; transcripts of correspondence; 5 cu. in.

SYDNEY C. KERKSIS Manuscript, 1974: Original manuscript and photos for the book, Plates and Buckles of the American Military, 1795-1874; 1 item.

BENJAMIN RICE LACY, JR. (1886- ) Papers, 1921-1935: Pastor of Central Presbyterian Church in Atlanta, 1919-1926, then president of Union Theological Seminary in Richmond, Va., until his retirement in the 1950s; photocopies of correspondence;  $2\frac{1}{2}$  cu. in.



LAUREL GARDEN CLUB AWARD Entries, 1946-1975: National and state garden club competition; 9 items.

LAURENS HILL PLANTATION Collection, 1976: Located in Dublin, Ga., in 1864; letter written by a visitor to the plantation (1864), clippings regarding the history of the house; 3 items.

MRS. LAMAR RUTHERFORD LIPSCOMB Scrapbook, 1928-1938, 1950-1951: State chairperson of the National Woman's Party (1930s); photos, clippings, and letters (reference to Jarrett Manor, Tugaloo, Ga.); 1 item.

ROBERT L. AND MARGARET M. MACDOUGALL Collection, 1928-1977: Robert Leak MacDougall (1900-1960) was administrator of the Ga. Works Progress Administration, and Margaret McDow MacDougall (ca. 1902- ) was chairperson of the Atlanta Executive Committee, 1953-1957; clippings, correspondence, photos; 1½ cu. ft.

HAROLD HARBER MARTIN Papers, 1943-1976: Former editor of the Saturday Evening Post, columnist for the Atlanta Constitution, author; photos, rough draft of A History of Georgia, speeches, photocopies of a scrapbook kept by Martin's mother, 1943-1974; 1 cu. ft.

MRS. EARL W. MCDANIEL Collection, 1873-1940s: Family photos, correspondence, 1880s autograph books; ½ cu. ft.

MILTON COUNTY RECORDS, 1859-1931: Merged into Fulton County in 1932; treasurer's ledgers, road tax ledger and docket books, treasurer's records and warrant journals for the superior court and the court of ordinary, penitentiary whipping and diet records, county surveyor's record book and audit pamphlet; 6 cu. ft.

MIMOSA GARDEN CLUB Scrapbooks, 1923-1976: 3 items.

WILLIAM RHADAMANTHUS MONTGOMERY Papers, 1861-1907: Born in Standing Peachtree, DeKalb County, Ga. (1839-1906), and served in Palmetto Guards of 2nd South Carolina Volunteers, Bonhan's Brigade; transcript of his Civil War diary, transcripts of correspondence, genealogical information; 2 items.

CHARLES FREDERICK NAEGELE (1857-ca. 1947) Papers, 1934-1941: Portrait and figure work artist, Marietta, Ga.; autobiographical sketches; 3 items.

NINA MARIAM NETHERTON Scrapbook, 1919-1960: Attended Cox College and worked at Lockheed Aircraft Corp. (1940s-1950s); photos, news clippings; 15 pp.

DR. STUART R. OGLESBY, JR. Papers, 1867-1975: Pastor of Central Presbyterian Church in Atlanta for 28 years, author; correspondence, original manuscripts of his published works, sermons, book reviews, scrapbooks, photos, bound vols. of "Central Presbyterian Weekly," 1910-1976; 9 cu. ft.

EMILY HENDREE (MRS. ROBERT E.) PARK Papers, 1890-1910: Correspondence and clippings regarding the Jamestown Exposition of 1907, the Daughters of the American Revolution, and Mrs. Park's efforts to secure Georgia colonial records from England;  $\frac{1}{2}$  cu. ft.

SALLY PARRIS Scrapbook, 1893-1903: clippings, 1 item.

PHOENIX SOCIETY Roster, 1977: Founded in 1964 to further organization, support and advancement of charitable, civic or cultural projects; sponsors annual debutante festivities; membership lists, lists of trustees, advisory committee members and debutantes, and bylaws; 1 item.

PRESBYTERIAN SYNOD OF GEORGIA Records, 1914-1966: Minutes and pamphlets;  $\frac{1}{2}$  cu. ft.

HOWARD L. PRESTON (1705-1881) Collection, 1939-1978: Received grant to study Ft. Peachtree at Peachtree Creek and the Chattahoochee River; photos, research material, information relating to City of Atlanta Dept. of Water Works;  $\frac{1}{2}$  cu. ft.

REDPATH CHAUTAUQUA Collection, 1926-1929: Bookings for transcontinental tours; correspondence, agent reports, artists booked in Atlanta; originals are the property of the Iowa Libraries and are not to be reproduced without written permission;  $\frac{1}{2}$  cu. ft.

REILEY FAMILY Collection, 1879-1941: Agnes Ella Norris and Harry Oliver Reiley were married in Evanston, Ill., Oct. 27, 1891, and moved to Atlanta in 1900 where he was an executive for Southern Bell for over 30 years; childhood scrapbooks and autograph books, correspondence, clippings, marriage certificate;  $2\frac{1}{2}$  cu. in.

ALBERT RHYNE Papers, 1976: Resident of Druid Hills section of Decatur, Ga., during 1920s and 1930s; reminiscences; 5 pp.

MRS. PHILIP SHULHAFFER Collection, 1925-1970: Programs for theater, dance, music, and art presentations in Atlanta;  $1\frac{1}{2}$  cu. ft.

MARTHA LEE SLATON (1869-1964) Papers, 1907-1928: Sister of former governor of Ga., John M. Slaton, served as head of French dept. at Atlanta's Girls' High School from 1906-1939; photocopies of correspondence; 11 items.

KENNEDY (MRS. CHARLES A. NEAL) SMITH Collection, 1966-1975: Atlanta real estate salesperson; correspondence, sales brochures;  $\frac{1}{2}$  cu. ft.

SOCIETY OF THE SONS OF THE REVOLUTION Collection, 1894: Constitution and bylaws; 1 items.

SONS AND DAUGHTERS OF THE PILGRIMS Collection, 1936-1974: Correspondence, directories, clippings; 11 items.

JACK J. SPALDING Papers, 1914-1937: Correspondence; 24 items.

ELSIE M. STOKES Collection, 1920-1954: Head of social sciences dept. of Atlanta's Murphy Jr. High School and director of Camp Dixie for Girls (1920-1954); photos of Camp Dixie, camp catalogs, lists of staff members and activities, camp newspaper Dixie Echoes; ½ cu. ft.

JENNIE SWANN Diary, 1901: Travel diary of 1901 trip to Europe 1 item.

STEFFEN THOMAS, SR. Collection, 1871-1976: Atlanta artist; engravings of Wheat St. Baptist Church; 28 items.

HENRY HOLCOMBE TUCKER Collection, 1890s: Household and business receipts of the Tucker family, 159 Capitol Ave., Atlanta; ½ cu. ft.

TULLIE SMITH HOUSE RESTORATION Collection, 1840s-1970s: Built ca. 1840, one of the few remaining pre-Civil War houses in Atlanta; correspondence, historical documentation, notes relating to restoration, clippings; 2½ cu. ft.

UNDERWOOD-KEY FAMILY Papers, 1861-1957: Alvin Columbus Underwood (1843-1864) served with Cobb's Ga. Legion and was killed in Battle of the Wilderness; his brother William Jackson Underwood (1840-1864) was killed in Battle of Winchester; parents were Little Berry Underwood (1804-1879) and Louisa Maria Key Underwood (1815-1895) from Lithonia, Ga.; correspondence; 2½ cu. in.

FRANCES LIGGETT WEY Papers, 1900-1946: A founder of Student Aid Foundation of Atlanta and its president for many years; information on the Frances Liggett Wey Memorial Fund, clippings; 25 items.

HAROLD B. WEY Collection, 1898-1902, 1918: Photos and correspondence relating to Wey's graduating class of 1902 of the Ga. School of Technology and his tour of duty in France with the U.S. Army, Co. B, 318th Field Signal Battalion during WW I; 12 items.

MARGARET LAKING WHITTEMORE Papers, 1864-1945: Civil War correspondence, WW I correspondence, clippings, scrapbooks; 2½ cu. ft.

Unpublished inventories to these collections are available in the repository.

Special Collections  
Robert W. Woodruff Library  
Emory University

WILLIAM LYLE BRYAN (1890-1960) Papers, 1908-1960: Ga. educator, attorney, and insurance executive, Catoosa Co. and Newton Co., Ga.; mainly letters written by Bryan to his parents while he was a student at Emory College, Oxford, Ga., 1908-1911; 54 items.

JOHN MICHAEL DOYLE Papers, 1881-1883: Diary (photocopy) kept by Doyle while he was constructing lighthouses on the South Carolina coast; also clippings and obituary; 6 items.

ALFRED LESESNE JENKINS Papers (addition), 1978: Tape recording of panel discussion, "Normalization of U.S.-China Relations"; 1 item.

NIMROD EZEKIAL LONG Papers (addition), 1862-1864: Confederate soldier's letters (photocopies) to his wife and genealogical information; 25 items.

KEMP MALONE Papers, ca. 1927-1978: Philologist, member of Johns Hopkins University faculty; personal and professional correspondence, reports, notes, and writings; biographical information; 11 boxes.

PARKE FAMILY Papers, ca. 1817-1917: Rhode Island and Pennsylvania; includes family letters, reminiscences and clippings of Benjamin Parke (1801-1882), a lawyer; an autobiography, clippings and family correspondence of Robert Nathan Parke (1828-1907), an Episcopal clergyman; other family letters and genealogical materials; 4 ms. boxes.

FRANK L. STANTON Papers (addition): Atlanta poet and journalist; scrapbook relating to his career, made by his daughter Marcell Stanton Megahee; 1 vol.

BELL IRVIN WILEY Papers (addition), 1978: Historian, specialist in Civil War period; personal correspondence, January-June, 1978; 6 fldrs.

JOSEPHINE WILKINS Papers, ca. 1920-1976: Philanthropist and civic leader, Athens and Atlanta, Ga.; correspondence, reports, printed material, and memorabilia documenting work with Ga. Children's Code Committee (1923-1937) and Citizens' Fact-Finding Movement of Ga. (ca. 1937-1942); some material also relating to League of Women Voters and Southern Regional Council; personal papers and correspondence; 9 cu. ft.

VINNIE WILLIAMS Papers, ca. 1960-1979: Author, Thomson, Ga.; manuscript, notes, and photos; 1 box.

Georgia Department of Archives and History  
Manuscripts Section

NOBLE JOHN BROOKS (1836-1922) Diary, 1864, and Letters, 1862-1864: Native of Bartow County, Ga., and member of Cobb's Legion; includes lengthy letter which describes his actions during battle at Cold Harbor, Va.; 1 vol., 90 pp. and 10 items.

HACK-DUVAL FAMILY Papers, 1787-1976: A New England family that moved to Richmond County, Ga., in 1832 and established the Richmond (textile) Factory; includes diaries of Rebecca Hack Duvall, 1842-1860 (7 vols.), diary of Daniel DeBruce Hack, 1835 (1 vol.), diary of Hattie Lund Hack, 1890 (1 vol.), and correspondence of various members of the Hack and Duvall families; 174 items. For microfilming.

IRA OLIVER MCDANIEL (b. 1807) Journal, 1883-1886: Father of Governor Henry D. McDaniel; McDaniel family history and the elder McDaniel's experiences as a pioneer citizen of Atlanta, Ga.; 1 vol., 116 pp.

HENRY D. MCDANIEL (1836-1926) Civil War Letters, 1861-1865: Officer in Co. H, 11th Regiment, Ga. Volunteers (Walton Infantry); entered service in 1861, wounded and captured in Maryland in 1863, released from Johnson's Island POW Camp, Ohio, in 1865; governor of Ga., 1883-1886; ca. 125 items. Restricted use.

74th REGIMENT, GEORGIA MILITIA (Carroll County) Minutes, 1831-1849: Lists members of the regiment, meeting dates, officers present, and individuals fined with amount of the fine; 1 vol., 66 pp.

A series of five collections containing papers generated by related families of coastal South Carolina and central Georgia, 1772-1921; 802 items:

BALDY FAMILY Papers, 1839-1921: Coastal South Carolina, central Georgia, and Florida; correspondence and items relating to five generations of the family--Athens, Ga., in the 1860s, medical treatment of the mentally ill, women in education, the 1870s yellow fever epidemic in Ga., and family life of the clergy; 424 items.

MORCOCK FAMILY Papers, 1850-1917: Coastal South Carolina and north central Georgia; family correspondence dealing with Brown, Furman, and Princeton Universities, abolitionist activities, religious attitudes and position of clergy during the Civil War; includes business, legal, and professional papers, Civil War and slave related documents; 198 items.

SMITH FAMILY Papers, 1867-1888: Family correspondence from Beaufort County, S.C., Arkansas, Alabama, and Marietta, Ga.; 27 items.

CATHERINE WILLIAMS (d. 1882) Estate Papers, 1882-1883: Macon and central Georgia, Louisiana, Texas, and Alabama; incoming family letters to Henry L. Jewett, attorney, Macon, Ga., concerning settlement of the estate; 51 items.

MORCOCK-BALDY-SMITH-WILLIAMS Miscellany, 1772-1884: Papers related by family or business connections to the above families, including correspondence, legal, business, and slave papers of the Chapman, Sanderford, Stone, Early, and Stokes families of Wilkes, Greene, Coweta, Washington, Lee, Bibb, Pulaski, Talbot, and Early Counties, Ga., and from Virginia, Mississippi, and North Carolina; 122 items.

Southern Labor Archives  
Georgia State University

JOSEPH JACOBS Records, 1939-1975: Extensive files of legal cases handled by Jacobs, a long-time prominent Atlanta labor attorney; the largest series in the collection concerns the United Textile Workers of America 1939-1973; other unions represented are: IBEW locals in Birmingham, Miami, Atlanta, Athens, Columbus, Ga., and Jackson, Ms., 1952-1973; Laundry Workers Local 218 in Alabama, Florida, Georgia, Kentucky, and Tennessee, 1959-1972; Painters & Allied Trades District Council No. 38, Atlanta, 1962-1969; Plumbers Local 72, Atlanta, 1959-1966; Sheetmetal Workers locals in Atlanta and Jonesboro, Ga., and Memphis Tenn., 1969-1970; Iron Workers Local 616, Atlanta, 1960-1971; Carpenters Locals in Atlanta, 1965-1968, and Memphis Tenn., 1971-1972; Retail Clerks Local 1063, Atlanta, 1962-1972; and other local unions and state labor councils; a smaller series unrelated to labor includes material on the Georgia Democratic Party Forum, 1967-1968; 18 lin. ft.

UNITED TEXTILE WORKERS OF AMERICA, SOUTHERN REGION, Records, 1945-1975: Correspondence, legal briefs, grievance cases, financial documents, National Labor Relations Board cases, and newsclippings pertaining to UAW Local 120 (Newberry, S.C.), Local 434 (Bluefield, W. Va.), and organizing campaigns in Spartanburg, S.C. and Spruce Pine, N.C.; 1 lin. ft.

TENNESSEE VALLEY TRADES AND LABOR COUNCIL (TVTLC) Records, 1941-1974: The TVTLC is a joint board made up of representatives of sixteen craft unions which have working contracts with the Tennessee Valley Authority; correspondence and grievance cases primarily illuminate issues brought before the Equal Employment Opportunity Commission (EEOC); the files of three labor-management committees reveal the depth of cooperation between the TVA and the TVTLC; 6 lin. ft.

Savannah

Georgia Historical Society

BATTLE-ADAMS Letter, 1861-1864: Civil War; 42 items.

MALCOLM BELL, JR. Papers, 1910: Social history; 205 items.

CENTRAL OF GEORGIA RAILWAY Papers, 1830s-1950s: Business and engineering records; unsorted.

A. J. AND MILDRED K. COHEN Papers: 1837-1942: Sorrell-Wee House, Savannah; 19 items.

DELORES B. FLOYD Papers, ca 1700s-1960s: Ga. history and genealogy; unsorted.

PICOT B. FLOYD Papers, ca. 1960s: Personal and business papers; 1 doc. box, 4 vols.

GEORGIA HISTORICAL QUARTERLY Papers, 1974-1976: Official correspondence, proofs, etc.; 4 doc. boxes.

GEORGIA RETIRED OFFICERS ASSOCIATION Records, 1960-1977: Organization activities; 1 doc. box.

MILLS B. LANE IV Papers, 1978: Typescript of Confederate Georgians' letters, many of which were used in Dear Mother; 1 doc. box.

ALEXANDER A. LAWRENCE Papers, ca. 1940s-1960s: Research materials, documents for his Storm Over Savannah and A Present for Mr. Lincoln: 21 doc. boxes.

POWERS BAPTIST CHURCH Records, 1803-1903: Effingham Co., Ga., church records; 3 items.

SCHRODER FAMILY Papers, 1888-1954: Savannah business papers; 111 items.

SIEGE OF SAVANNAH Papers, October 9, 1779: Photocopies of original materials re: Revolutionary War in Ga.; 7 items.

TELFAIR HOSPITAL SCHOOL OF NURSING ALUMNAE ASSOCIATION Papers, ca. 1900-1970s: Hospital and nursing professions; 1 doc. box.

Out-of-state Repositories

South Carolina

The College of Charleston

WILLIAM AIKEN KELLY Diaries, 1864: Captain in the Army of Northern Virginia, Civil War; 2 vols.

HENRY LAURENS Ledger, 1766-1773: Plantation account book containing lists of slaves and other related information; 1 vol.

CHARLES COTESWORTH PINCKNEY Diary, 1818-1819: Plantation diary containing lists of slaves and narratives of activities involving them; 1 vol.

THOMAS ROBERT Papers, 1776-1792: Plantation journal containing lists of slaves and other related information; 1 vol.

PLOWDEN WESTON Papers, 1764-1855: Business ledger and plantation journal containing lists of slaves and other related information; 1 vol.

Archives and Special Collections  
Winthrop College  
Rock Hill

HARDAWAY FAMILY Papers, 1806-1969: Alabama and Georgia; photocopies of mainly diaries, but also includes genealogical material, newspaper clippings and a memoir (1864-1869) concerning Robert Archeleaus Hardaway (1829-1899), who was an engineer and served during the Civil War; 1 3/4 lin. ft.

PILOT CLUB INTERNATIONAL, SOUTH CAROLINA DISTRICT Records, 1954-1971: Act of incorporation, annual reports, minutes, resolutions, and lists of standing rules documenting the history of the organization; 1 lin. ft.



INFORMATION FOR CONTRIBUTORS

Editorial Policy

1. Members of the Society of Georgia Archivists, and others with professional interest in the aims of the Society, are invited to submit manuscripts for consideration and to suggest areas of concern or subjects which they feel should be included in forthcoming issues of GEORGIA ARCHIVE.
2. Manuscripts received from contributors are submitted to an editorial board. Editors are asked to appraise manuscripts in terms of appropriateness, pertinence, innovativeness, scholarly worth, and clarity of writing.
3. Only manuscripts not previously published will be accepted, and authors must agree not to publish elsewhere, without explicit written permission, a paper submitted to and accepted by GEORGIA ARCHIVE.
4. Three copies of GEORGIA ARCHIVE will be provided to the author without charge.
5. Letters to the Editor which include pertinent and constructive comments or criticism of articles or reviews recently published in GEORGIA ARCHIVE are welcome. Ordinarily, such letters should not exceed 300 words.
6. Brief contributions for the special sections of GEORGIA ARCHIVE - News Notes and Accessions - may be addressed to the editors of those sections or to Box 261, Georgia State University, Atlanta, Ga. 30303.

Manuscript Requirements

1. Manuscripts should be submitted in double-spaced typescripts throughout - including footnotes at the end of the text - on white bond paper 8½ x 11 inches in size. Margains should be about 1½ inches all around. All pages should be numbered, including the title page. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript.
2. Each manuscript should be submitted in two copies, the original typescript and one carbon copy or durable photocopy.
3. The title of the paper should be concise, accurate, and distinctive rather than merely descriptive.

4. References and footnotes should conform to accepted scholarly standards. Ordinarily, GEORGIA ARCHIVE uses footnote format illustrated in the University of Chicago Manual of Style, 12th edition.
5. GEORGIA ARCHIVE uses the University of Chicago Manual of Style, 12th edition, and Webster's New International Dictionary of the English Language, 3rd edition (G. & C. Merriam Co.), as its standards for style, spelling, and punctuation.
6. Useage of terms which have special meanings for archivists, manuscripts curators, and records managers should conform to the definitions in "A Basic Glossary for Archivists, Manuscript Curators, and Records Managers," American Archivist 37, no. 3 (July 1974). Copies of this glossary are available for \$2.00 each from the Executive Director, SAA, Suite 810, 330 S. Wells Street, Chicago, Illinois 60606.



**PETER SCHINKEL**  
*PRESIDENT*

**SHERYL VOGT**  
*VICE PRESIDENT*

**LES HOUGH**  
*SECRETARY*

**DAVID LEVINE**  
*TREASURER*

**GLEN McANINCH**  
*ARCHIVIST*

**TONY DEES**  
*DIRECTOR (1980)*

**ELLEN NEAL**  
*DIRECTOR (1981)*

*CONTRIBUTING MEMBERS*

**TONY DEES**  
**FAYE GAMEL**  
**SYBIL MILTON**  
**BARBARA REITT**  
**ROBERT SHUSTER**

*SUSTAINING MEMBERS*

**A. R. ROWLAND**

## JOIN THE SOCIETY OF GEORGIA ARCHIVISTS

The Society of Georgia Archivists invites all persons interested in the field of archives to join. Annual memberships effective with the 1978 membership year (beginning January 1) are:

Regular . . . . .	\$ 7.50
Contributing. . . . .	15.00
Sustaining . . . . .	30.00
Patron. . . . .	More than \$30.00
Organizational Subscriptions . . . . .	7.00

Memberships include *GEORGIA ARCHIVE*, the SGA Newsletter and notice of the quarterly meetings. ALL MEMBERSHIPS ARE TAX DEDUCTIBLE.

To join and receive *GEORGIA ARCHIVE*, contact The Society of Georgia Archivists. Box 261, Ga. State University, Atlanta, Ga. 30303.

## PAPER RESTORING

**We are now accepting** damaged maps, prints, books, and all types of paper for restoration in our modern laboratory. Archival techniques, modern equipment, experienced technicians. Send items for quotation to:

**B. Gimelson**  
**Paper Restoration Lab**  
96 S. Limekiln Pike, Chalfont, PA 18914  
**(215) 822-1393**