

2001

Entire Issue Volume 23, Number 2

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Recommended Citation

(2001) "Entire Issue Volume 23, Number 2," *The Primary Source*: Vol. 23 : Iss. 2 , Article 10.

DOI: 10.18785/ps.2302.10

Available at: <https://aquila.usm.edu/theprimarysource/vol23/iss2/10>

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The Primary Source

A Semiannual Publication of

The Society of Mississippi Archivists

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**Individual Privacy, Institutional Accountability:
The Challenge of Electronic Records**
by Dr. Patricia Galloway, The University of Texas at Austin

In the news:

Sale by businesses of customer databases led to demands for businesses to respect and protect individual privacy; banks have recently been ordered to notify customers about what data they collect and what they do with it, and to ask permission for same. AP reported in 2000 that White House electronic document searches in response to various subpoenas were faulty because "some [email] message traffic from several computer systems was not stored in electronic archives. The previous administration required a lawsuit backed by the National Archives, American Historical Association, and Society of American Archivists before it handed over properly-scheduled electronic records to the National Archives, and then did so in the form of hundreds of hard drives removed from office computers.

Individual Privacy

Lawrence Lessig, a leading practitioner of so-called "cyberlaw," published in 1999 a very successful book: *Code and Other Laws of Cyberspace*. In it he argued in favor of an Internet cyberspace characterized by free speech almost everywhere, and pointed out that since *computer* code (programs) actually creates the architecture of the Internet, becoming in essence its *legal* code, then we should be concerned to be sure that unlegislated computer code does not create an Internet that violates Constitutional freedoms. Lessig maintains that open-source software that can be publicly examined and modified can help ensure that ordinary citizens have the power to protect their own privacy, aided also by alteration of laws limiting encryption algorithms. He believes that this individual power is necessary because the ease of regulating the virtual world of the Internet has made surveillance modes of undreamed-of intrusiveness inexpensive and doable. Or in Lessig's terms, the transparency of the Internet has made individual expression *perfectly regulable*.¹

Like most private citizens I share Lessig's concerns for individual privacy; like most programmers I am only too aware of the ease with which my every online keystroke can be captured and made a valuable item of commerce without my permission. Yet millions of people are willing to trade some of their privacy away for convenience, and even I am reluctantly willing to bear with Amazon's assumption that I care what its database thinks I want to read. If pressed, most people would probably respond that their buying habits probably don't have much of a life in merchants' databases and probably fall victim to bit-rot as fashions shift. Perhaps they are right, although techniques of household profiling continue to proliferate, and there is nothing to prevent subpoena of a grocery store's electronic transaction records detailing a parent's beer-purchase habits for a child-custody lawsuit. So far really intrusive cases have not made it to public consciousness, but public response to the issue of identity theft enabled by electronic recordkeeping has made it clear that the value of personal privacy is one the public wishes to defend, especially privacy against government surveillance.²

¹ This essay was originally drafted in late fall of 2000, when there was no idea that there would soon be powerful arguments being made that intrusive surveillance modes be put in place; such legislation does not explain who is going to look at all that Internet traffic, because apparently there are systems in place that can analyze it automatically—and may already be doing so.

² In the wake of September 11, 2001, a poll revealed that 55% of those surveyed thought it was just fine for all the activity on the Internet to be surveilled.

Institutional Accountability

On the other hand, while we certainly don't want Big Brother looking over our shoulders, we do want to be able to regulate the actions of our own government, and have wished to do so since our country's beginning. Citizen oversight has been an issue for a long time and has increased in intensity since the end first of World War II and especially since the end of the Cold War. The 1966 Freedom of Information Act ushered in a host of state laws promising to give the citizen access to "public information" via the opening up of the actions and records of government to the "sunshine" of public scrutiny. In recent political campaigns the litany of public control of government has become a universal theme.

There is no arguing that government is most clearly accountable to the citizen through the records it makes of its actions: in fact, the memorializing of those actions in records is often required not only to document them, but to assure a citizen right. The huge usage of freedom of information and open records requests, not only by journalists but by citizens themselves, has underlined the importance of the records of governments and access to them. This same demand is beginning to be expressed with respect to electronic records as citizens become more conversant with computer technology, such that citizens are no longer satisfied to receive printouts of records that government keeps in searchable electronic form. The task of records managers and archivists who work with government records is to determine how they may give not only the same service to government administrators and citizens that they have in the past, but new services that the public well knows are enabled by electronic records.

The Email Classification Project

In deciding how Texan cyberspace will be regulated and what kind of electronic records will be retained for administrative and archival purposes, we have only the guidance of existing law and the ethical and practical standards of the archival discipline, but between them these two bodies of practice leave several questions unanswered. To make a start in achieving practical solutions to these questions, I am collaborating on a project to examine formal retention and archival practice with respect to email in the Texas Railroad Commission. My partners in this project are Susan Cisco, graduate of and adjunct professor of records management at the Graduate School of Library and Information Science at the University of Texas-Austin (GSLIS) and records manager for the Texas Railroad Commission; Mary Dee Harris, adjunct professor in the UT Department of Computer Science; and Martha Richardson, who has also studied and taught at GSLIS and is now an assistant to the director of the Texas Department of Information Resources. Email in a state agency, with its private feel and public function, is a particularly relevant electronic genre for attacking many questions pertaining to the privacy/accountability conundrum. And it is also especially apt because even at the national level, there is as yet no acceptable "best practice" for the handling of email that falls under the definition of a public record.

The Law

First we must ask what the law provides. Texas' public records law is not much different from that of other states including Mississippi--they all emerged during the sixties and seventies as part of a movement to open up government to public scrutiny. The law specifies that public records include:

[Government Code, Chapter 441 (Texas State Library and Archives Commission)]

441.006 [general powers and duties of TSLAC]: "...state records and other historical resources that document the history and culture of Texas as a province, colony, republic, or state."

441.031 [on records management division of TSLAC]: "'State record' means a document, book, paper, photograph, sound recording, or other material, regardless of physical form or characteristic, made or received by a state department or institution according to law or in connection with the transaction of official state business."

441.181 "'State record' means any written, photographic, machine-readable, or other recorded information created or received by or on behalf of a state agency or an elected state official that documents activities in the conduct of state business or use of public resources."

Also like most other states, Texas exempts from public access (but not necessarily from administrative or archival retention) certain records it keeps about individuals, such as medical records and student records, and others that it keeps about businesses, such as trade secrets. Thus apart from the few restrictions that may apply to public access to retained email records, there appears to be no legal restriction against the normal archival treatment of all email that flows on Texas government servers, and much legal support that favors it.

Electronic Mail in Texas State Government

In Texas as in other states, electronic mail is fast taking the place of many other kinds of communication, including paper-mediated letters and memos and telephonically-mediated telephone calls and voice mail. In fact, government offices are beginning to record a noticeable saving in long-distance costs, even without any explicit directives to replace telephone by email, just because of the better certainty of reaching one's correspondent by email and the reduction in work interruption in attempting to do so, especially across time zones. So there is no doubt that if we simply ignore email as an intractable problem, we will begin to lose a greater and greater part of the documentation of what our government does.³

Saving the Mail

But how to go about saving email is a non-trivial decision. The first problem would seem fairly obvious: where should we get it? Several studies have shown that email usage is so personal and ill-regulated in most workplaces that consistency of practice in saving email that qualifies as a record is a problem if we depend upon the individual worker to file and save it. The decision can as easily be made to capture email at the server level, before the recipient receives incoming mail and after the sender has sent outgoing mail. But if we choose to act at the server level, we shall have the harder problem of distinguishing between that which is a public record and that which is not.

Already at this stage we have the distinction between individual privacy and public accountability, in that we have to make decisions about what kind of privacy we will accord to incoming email. The law allows us to consider incoming email an action in a public forum, although it is clear that most members of the public do not so consider it, and it is also clear that email communications that touch on privacy-protected subjects present particular problems. Email that constitutes an official act, on the other hand, is all sent mail; yet there is sent mail that does not constitute an official act (baby shower invitations, for example). What all these considerations mean is that if we are to save email efficiently and consistently, we are going to have to recruit the computer to help us classify it.

Classifying the Mail

All email has basic metadata attached to it that indicates sender, recipient, date, and subject line. It would be nice if the subject line succinctly indicated the topic treated in the email, but that is not its purpose--the purpose of the subject line is to link conversations together by topic, since most email client software automatically repeats the incoming subject line when the recipient chooses to reply to a message, and many users simply allow the default topic to be repeated regardless of the topic treated in the reply.

We have accordingly found that if we are to provide subject access to email messages, we will need to process the content of the email message body in order to generate a secondary subject line. We have therefore experimented with content analysis on a corpus of email messages in order to construct a set of subject headings pertinent to the universe of discourse of that group of messages. In

³ It seems that September 11 and the anthrax scare that has followed has also had the effect of increasing email traffic as it decreases faith in physical mail.

this part of the project we have sought the collaboration of Dr. Mary Dee Harris, a specialist in natural language processing, who experimented with this problem in one of her Computer Science classes in order to help us clarify the task. We expected to find that a limited number of semantic clusters would be defined by word collocations, and that indeed was the result of the experiment. Our next task is to decide how we can construct a thesaurus to help identify content and how we can combine content knowledge with known relationships between job assignments and records series in order to distinguish between official and unofficial communications.

Retaining and Archiving the Mail

As I have said, email is tending to replace in whole or in part paper correspondence or memos and telephone messages. Common archival practice to date has customarily ignored telephone messages and most memos, and has concentrated on correspondence created in the name of executive officials, on the rationale that only such documents have the legal power to effect action, which is the most significant part of what the archival public record seeks to document.

But electronically-mediated communications, beginning with the telephone, have drastically altered administrative structures, such that in the past twenty years we have seen hierarchical bureaucratic structures flattened and lateral communications across hierarchies proliferate. In other words, new media have enabled change in structure, yet archival practice has remained focused upon classical hierarchical bureaucracies. So our task in dealing with email will also include the necessity for recognizing its structural importance within organizations as well as its importance in crossing the boundary between the organization and its customers. For that reason we see the necessity for developing means of evaluating in-house email functions as indices of internal communication and efficiency.

Finally, we must be able to guarantee the "reliability" of the email we capture, which means that we need to be able to be sure that the agency user of email can be reliably identified. This task will require the careful collection of system administration records and the institution of passwording practices at each workstation, which we intend to test.

Providing Access to the Mail

The purpose of classifying and capturing email that can serve as a record of the activities of government is to provide access to it, for both administrative purposes and for citizen research. As I pointed out earlier, citizens are interested in having access to government records, and all evidence points to their desire to make that access more and more prompt. One of the astonishing features of any electronic records is that there is no practical reason why the citizen cannot have access to them virtually as they happen; if we feel that that is inappropriate, it becomes necessary to articulate why.

This is one of the aspects of the electronic record that interests me most: why and how do we choose *not* to provide instant access? What and for whom is the value of there being a delay between the issuance of an official record and public access to it? In the "float" between issuance and access there is a power differential of the same kind that is enjoyed by financiers engaging in "insider trading"; yet most of our conventions of negotiation in almost every political and diplomatic venue depend upon the ability to protect just such a power/knowledge differential. Studying email as electronic records permits us also to address this issue of "deliberative delay" and why and how we may need to understand it well enough to define the legal parameters to protect it explicitly. Doing so, we think, may mean the difference between preserving such records and withdrawing them entirely from public access.⁴

This essay merely scratches the surface of the issues we must tackle in learning how to deal with this significant category of electronic records. But as yet these problems remain unsolved and largely even unaddressed apart from the commercial application of automatic routing of incoming email to the

⁴ George W. Bush's Executive Order 13233, which drastically curtails the access provided for under the Presidential Records Act, has recently foregrounded this problem.

appropriate answerer, so our field of opportunity is wide open and we look forward to making an important contribution to the management of public records in Texas, even if our work has no wider significance.

In August 2000, Pat Galloway left the Mississippi Department of Archives and History after twenty years to teach electronic records archivy at the Graduate School of Library and Information Science at the University of Texas-Austin. She can be contacted at galloway@qslis.utexas.edu

Local Government Records in Mississippi: A Status Report by Bill Hanna, Local Government Records Office, Mississippi Department of Archives and History

In the second annual report of the Mississippi Department of Archives and History in 1903, one year after its establishment, Dunbar Rowland noted that:

"whenever my official duties would allow I have considered it expedient that I should acquaint myself with the official and unofficial records of the various counties, cities and towns of the state...."

Rowland's visits to acquaint himself with the county and municipal records around the state apparently made an impression. In the subsequent annual report he stated:

"With the exception of land records, the oldest county archives are not in use, and in many instances have been boxed and stored away in unused rooms of the county court houses, where they are in constant danger of being destroyed by the dampness, mildew and fire."

Reviewing annual reports during the twentieth century yields persistent references to the concern over the condition of records of local governments throughout the state. Attempts were made on several occasions to address this concern. The earliest response of the Department of Archives and History came in the first decade of the Department when selected county records were loaned for transcribing. A large inventory project was undertaken during the 1930s and early 1940s as a part of the Historical Records Survey Project of the Works Projects Administration. In the early 1970s, the Department initiated microfilming of county records in seventy-nine of the eighty-two counties as a follow-up to microfilming project of the Genealogical Society of Utah. As the Department of Archives and History initiated legislation for a comprehensive records management program in the late 1970s and early 1980s, success was accomplished only in the area of records of state government. Language including the records of local governments was removed in an effort to obtain passage of the bill.

Concern regarding the condition of local government records continued and was evident in the 1981 study undertaken as a part of the State Historical Records Assessment and Reporting Project funded by the National Historical Publications and Records Commission and administered by the Department of Archives and History. The project studied four major areas of historical records in Mississippi, including local government records. Among the findings were inadequate storage and lack of retention guidelines and authority.

In 1995, the Mississippi Legislature established the Advisory Commission on Local Government Records which submitted recommendations to the Mississippi Legislature in January 1996. Subsequently, upon these recommendations, the Legislature passed Senate Bill 2832 establishing the Local Government Records Committee and Local Government Records Office within the Department of Archives and History.

There have been significant gains made in the management and preservation of records of local governments since the implementation of the Local Government Records Law in 1996. Although the progress achieved has not been realized in all local governments, there are concentrated efforts underway in at least one-quarter of the state's eighty-two counties to establish a clear records management and

archives function within county government. The same type of effort found in the larger municipalities within the state.

Retention Guidelines

The most positive result of the 1996 law establishing a records management program for local government is the availability of records retention guidelines. Currently there are retention guidelines for nearly 600 records series in a total of sixty-three approved retention schedules for county, municipal and school district offices. Before the passage of the local government records legislation, only twenty-five series had clear retention instructions available (through state law). The benefit of the availability of retention guidelines has been to clear unusable storage areas of useless records. The results have been two-fold: providing additional storage space for temporary records and, more importantly, making the effort to preserve and make available permanent local government records more manageable and feasible. The Local Government Records Office has provided assistance to numerous counties in all areas of the state in inventorying records and identifying those eligible for disposition as well as noting those with permanent value.

Notable Progress

As mentioned earlier, there are many counties and municipalities that are making real progress in the management and preservation of their records. Lauderdale County and the City of Meridian have been leaders in local government records management since the early 1980s. Their cooperation and support in the establishment of the Lauderdale County Department of Archives and History has been integral in the success of their programs. The City of Jackson established a municipal records management program in the early 1990s. Harrison County, under the leadership of Chancery Clerk John McAdams, has made an intensive effort and commitment to the establishment of a records management program (see article in this issue). Adams County, with the leadership of Chancery Clerk Tommy O'Beirne and the assistance of the Historic Natchez Foundation (see article in this issue) has, as well, taken steps to insure the preservation of the permanent records of the county. Numerous other counties such as Tate, Oktibbeha, Lincoln, Jackson, and Pike have committed resources to establishing an on-going records management program and archives recently. Many other counties are, for perhaps the first time, committing time and resources toward addressing issues associated with the management of their records. For these and other counties, the future appears bright for the preservation of local government archives.

Difficulties facing local governments

In spite of this optimistic outlook, numerous problems still face local government in the management and preservation of their records. Resources of local governments, particularly the smaller counties and municipalities, are limited. As local officials face the priorities of providing basic services to its citizens, records preservation simply takes a back seat to law enforcement, access to health care, patching streets, providing utilities, and the numerous other services that are essential in our society. Even with the opportunity to avail themselves of the additional filing fee for records management purposes as provided in the local government records law, the resources are not adequate to make a significant advancement in management and preservation of records for these local governments.

The Future

There are no "one size fits all" answers to local government records problems in Mississippi. While we have advanced significantly in most areas of the state in the recognition of the need for addressing these issues, law enforcement, potholes, and other issues will still occupy the seat of attention. However, the successes of the past few years do provide us with some areas in which we might focus our attention.

Many of the successes that we have witnessed since 1996 have been achieved because of strong

interest and active involvement of local historical and genealogical groups providing both motivation and assistance to local officials in local government records issues. A good example is the Tate County Genealogical and Historical Society, which now operates the Tate County Archives adjacent to the Tate County Courthouse. This local society provides much time and effort and has transformed stacks of unusable piles of records into a county archive. Although much work remains to be done, Tate County, along with several others around the state, has found this type of partnership to be the answer to responding to records needs with very limited resources.

There have been only a few attempts made related to regional archives in the state. Although this type of response has not received significant support at the local level, it remains as a valid solution to the limited resources available to respond to the management and preservation of local records and is an alternative that must continue to be discussed in the future.

Much work remains to be done. Many of the problems that faced those dealing with local government records in the early 1900s during Rowland's efforts, during the 1930s with the attention of the W. P. A., during the 1960s and 1970s in the microfilming efforts, in the 1980s at the time of the needs assessment survey work, and in the mid-1990s at the passage of the local government records legislation are still facing local officials. But progress has been made. If we continue to focus on assistance to local governments through records management guidelines, the interest and support of local societies, and recognition of the achievements in addressing records storage and preservation problems by the many local governments that are successfully addressing them now, the future for the preservation of this significant source of political, social, economic, and genealogical history will be brighter than ever before.

For more information, retention schedules and instructions visit the Records Management page of the MDAH website at <http://www.mdah.state.ms.us/locgov/localgov.html>

Bill Hanna, the guest editor for this issue, began working with the Department of Archives and History in 1974 as County Records Archivist. Since then he has served as Manuscript Curator, Head of Special Collections, and Director of the State Records Center. From 1993 - 1997, he also served as Records Manager for the City of Jackson. Currently, he is the Director of the Local Government Records Office. He can be contacted at the Mississippi Department of Archives and History, Local Government Records Office at 601.359.6894, by at fax 601.359.6964 and by e-mail: bhanna@mdah.state.ms.us

Harrison County: a Status Report

by Tim Barnard, Land Records Clerk,
Harrison County, Mississippi

Everyone has some place to store "stuff." At home, it may start out in a dresser drawer, then move to a closet, then the attic and then the garage. When the garage gets so full you can't even put your bicycle in it, you rent a mini-warehouse.

Now imagine the amount of "stuff" (i.e., records) a county government has to deal with. It runs on records. Crimes are investigated. Criminals are prosecuted. Other lawsuits are tried. Marriage licenses are granted. Deeds and mortgages are recorded. Property is assessed and taxed. Roads and bridges are built and maintained. Office buildings are built, furnished and staffed. All of these activities generate records, mostly on paper. And as the population grows, more services are created to meet their needs. And the paperwork multiplies.

Harrison County, Mississippi has seen two major growth spurts in recent years, one in the 1970's after Hurricane Camille and another in the 1990's with the arrival of the casino industry. Both times this

meant an increase in government services and the resulting records. The need for an organized method of maintaining those records was reaching a critical point.

The Chancery Clerk wears a variety of hats in county government, including clerk of the Board of Supervisors, clerk of the Chancery Court, recorder of deeds & mortgages, county auditor and the county's version of a chief financial officer. This means that the Chancery Clerk's office either generates or inherits many of the county's records.

In 1995 Harrison County's Chancery Clerk announced he would not seek re-election to the post he had held for 24 years. One of the candidates to succeed him, John McAdams, began talking with people who worked with county records, both employees and researchers. He soon realized that something needed to be done with the records storage situation. Some steps had been taken – the county had acquired a building to use for storage of inactive records, while some records that were more critical had been sent to an off-site contract storage facility – but there was minimal oversight or coordination. Mr. McAdams made it a goal to address this situation if elected. He won his party's primary and then the general election, defeating the incumbent's handpicked successor.

Mr. McAdams assembled an advisory committee of employees and researchers (such as attorneys, abstractors and surveyors) and hired Tim Barnard, a former Chancery Clerk's employee, who was then doing title research in several South Mississippi counties, as land records supervisor to oversee the records situation. Meanwhile, the state Chancery Clerks' Association was instrumental in getting the Mississippi Legislature to pass the Local Government Records Act, which created a statewide committee to address the records management problem for both county and municipal governments. Among other provisions, the act allowed counties to collect a \$1 per document records management fee, half of which goes to fund the statewide office and half for the county's own program. Harrison County was the first county to join the program and collect the fee. Mr. McAdams also persuaded the Board of Supervisors to appoint him as the county's official custodian of the records. This would allow him to supervise the entire records storage situation, though the other offices would not lose ownership of their particular records.

A newspaper article about the county's program generated interest from professors in the University of Southern Mississippi's history department. Meetings between Mr. McAdams and history department spokesmen led to an ongoing contract between the county and USM for a graduate student in history and/or library science to work each school term with the Chancery Clerk's office in the records management program. The first graduate student, Wendy Stewart-Clark, did an inspection of all the areas where the county was storing records, then created a long-term plan to deal with them. The records management program is still following most of the basic guidelines she proposed.

There were several sites being used for storage:

- When the county built a new jail facility, the old jail in Biloxi became a storage area for the district attorney's records. In one of the cells, boxes were stacked on top of a toilet!
- A metal building nearby had been a three-stall garage for the power company's trucks; it contained records and equipment from several Biloxi courthouse offices.
- The county had bought a building from one of the fraternal societies in 1990, making part of it into offices and leaving the dance floor for a storage area. Bunk beds from the old Gulfport jail were used for shelving. By 1996, several offices had taken their old records and equipment there and simply dumped them wherever there was room. Boxes collapsed on top of each other, stacks of books fell over and someone had left rolls of insulation and a spool of wire in the middle of it all.
- After a 1975 fire in the old Gulfport courthouse, many records were taken to a storeroom in the back of the Mosquito Control warehouse. For several years afterward, records from several offices were moved in and out of there, but when the Mosquito Control office moved out, the remaining

records were all but abandoned. Ms. Clark viewed these, but they were given a low priority. The chemical smell made work there questionable.

- ❑ The back of the Chancery Clerk's record vault was used for old land rolls, tax receipt books, various court dockets and financial records, but it was difficult to keep them in any order. Poorly labeled boxes were stacked on countertops, on top of shelving units and in the aisles. Closed Chancery Court files had been moved into "compressed shelving" in the late 1980's, and many Circuit and County Court files had been moved to similar shelving in the vault after the second floor had been damaged from their weight.
- ❑ As Chancery files grew, in 1993 the Clerk sent files from the 1960's-70's to an off-site contract storage facility. Other offices' records were also periodically sent to the facility, but there was little continuity in their labeling, making it difficult to know for sure what was being stored and which boxes contained what. The facility's main storage area was not climate-controlled, endangering the condition of the older records stored there.

The district attorney's records in the old Biloxi jail were in pretty good shape, so they were sent to the contract storage facility. The "dance floor" at the Sand Beach Maintenance office was a priority. With the help of county jail trustees weekdays and undergraduate students from USM and the Perkinson campus of Mississippi Gulf Coast Community College on several Saturdays, Ms. Clark was able to clean up the mess and organize the books and boxes by department. Boxes were repacked and labeled, books were cleaned and wrapped, and then most of them were sent to the contract storage facility. Meanwhile, many of the records in the back of the Gulfport record vault were sorted and inventoried, while some of the "active" areas of the vault were reorganized as a result of user surveys Ms. Clark conducted.

As the Local Government Records Committee began to function under the direction of the Mississippi Department of Archives and History, the records clerk and graduate students drafted some retention schedules for the committee's approval. Once MDAH hired Bill Hanna to run the Local Government Records office, he began drafting general statewide schedules for the committee's approval. With the retention schedules and approval from the Board of Supervisors, the records clerk and the graduate students were able to dispose of many of the older records no longer needed. As they found records that were beyond their retention period, they could dispose of them; they studied the inventories from the off-site facility to identify records stored there that they could dispose. They regularly attend the committee meetings to keep informed of its work. Visits to records programs in Lauderdale and Adams Counties gave them ideas to use in their own program.

After Ms. Clark, graduate students Catherine Jannik and Melissa Finley, along with a state inmate assigned to the Chancery Clerk's office, spent much time reorganizing the back area of the record vault, especially the land rolls and tax receipts. A large portion of the tax receipts and duplicate copies of the land rolls were sent to the off-site facility, freeing up space for boxes of other records that had been on counter tops and the floor. Chancery Court files from the 1960's-70's that had been sent to the off-site facility were accessed frequently, while the oldest probate records dating back to 1841 were being stored at the very top of the facility's shelves in the open-air storage, so hundreds of inactive Circuit and County Court files were boxed and sent to the off-site facility to make room for the Chancery Court files.

Several smaller projects were also tackled. A couple of Perkinson students went through some of the boxes of loose Circuit Court records from the late 1800's, flattening them, putting them in acid-free folders and cataloging them. (This is a project that is still incomplete.) Subdivision plats had been placed in vinyl sleeves in the 40 or so plat books; the vinyl was damaging the plats, so student volunteers replaced them with safe plastic sleeves, holding the plats inside the sleeve with Velcro spots. A few blueprint maps were encapsulated in plastic sheets as a demonstration to the students. Most of the map drawers were cataloged, with the lists attached in each drawer. Standardized labels, instructions for storage and procedures for disposal were drawn up and delivered to all the county offices using the off-site facility.

In the summer of 1999 the Local Government Records Committee approved a retention schedule allowing the counties to dispose of the tax collector's copy of the yearly land roll after two years. This allowed Harrison County to dispose of a large number of duplicate land rolls. Graduate students Stephen Payne and Kim Levy worked for several months inventorying all the land roll books to determine which could be discarded and still leave a complete set for each year. Most of the books that had been left in the vault were the tax collector copies, so they were sent for disposal while many of the ones stored at the contract facility were returned to the vault. After the county was split into two districts in 1968, duplicate sets of the Chancery Clerk and Tax Collector's land rolls were printed for each district. Many of the 2nd District land roll sets were stored at the Sand Beach office; these were either moved to contract storage or discarded as appropriate.

In 2000 the National Guard base at the Gulfport airport announced plans to expand into the area where the old Mosquito Control building was located. Mr. Barnard went out to the building in June to see how much effort it would take to remove the records left there. He found the building's roof damaged from Hurricane Georges in 1998, allowing water to leak onto many of the records. When the roof over the middle of the building collapsed, the county hired a contractor to stabilize the building and work with Mr. Barnard and graduate student Amy Love to remove the records. Over 700 boxes of records were recovered, while many more were either beyond retention or too damaged to keep. The county rented three units at a nearby mini-warehouse to store and sort out the records, but fear of contamination by the mold that had grown on many records caused them to make other plans. They rented a refrigerated truck trailer and moved the records in there, stored at -20°F, until they could find a way to treat the records. The clerks consulted with other records managers over the Internet, leading the county to contract with a disaster recovery service for rental of special dehumidifiers to dry the records. They set up a drying room in a spare office at the contract storage facility and dried groups of 50 boxes at a time, then repacked them and took them to the mini-warehouse for sorting. Ms. Love and several undergraduate students resorted the records into appropriate groups and sequences, then sent what needed to be kept to the contract facility. The Department of Archives & History gave authorization to dispose of many of the other records that had no historical value.

Ms. Levy began a computerized inventory of the land roll books in the back part of the vault. Ms. Love expanded the inventory to include all of the books and boxes in that area, including a small "archives area" for some of the oldest records. There are still many boxes to review, but the space is limited at this time. The Genealogical Society of Utah, in conjunction with MDAH, has sent a group to microfilm the county's oldest Chancery Court records, marriage licenses, voter registration books and other related records. They have been working in the back of the vault for over a year, sorting, flattening and repacking court files and using every inch of available space for their work. The county has been buying duplicate copies of the microfilm, while volunteers have been creating comprehensive indexes to the court files, something not available before. This information may be put on the county's website at some future date.

Drew Walters is the current graduate student working with the Chancery Clerk's office. He and Mr. Barnard finished sorting the last of the records from Mosquito Control and set up an inventory of the maps and building plans found there and at Sand Beach. They hope to later include all the maps and plans in the record vault in this inventory. They are also tackling the remainder of the records left at Sand Beach unidentified in the first phase of the project. One pending project involves reviewing the records stored at the off-site facility to properly label and inventory them, disposing of those eligible and moving the permanent records to the climate-controlled area.

In March of 2001, the Mississippi Historical Society presented Harrison County with the second annual James T. Dawson Award, given to a local government with an outstanding records management program. This past October, the Mississippi Department of Archives and History commended Mr. McAdams and Mr. Barnard for their work in the program. Though much has been accomplished in six years, there is still much to do to get the entire records management program running smoothly.

Public Records: The Natchez Experience

by Mimi Miller, Historic Natchez Foundation

The public records story in Natchez is not unlike the public records story in many county seats in Mississippi. The plot revolves around the recurring themes of too little room, too little interest, and too little money.

In 1992, most of the historic Adams County Circuit Court records were stored in the basement of the Adams County Courthouse. Mold and mildew covered the bound volumes, which were stacked in piles or randomly strewn across the floor of vault-like chambers, which had little or no lighting. Rats, mice, and other vermin nibbled away at bookbindings and loose papers, and leaky pipes dripped water on top of it all. Scholars were unable to access the information in the records, but document thieves could plunder among them and randomly retrieve marketable documents that boasted presidential signatures or references to slaves.

The Historic Natchez Foundation had long expressed concern about the condition of the records to the circuit clerk and to members of the various county supervisors with no result. The county had no room, no interest, and no money. The Historic Natchez Foundation had only the interest. Three things happened in 1992 that allowed the Foundation to begin the effort to preserve and make available these important circuit court records.

First, the Historic Natchez Foundation acquired its first permanent home—the Natchez Institute, a large 1901 school building, less than a block from the Adams County Courthouse, with approximately 27,000 feet on three floors. Second, professor Ronald L. F. Davis of California State University, Northridge, arrived in Natchez to undertake a research project on Natchez African-American history under contract to the Natchez National Historical Park. Again and again, Davis expressed his dismay about his inability to access the records in the basement of the courthouse. Third, the county's long-term circuit clerk retired and the newly elected clerk was more willing to make changes. Most importantly, the new circuit clerk faced an overwhelming space crisis.

The Foundation and Davis repeatedly discussed the records dilemma, and Davis came up with an idea. He proposed bringing graduate students from California to Natchez to work with the foundation in rescuing the circuit court records from the basement. Davis not only managed to find willing students, but he also persuaded his university to fund their expenses and to give them graduate credit for the work. This involvement in the Natchez community by California State University-Northridge expanded into a much larger role than either the foundation or the university originally envisioned.

With the support of the circuit clerk and the promise of volunteer labor from California, the Historic Natchez Foundation approached the Adams County Supervisors for permission to relocate the records and a small amount of funding for records preservation. The Foundation received permission to relocate the records and \$5,000 to buy archival supplies. Adams County sheriff Tommy Ferrell offered inmates from the county jail to assist in the records relocation effort. On the state level, Hank Holmes and his staff in the Archives Division of the Mississippi Department of Archives and History pledged technical help, on-site training, and archival certificates to the participating students from California State University, Northridge.

What is now known locally as the Courthouse Records Project began in the summer of 1992. During a single month in the summer of 1992, all the eighteenth and nineteenth-century circuit court records were moved from the courthouse basement to the Natchez Institute. These records consisted of bound volumes and thousands of case file packets, most unopened since the cases were closed. Sampling the case files from various decades indicated that the most important pieces of history would largely be found in these case files. The circuit court records contained other treasures, like a book representing the mercantile records of the Girardeau family and an account book that belonged to John McMurrin of

Melrose. These and other similar items were originally associated with particular case files but had long ago become separated and scattered among the records.

In 1993, California State University-Northridge and Ron Davis again brought graduate students to Natchez, and the Mississippi Genealogical Society provided \$4,000 to purchase more archival supplies--acid-free paper, folders, and boxes. Tantalized by the contents of the sampled case files, the Foundation and California State University, Northridge, embarked on a project to process and catalogue the contents of the case files. Students opened the packets, flattened the papers, and placed them in acid-free folders within acid-free boxes. As part of the processing, students completed data forms that now form the basis of an Access courthouse records database. Students were also assigned a research paper based on some aspect of Natchez history.

The most important aspect of the courthouse records project is the history contained in the records. Included among the thousands of case files are all sorts of historical documents, including letters, invoices, inventories, depositions, architectural plans, and all manner of interesting things.

Included in a post-bellum law suit, filed by architect Samuel Sloan of Philadelphia against Julia Nutt of Longwood in Natchez, are a number of letters from Mrs. Nutt to Mr. Sloan that provide not only proof that she never paid him for his services but also interesting information about Natchez during the post-Civil War period. In one 1820's case file are the architectural drawing and a building contract for a Natchez house, Woodlands, which burned in the 1920s.

From the case files, we have also documented the dates of several Natchez landmark buildings and learned important details about their construction. Two of the many debt cases of territorial tavern keeper Charles DeFrance provide valuable information not only about the specific services rendered by De France at Assembly Hall in Washington near Natchez, but the general services rendered by a territorial tavern keeper and the costs for those services.

This past summer was the tenth summer that California State University, Northridge, has brought graduate history students to Natchez under the direction of Ronald L. F. Davis. New partnerships have also been formed in the years since the project was initiated in 1992. The Natchez National Historical Park became a major player during the second summer and is now the project's major benefactor. The Park purchases many of our archival supplies and provides cash funding to assist in housing and feeding students. The Park also lends a government van to provide transportation for the students while they are in Natchez. In return for their support, students flag and copy every document that is related to the history of the sites that the National Park Service owns in Natchez--the Fort Rosalie site, the William Johnson House, and Melrose. The Natchez National Historical Park remains committed to the summer program, despite the dents acquired by the National Park Service van in both 1997 and 1998. Another partnership represents the involvement of the University of Southern Mississippi, which has also provided students interns and funding for their student participation.

Graduate students who come to Natchez receive something very special--an important three-dimensional experience in history. They handle real documents and play an important role in their preservation and accessibility. The students also gain an understanding of the value of material culture by interaction with the buildings and objects associated with the people who created the paper trail. They also have an opportunity to interact with the descendants of the people who created the paper trail and develop an appreciation for tradition and the continuum of history.

Early in the history of the Courthouse Records Project, an unexpected benefit of the program began to emerge. Many of the California graduate students who came to work in the summer decided to focus on Natchez history for their master's theses. Moreover, a number of students who received a master's degree from California State University, Northridge, carried their interest in Natchez with them when they pursued PhD's at other universities.

Another outgrowth of the Courthouse Records Program is the biennial Historic Natchez Conference, whose impetus was to provide students an opportunity to share their research in the courthouse records. The purpose of the conference is now to provide a forum for established scholars as well as students to share with each other and the public information about the history of the Natchez region. In addition to the Historic Natchez Foundation and California State University, Northridge, the conference is co-sponsored by the by the Mississippi Department of Archives and History; University of Southern Mississippi; Louisiana and Lower Mississippi Valley Collection, Louisiana State University; Center for American History, University of Texas at Austin, and the Southern Historical and Folklife Collections, University of North Carolina at Chapel Hill.

Although the Historic Natchez Foundation is very proud of its Courthouse Records Project, the Foundation would love nothing better than to return the circuit court records to the county, if officials would police their use and properly care for them. Any organization considering taking responsibility for the preservation and management of local records needs to be fully aware of the negatives involved.

First, public records are a tremendous responsibility and most local organizations, including the Historic Natchez Foundation, do not have the resources to care for them. For example, the Foundation has no fire suppression system and no climate controls. However, not long after the Foundation relocated the records, the courthouse basement flooded and many of the records would have been irreparably damaged.

Adams County has made no financial contribution to the storage and preservation of its historic records since supervisors provided \$5,000 for archival supplies in 1992. Although the Foundation committed only to house the eighteenth and nineteenth-century circuit court records, the circuit clerk's office subsequently relocated all bound volumes (except marriage records) and case files dating before 1990. The receptionist at our office assumed that the circuit clerk was relocating records to The Natchez Institute with the full knowledge of professional staff members, who subsequently discovered, after the fact, that the basement and third story of the building had been filled with twentieth-century circuit court records. The Foundation has spent valuable staff time organizing and managing these twentieth-century volumes and case files for the benefit of attorneys, researchers, and personnel in the circuit clerk's office.

Second, servicing the public who want to use the records is difficult. Restricting access in anyway creates enemies, but a responsible organization has to limit access to manage records properly. No one is allowed in the records without supervision, and, quite frankly, no staff member likes to assist the public in using the records. The records reside on all three floors of the Natchez Institute, which has no elevator. The most important documents are in fire-rated vaults in the basement. Twentieth-century case files are in heavy, stacked cardboard boxes resting on pallets in another section of the basement. Twentieth-century bound volumes are on the third floor. The Foundation has no shelving or file cabinets, so staff members often have to lift and move heavy boxes of case files or stacks of heavy books to retrieve a particular file or book at the bottom of the pile. The only copy machine is on the main floor. Researchers often complain about rude treatment at courthouses and public libraries, but they seem to expect and accept it. They expect more help from a historical organization.

The management of public records attracts droves of researchers and genealogists, who make contact in person, by United States mail, and by e-mail. People show up at the door with no appointment and expect the staff to spend hours assisting them with their research. The Historic Natchez Foundation has only three full-time staff members and a few part-time people who alternate office hours. Managing public records is a small part of the Foundation's responsibilities.

Should local history organizations consider preserving and managing public records? Yes. Unfortunately, if organizations do not step forward, much of the history of Mississippi will be lost. Adams County is fortunate, because it has had no courthouse fires and its records extend all the way back into

the Spanish colonial period. However, many of the county records are missing. Thieves have plundered the probate papers for historic documents and have pilfered Spanish record books. The preservation and management of public records is first and foremost a public responsibility and should be funded by the public. However, local history organizations have to take some initiative and responsibility if important records are to be preserved.

Historic Natchez Conference
Wednesday, February 13-Saturday, February 16
*Mainstreams and Cross Currents:
Interpreting the History of the Old Natchez*

Headquarters: Natchez Eola Hotel
For Information and/or a program:
Historic Natchez Foundation, P. O. Box 1761, Natchez, Mississippi 39121
(601) 442-2500 hnf@natchez.org



Alabama Department of Archives and History: Celebrating a Centennial
by Tracey Berezansky, Assistant Director for Government Records
Alabama Department of Archives and History

When the Society of American Archivists comes to Birmingham in 2002, the Alabama Department of Archives and History (ADAH) will be 101 years old. It is the first Archives established as an official agency of state government, preceding the establishment of the National Archives and the SAA by over thirty years. In November of 1940, Archivist of the United States R.D.W. Connor stated in his speech for the dedication of the new Alabama Archives building that the "establishment of this department in 1901 has been called 'a new venture in political science' in the United States." The department's enabling legislation served as a model for the creation of several other state archives.

Dr. Thomas M. Owen, the first director, was responsible for promoting the creation of the Alabama Archives. He accomplished this through his work on the Alabama History Commission, established in 1899 to determine the existence and location of resources documenting the state's history. The commission's final report called for the creation of a department responsible for preserving the state's official records; creating a state library; creating a state museum and art gallery; marking four historic sites; publishing state documents; supporting the state historical society; constructing fireproof vaults in every county for records storage; and establishing standard paper, inks and typewriter ribbons for use in the creation of official records.

The first home of the Alabama Archives was the cloakroom of the State Senate. From there, Dr. Owen quickly gathered agency records, manuscripts, war records, flags, photographs, and other materials into the holdings of the Archives. By 1904, Dr. Owen had two staff members: one editorial assistant and one stenographer. He was also creating displays of historical collections for viewing in the Senate Chamber when the Senate was not in session. The Archives moved into its own space in 1907 when a new wing was added to the south face of the Capitol. From then until his death in 1920, Dr. Owen worked to get the Archives a building of its own.

Marie Bankhead Owen, Dr. Owen's wife, succeeded him as director and obtained federal funding to build a new Alabama Archives/War Memorial building. Construction began in 1938 and was completed in 1940. By the mid 1940s, with the move into the new building complete, the Alabama Department of Archives and History initiated programs for a field worker to visit county courthouses, solicit manuscripts, and speak to local groups about the archives. The agency also started microfilming county records.

Mrs. Owen (in her eighties) retired in 1955 and was succeeded by Peter Brannon, an archives staff member since 1911. During his terms in office, the legislature established the State and County Records Commissions as the government agencies responsible for making decisions about the retention and preservation of state and local records. The director of the department serves as the chairman of the commissions. Staff members of the Archives serve as staff for the commissions. This was the beginning of the current agency records management program.

Peter Brannon died in 1967 and was succeeded by Milo B. Howard Jr. Upon his appointment as director, Mr. Howard devoted much of his time from 1968 until the mid-1970s on the east wing construction project.

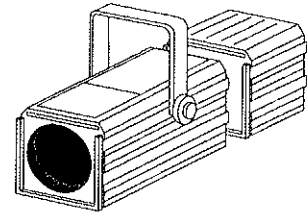
The fifth and current director of the Alabama Department of Archives and History is Edwin C. Bridges. Dr. Bridges initiated several projects, including Alabama's participation in the US Newspaper Project, the 1985 Statewide Records Assessment, and funding and design for an addition to the west face of the main Archives building. The department hopes to break ground on the west wing this year.

Dr. Thomas M. Owen, the first director of the agency, envisioned an organization that would be important to and used by every Alabama citizen. Over the years, department staff members have striven to fulfill Dr. Owen's dream. They have provided the citizens and public officials with access to genealogical records, records care and preservation information, assistance with research projects, exhibits of museum artifacts, and many other Alabama history-related services. As the agency moves into its second century, it will continue to be a place where Alabama history can be discovered, used, and shared.

One hundred and one years after the creation of the agency, and sixty-two years after the dedication of the main Alabama Archives building during the 4th annual SAA meeting, Alabama archivists are glad to welcome SAA back to Alabama. We look forward to you visiting the Alabama Department of Archives and History and hope that while you are in Alabama's "Black" or "Cotton Belt" you will visit the Voting Rights Museum and the Edmund Pettus bridge in Selma, as well as other Montgomery landmarks such as the Dexter Avenue Baptist Church, the Southern Poverty Law Center's Civil Rights Memorial created by Maya Lin, the Rosa Parks Museum, Old Alabama Town, and the Little White House of the Confederacy.



Spotlight on Mississippi Archives



JACKSON COUNTY ARCHIVES, PASCAGOULA

The first objective of the formation of the Jackson County Archives in July 1993 was to organize and initiate measures to preserve the records of the chancery clerk at Pascagoula. Due to the high volume of use and growth of the county, many books were in disrepair and in need of attention. Betty Rodgers and Lois Castigliola were hired by the clerk and began to identify and sort record groups that were stacked in disarray due to lack of space. Boxes of old historic files and transcripts were put into groups and labeled. The Jackson County Archives was organized but was not yet a separate department of the county.

After three moves over about six years, the archives are presently in an adequate facility on Krebs Avenue, near the courthouse and downtown Pascagoula. Plans are being made for permanent quarters for the permanent official and historical records of Jackson County.

The Jackson County Archives has fulfilled its first objective, and the records are properly stored in their original order with temperature and humidity controlled conditions. Now operating as a budgeted department under the county administrator and the board of supervisors, the archives has also continued to grow as a repository of historical records and photographs.

Several preservation projects are in progress, one of which is the preparation of chancery court cases for microfilming. In 1998, our friends from the Genealogical Society of Utah completed processing and microfilming cases from 1875 to 1915. They humidified, unfolded, returned the documents to their original order and placed them in acid-free folders and boxes, and skillfully created a full name index of the entire group of records. This work has proven to be very valuable for genealogical researchers and may be the first effort of its kind in local government records.

Since county records are kept in groups in the order that they were created, they are easy to store and access. Because of the nature of land records, most of them are considered permanent and must be kept forever. Any county records not fitting into the permanent retention description are carefully evaluated and a decision is made as to further storage. While this is not meant to be a complete listing, the following records can be found at the archives:

Because of destruction by three separate fires, the county records begin the day after the last fire in 1875. About 150 original documents were found in cardboard boxes, which appear to have been stored away when residents took their original deeds and other papers back in to the courthouse to be re-recorded after the destruction of the records. One deed is of particular interest as it is on sheepskin and is dated 1848. A few other papers dating back to the 1850's and one volume of township plats holding surveys said to have been drawn in the late 1820's have survived. The loose chancery papers are our only original documents that pre-date the fires.

Tax Receipts 1875-1998.

Land Rolls 1875-1995.

Deeds - 32 volumes of land deeds are preserved in boxes until they are re-bound.

Photocopies are available for use by the public. Remaining original land deeds are bound copies held in the land records department.

Mortgages and Deeds of Trust, 1906-1963. Archives holds the first 200 volumes of Deeds of Trust.

Board of Supervisor's Minute Books, 1875-1993. Bound volumes of minutes chronicle the only official record of the business and proceedings of the county. Boxes of transcripts of board minutes were

found that held many important original documents such as the Ingalls Shipbuilding Company's original signed contracts and rights to oysters beds. Finding and preserving these early original papers was a goldmine of early history for Jackson County.

Newspapers, 1875 to the present. Bound original copies are kept until 1995 after which microfilming began. This collection is nearly complete except for 1876 and some years during the 30's and 40's when the originals were water damaged during Camille.

Chancery Court cases. Beginning with case #1 in 1875, these folders include wills, estates, divorces, and all suits involving land and people, which are non-criminal. We currently have about 31,500 cases held in 436 acid-free boxes. We have continued the project of humidifying, unfolding and repairing the old court cases, putting them back into their original order and are placing them in acid-free folders. When we finish this task, microfilming will be done to complete the project. Since we have been working with these old papers, we have found many original surveys and unique documents. Because of their importance, we have replaced the original documents with official copies. The originals have been encapsulated, indexed and placed in special boxes with the case number inscribed for source identification. Some of these documents date back to the early 1850's and are a valuable resource for historical and genealogical research.

Plans, Specifications and Maps. Early maps and plans did not survive, and most of the collection is dated after 1900. Plans and specifications are kept for county-owned facilities such as the courthouse, fairgrounds, libraries and other sites.

Marks and Brands, 1875 to the present. Unique marks and brands for cattle or other animals, registered in the owner's name and sometimes sketched.

Rafting Record, beginning in 1875. Another unique mark was branded or excised into the end of cut timber, usually for identification to be claimed later by the registered owners.

Record of Protests, 1886-1900, Book 4. This book was used to register complaints or suits regarding the quarantine station on Ship Island and activities regarding the ships on Horn Island. Yellow fever quarantine and fumigation of all ships called for unloading and re-loading of lumber and often resulted in damages by wind or foul weather. Sea captains, destinations, names of ships and ports of origin are listed.

School Records, 1871-1970. Most of the registers in this important yet incomplete set of records are from the 1880-1930 time period. They include school enumerations, attendance registers, administrative papers and other school related subjects. Of special importance are the Negro and Creole Indian School registers and papers that span the years down to integration. School records are useful in replacing the burned 1890 Federal census date and to help re-construct family groups and identify relationships for genealogical research. There are approximately 150 boxes in this collection.

Military Records include original pension applications for veterans and their wives for service in the War Between the States, also pension board records and enumerations. This group of records is incomplete due to theft in prior years. 2 boxes.

MANUSCRIPT COLLECTIONS

The Bratt Collection: Original documents and family memorabilia spanning from 1809 to the 1920's in the family collection of Mrs. Florence McIntosh Bratt show the migration of the McIntosh, McInnis, McKay and related families from Virginia, North Carolina to Greene and Jackson Counties, Mississippi. Photos, deeds, genealogies, an album, Bible, military records and other memorabilia are included. 3 boxes.

The Ford Papers: Preserved by the Ford family for over 150 years, Liz Ford brought this priceless collection of estates, bills, deeds, personal letters and correspondence of Thomas Bilbo, Deputy Surveyor, and other documents to the archives on the eve of Hurricane Georges. The families included here are Krebs, Delmas, Ely, Frederic and other early Jackson County businessmen and families. 1 box.

The Grant-Oliver Cole Collection: This collection includes photographs, letters, local history, magazines, genealogy charts and other family memorabilia from the Oliver Cole family that includes the death certificate of John Grant, the builder of Grant's Pass at Mobile Bay. There is also a log of boats

passing through Grant's Pass with ships and fees listed. An old 1850's store account ledger lists customers and their purchases from all over Jackson County.

Thomas C. S. Wixon Collection: The photographs and negatives collected for the publication of *Jackson County, Mississippi: Photographs From the Past* have initiated a new quest to gather photographs of Jackson County and its people. Also included in this collection are pamphlets, books, clippings, an original 1783 map, and other local historical memorabilia .

Ray Bellande Collection: A specialist in research of Ocean Springs and east Jackson County, Ray Bellande has contributed historical books, pamphlets, photos, maps and plats, including a portfolio of original photographs of the construction of the Gulf Hills Dude Ranch and Golf Club in 1929. His historical column *Sous les chenes* that has appeared in the Ocean Springs Record since 1992 is included in this collection.

Cassibry's Ladner Odyssey Manuscript Papers: Nap L. Cassibry II has donated the manuscript research papers of the *Ladner Odyssey*, published through the Mississippi Coast Historical and Genealogical Society. Included with the photocopies and notes of his personal research are journals, books and documents from his many years of research on these early French families of the Gulf Coast. 15 boxes.

Several smaller but not less important collections add to our treasures at the Jackson County Archives.

Researchers are welcome at the Jackson County Archives. Located at 619 Krebs Avenue, we are within three blocks of the courthouse, land records and the Pascagoula Library and Genealogy Department. Inquiries are welcome. Hours are 8-5 weekdays. We close for lunch except by appointment for out-of-town users.

E-mail Betty Rodgers at the following address: bjclark@datasync.com

Write or call us at: Jackson County Archives Post Office Box 998

Pascagoula, MS 39568-0998

Phone 228-769-3415 - Fax 229-769-3416

Do you have a person, project, or institution you would like to highlight in a future issue of the journal? Contact the editor at irmgard.wolfe@usm.edu

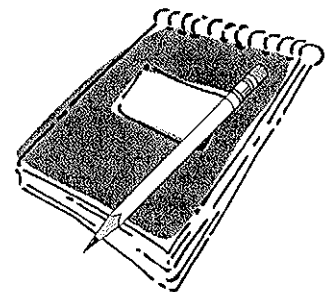
Report

SOCIETY OF AMERICAN ARCHIVISTS' ANNUAL MEETING,

August 27 – September 2, 2001 in Washington D.C.

Reported by Meredith Johnston, Archivist, Delta State University

The Society of American Archivists met this year, August 27 – September 2, in Washington D.C. The theme this year: A Global Archival Odyssey, emphasizing the new millennium and constant change and the international scope of the conference in the nation's capital. While the focus was definitely on electronic records and the new roles of the archivist, other topics were discussed at sessions focusing on access policies for sensitive materials, Photo Albums and Scrapbooks, archival continuing education, and storage and management of color slides, just to name a few.



At the opening Plenary Session, both SAA president Leon J. Stout and Archivist of the United States John Carlin stressed the major themes of the conference which included 'the electronic record archive' and the role of the 'cyber archivist'. The guest speaker, however, focused on a more serious topic. Dr. Gene Cohen, Director of the Center on Aging, Health, and Humanities at George Washington University, spoke about a project he began several years ago involving Alzheimer's patients. To approach the problem of a patient's loss of their personal history, video biographies are put together by family members. Also, families use a flash card game with photos and text to communicate with their loved ones. The video biographies and game have improved communication between Alzheimer's patients and their families and provides a history of these patients.

This talk helped put a human touch on things as many of the sessions focused on electronic records management and the cyber archivist. I mainly attended those sessions and workgroups focusing on electronic records. One well attended session, "To EAD or not to EAD..." featured archivists from several institutions, that have chosen alternate methods for access. Institutions represented included Case Western Reserve, Princeton and New York State Archives. Among the arguments against EAD were, no easy access for researchers, expense too great, and lack of technological know how and capability. Arguments for EAD included the ability to retrieve more specific information, and some in the audience argued that EAD was not more expensive. The debate went on and on. This was one of the more lively sessions.

At the "Managing and using web sites in archives and Records Management" session, participants from the University of Wisconsin, Madison, Archdiocese of Chicago, and Vanderbilt University, provided practical information and suggestions. They suggested that institutions ask and answer some simple questions when approaching web page management. What are your objectives? Do you have standards for your web-site? Can your web-site be found? How much staff and resources are you willing to devote to the web page? Do you want to reach a new breed of patron?" Lastly, how are you going to preserve and capture your web-site? How are you going to archive it?

At another session "Update: federal grant funding sources for archives, Libraries, Museums, and other Cultural Heritage Agencies" representatives from NEH and the NHPRC talked about projects they are currently supporting. Among other things the NEH is now funding a state wide cooperative program in Virginia to implement EAD and provide training. The NHPRC said their budget was currently "up in the air" but stressed their major program areas- electronic records, protection of non-federal records, educational programs and state boards.

At the closing plenary session, Andrew Carroll, Director of the Legacy Project, spoke about his efforts to collect and publish selections of wartime letters from all wars which he collects from people throughout the country. Steve Hensen, SAA president-elect gave a preview of what to expect at SAA's meeting next year in Birmingham. The theme will be Archival Roots: Our Foundation and our Future. This will be a time for participants and attendees to reflect on the principles and traditions of the archival profession. See you there!

SPELMAN COLLEGE COMPREHENSIVE ARCHIVES TRAINING PROGRAM

held February 2001 at Spelman College in Atlanta.

Reported by Alma Fisher, Senior Archivist, Tougaloo College, Jackson.

Alma Fisher was selected to participate in the Spelman College Comprehensive Archives Training Program, which began in February, 2001. This program was partially funded by the National Endowment for the Humanities. Twenty-five archives staff, working in historically black colleges and universities (HBCUs), participated in this program. The faculty for the project was selected based on their expertise in the archives profession and their reputation as archival educators. Brenda Banks, Assistant Director of the Georgia Department of Archives and History and Taronda Spencer, Archivist, Spelman College, served as coordinators for the project. Faculty included Karen Jefferson, Hilary Kaplan, Kathleen Roe, Julia Marks Young, Anne Salter and Merna Kent.

The goal of this yearlong HBCU Archives Institute was to provide comprehensive training beyond the basics. This program offered HBCU archives staff the best opportunity to acquire the skills necessary to ensure the preservation and accessibility of the rich collections within the institutions. Participants learned to evaluate and select appropriate technology and developed a foundation on which to continue to acquire knowledge and skills required to manage archival collections for years to come.

The Archives institute consisted of three-one week sessions which offered these unique features:

- Multi-course instruction, basic to advanced coursework in three segments throughout the year

- Assignments designed to advance institutional archives programs

- Mentor relationships established with staff in institutions in each participant's geographic area

- Follow-up review with training instructor

The objectives of the program were:

- To provide comprehensive training and follow-up in archives management for staff of HBCU archives

- To provide an opportunity for practical application for archival theory designed to enhance individual archives programs

- To provide an opportunity for HBCU archives staff to develop relationships with archival professionals within their state and region

- To provide the tools to raise awareness of the importance of the archives program (campus community and administration)

Expected outcomes:

- Understand and apply the "best practices" of archives theory and management.

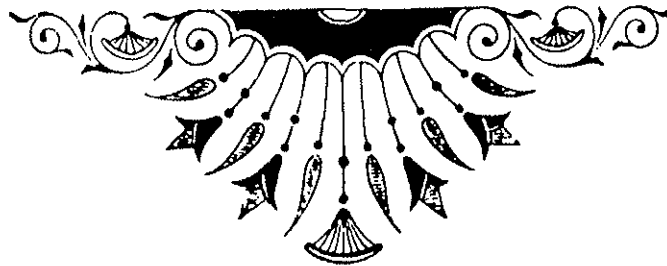
- Operate independently and administer an archives program.

- Develop a network of resource people with whom to consult

- Strengthen the archives program through the completion of individual assignments.

- Assess the archives program and begin to identify the program's needs.

As a newcomer to the archival world, it was a gratifying opportunity to be selected for this workshop. The classes were filled with an abundance of information through lectures, discussions, tours, applications, demonstrations and assignments and more. I can say without hesitation that all of the objectives were fulfilled and the expectations have been met. This Archival Institute was an excellent investment for the archival profession to make.



Resources" can be accessed online at www.rlg.org/longterm/attributes01.pdf <<http://www.rlg.org/longterm/attributes01.pdf>>. This report builds on the framework established by the influential 1996 publication "Preserving Digital Information: Report of the Task Force on Archiving of Digital Information", and continues the dialog to reach consensus about standards and practices for the long term retention of digital information.

SPANISH PRESERVATION RESOURCES

Over the past few years an increasing amount of conservation and preservation information has been made available for Spanish speaking colleagues. The majority of the resources are English-language publications that have been translated into Spanish, many of which are on the Internet. Jeanne Drewes, Assistant Director for Access and Preservation at Michigan State University, has a web page, www.lib.msu.edu/drewes/espanol.htm, with links to a range of online Spanish preservation resources. One highlight is the Northeast Document Conservation Center's *Preservation of Library Materials: A Manual*, the extensive collection of full-text technical leaflets covering all the primary aspects of preservation. Also linked from the site is the Spanish version of *CALIPR*, preservation planning software developed by the State Library of California, and Cornell University's *Moving Theory into Practice: Digital Imaging Tutorial*.

APOYO is an informal group of international members supporting the conservation and preservation of the material cultural patrimony of the Americas. APOYO has a newsletter and a website; see [//imaginario.org.ar/apoyo/home.htm](http://imaginario.org.ar/apoyo/home.htm) or [<//APOYO.solinet.net/](http://APOYO.solinet.net/). They also serve as a clearinghouse for translation projects so to avoid duplication of translation initiatives. In addition, APOYO has developed a bibliographic database of conservation resources in Spanish published in Latin America, Europe and the United States.

In addition, SOLINET is in the process of translating into Spanish *Hurricane! Surviving the Big One: A Primer for Libraries, Archives, and Museums* by Dr. Michael Trinkley. Although originally written for a Southeastern U.S. audience, much of the information should be relevant to a Latin-American audience, or at the least can serve as a model for hurricane preparedness and recovery. The book focuses on surviving a hurricane through appropriate planning, and includes sections on building design that resists the effects of hurricanes; retrofitting existing structures to improve survivability; the supplies your institution will need; and actions to take prior to, during and after the storm. The Spanish edition will be published in the spring of 2002, with plans to publish it online later in the year.

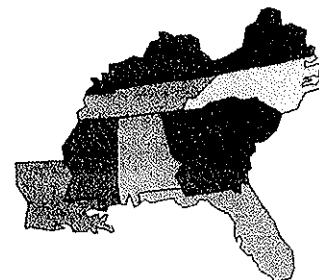
CULTURAL LOSSES FROM ATTACKS WILL BE DOCUMENTED

A professional assessment has begun of the damage and loss to cultural properties in New York and Washington resulting from the September 11th attacks. Leading the survey of the affected museums, libraries, archives, and historic sites is the National Task Force on Emergency Response, a coalition of federal agencies and private non-profit organizations under the leadership of the Federal Emergency Management Agency (FEMA) and Heritage Preservation, Inc.

The survey, under the guidance of conservators, will examine the responses, needs, and requirements for recovery of the affected institutions, collections, artifacts and historic properties. Preparedness for future emergencies will also be a major focus. In addition to surveying collecting institutions, the Task Force will evaluate the status of the 245 pieces of outdoor sculpture in Lower Manhattan, the impact of the disaster on other public art along with privately owned historic buildings, archives and art collections, as well as an assessment of damage to the Pentagon Library, and other artifacts in the Pentagon. The report will be issued in the spring of 2002. Inquires regarding the report may be sent to Ruth Hargraves, the project coordinator, at rhargraves@heritagepreservation.org or 202/634-1422. In addition, the National Task Force on Emergency Response has new guidelines on cleaning soot, dust, and debris, developed after September 11, which can be found at www.heritagepreservation.org

Preservin' the South

Preservation News by Christine Wiseman
Education Officer,
SOLINET Preservation Field Services



CONFERENCE PROCEEDINGS PUBLISHED ONLINE

SOLINET has published "Virtual Libraries in the New Millennium", the proceedings of a conference held in Atlanta in May 2001. The conference included case studies of virtual library projects, with a focus on future directions; an update on standards and best practices; discussion of selection and access issues, and an overview of networking resources needed in the future to support the growth of the virtual library. Daniel Greenstein, Director of the Digital Library Federation gave the keynote speech. Faye Phillips, Associate Dean of Libraries for Special Collections at Louisiana State University presented a case study of her institution's Digital Library. Priscilla Caplan, Assistant Director for Digital Library Services at the Florida Center for Library Automation discussed progress to date on content, standards, and "best practices". Merryl Penson, Executive Director for Library Director Services, Board of Regents of the University System of Georgia, presented a case study on GALILEO. Charles McClure, Francis Eppes Professor and Director, Information Use Management and Policy Institute, School of Information Studies at Florida State University discussed assessing virtual reference in a digital library. Wendy P. Lougee, Associate Director, Digital Library Initiatives at the University of Michigan, gave a talk on the future of the virtual library. The proceeding may be viewed or printed from SOLINET's web site at www.solinet.net/presvtn/vl/vlibraries.htm.

PRESERVATION GRANTS AND AWARDS

The Library of Congress has received a grant from the Getty Grant Program to support the training of conservation professionals. The funding will support post-graduate training in preventive conservation. For more information contact Mark Rossa, 202-707-7423.

NEW PUBLICATION ON MOLD

Abbey Publications of Austin, TX has a new serial publication that focuses on disseminating information and raising awareness about mold and its effect on people. It includes reports on the health effects, indoor air quality, insurance issues, causes, outbreaks, and mold remediation in commercial and residential settings. The Mold Reporter is published 6 times a year; a subscription costs \$25. Abbey Publications is a small non-profit organization dedicated to providing information about library and archives preservation. They distribute the Abbey pH Pen for testing paper acidity and publish The Abbey Newsletter and North American Permanent Papers. For subscription information call 512-929-3992 or email abbeypub@flash.net.

OCLC ADDRESSES DIGITAL ARCHIVING

OCLC is spearheading several cooperative efforts to address issues associated with archiving electronic information. With input from several organizations, OCLC is developing a digital archive to preserve web-based documents that exist solely in digital form. The goal of the Web Document Digital Archive is to develop a service to provide long-term access to web documents. OCLC is collaborating with a variety of institutions on this effort including the US Government Printing Office, The Connecticut State Library, and the Joint Electronic Records Repository Initiative (JERRI). For more information contact Nita Dean at nita_dean@oclc.org. OCLC is also involved, along with the Research Libraries Group (RLG) in issuing the second report intended to advance long-term retention of digital research materials. "Attributes of a Trusted Digital Repository: Meeting the Needs of Research

Resources" can be accessed online at www.rlg.org/longterm/attributes01.pdf <<http://www.rlg.org/longterm/attributes01.pdf>>. This report builds on the framework established by the influential 1996 publication "Preserving Digital Information: Report of the Task Force on Archiving of Digital Information", and continues the dialog to reach consensus about standards and practices for the long term retention of digital information.

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SERCA ANNUAL MEETING

The Southeast Regional Conservation Association (SERCA) will hold its annual meeting on March 23-24, 2002 in Greensboro, NC. Topics to be addressed include creating microclimates in framed works of art. For more information contact SERCA Treasurer, Kate Singley at singley@mindspring.com.

SPRINKLER HEAD RECALL

A huge sprinkler head replacement program is underway. The program involves 33 million "dry" sprinklers with O-ring seals manufactured by Central Sprinkler Company, 101,000 "on-off sprinklers" sold by Gem Sprinkler Company, and 66,000 "dry sprinklers" made by Star Sprinkler, Inc. For more information visit www.sprinklerreplacement.com.

Books! Books! Books! Books!



HOW WE SEE A LIFE AFTER DEATH

Hume, Janice. *Obituaries in American Culture*. Jackson: University Press of Mississippi, 2000.

Reviewed by Russell D. James, Graduate Student, University of West Florida, Pensacola, Florida.

Janice Hume has studied obituaries in depth, doing statistical research into what obituaries of the past have said and not said, what American culture has valued most at crucial times in history. Hume examined obituaries from the first week of each month in a predetermined set of years: 1818 and 1838 (ten years before and ten years after Andrew Jackson's rise to the presidency); 1855 and 1870 (five years before and five years after the Civil War); and 1910 and 1930 (ten years before and ten years after the watershed year of 1920). Hume looked at obituaries — articles about the death of a person as well as death notices — paid narratives of death.

What Hume discovered was that we Americans are obsessive about heroes. In the early years of the Republic, Americans valued the lives of anyone who had contact with George Washington. Later on, war veterans themselves were singled out for obituary notice because of the courage they showed on the battlefield. In the early part of the twentieth century, courage was honored if it was demonstrated in business or industry, the amassing of a fortune making good fodder for editors.

In all cases studied, Hume found that men were more likely to be honored in an obituary than women. If a woman did receive a death notice, it was because her family paid for the item or because of her association through blood or marriage to a man who was worthy of mention. In many cases, women were not even mourned by their first name, only "Mrs. So-and-so." But as the decades passed, women were honored for the virtuous activities in the home and within the community-at-large.

Similarly, blacks were not honored with obituary notices unless they had been a slave or servant of an important white person or because of their advanced age. Even in 1930, few black people were honored with an obituary in the newspapers studied by Hume.

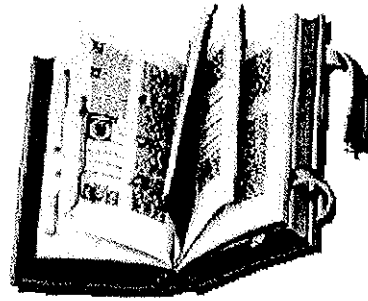
The only criticisms I have concerning to this crucial study of one of our most American of death memorials are the poor editing of the manuscript and the lack of coverage of Southern obituaries after

the Civil War. Many words were misspelled and, at times, sentences didn't flow due to an added or deleted word or phrase. It is also interesting to note, for the South's sake, that Hume examined obituaries in Southern newspapers before the Civil War, but afterward no such newspapers were covered. One wonders if the South has changed any from its earlier obituaries of gentility, honor, and hospitality?

A reader wanting to know more about the history and importance of obituaries need only open Janice Hume's book to see the reflection of American popular culture in the obituaries of our nation's first century and a half.

Accessions

2000-2001



Mississippi Department of Archives and History Manuscript Collection

AMERICAN LEGION (DEPARTMENT OF MISSISSIPPI) RECORDS, ACCRETION. 1922-1924. 0.50 c.f.

This collection of American Legion records consists of one volume of membership information and two volumes of accounts for posts in Mississippi. The books are organized by post name and number. The membership volume records card numbers and totals, but not members' names. One account book is a financial record for the department finance offices of each post; the other records membership numbers and dues collected for each post. Transferred from Official Records, Mississippi Department of Archives and History, Jackson. ANONYMOUS MERCANTILE LEDGER (COPIAH COUNTY, MISSISSIPPI). 1831-1833. 0.17 c.f.

This anonymous ledger records customers' names and provides information on goods purchased from and sums owed to an unidentified general merchandise store, apparently located in Copiah County, Mississippi. Presented by the Historic Natchez Foundation, Natchez, Mississippi.

ANONYMOUS COTTON BOOK. 1897. 0.17 c.f.

This anonymous cotton book contains accounts for planters and plantations in the Mississippi counties of Bolivar, Coahoma, Sunflower, and Washington. Planters whose accounts are recorded in the cotton book include J. W. Cutner, W. F. Randolph, Charles Scott, and W. B. Swain. Transferred from Official Records, Mississippi Department of Archives and History, Jackson.

BARLOWE (JOY) PAPERS. 1949-1957. 0.25 c.f.

This collection consists of the correspondence of Joy Barlowe of Jackson, Mississippi, with people she had contacted in other states and countries while collecting stamps. Topics of the letters include philately, travel, and family news. Presented by Michael Hennen, Jackson, Mississippi.

BUCKNER (ENOS RUSH) LETTER. 1847. 0.10 c.f.

This letter from Enos Rush Buckner of Hillsboro, Scott County, Mississippi, to his brother-in-law, James D. Culley, dated May 12, 1847, discusses family news, including Buckner's grief over the deaths of his wife and child, and his refusal to accept his county's nomination for the state legislature. Presented by Isabelle G. Pointer, Madison, Mississippi.

COMLY (MARY DORIS) CENTRAL HIGH SCHOOL SCRAPBOOK. 1924-1925. 0.25 c.f.

This scrapbook was created by Mary Doris Comly of Jackson, Mississippi, and reflects her activities at Central High School in 1924 and 1925. Included in the scrapbook are an inscription by and photographs of Eudora Welty. Presented by the Central High School Alumni Association, Incorporated, Jackson, Mississippi.

COX (PRENTISS G.) PAPERS. ca. 1963-1995. 3.67 c.f.

The papers of Prentiss G. Cox of Clinton, Mississippi, contain information concerning his career in the department of biological sciences at Mississippi College in Clinton. They also document the organizational activities of the Mississippi Academy of Sciences, the Mississippi Association of Biologists, the Mississippi Science Teachers Association, and the National Science Teachers Association. Presented by Prentiss G. Cox, Clinton, Mississippi.

E. SONDHEIMER COMPANY LEDGER. 1918. 0.17 c.f.

This collection consists of a ledger of the E. Sondheimer Company of Baton Rouge, Louisiana, which apparently had a branch in Natchez, Adams County, Mississippi. The ledger records both expense account and customer account information for the company from July through September in 1918. Presented by Grace McKittrick MacNeil, Natchez, Mississippi.

FERRELL FAMILY PAPERS. 1917-1918. 0.13 c.f.

This collection consists primarily of correspondence to Mrs. Sallie J. Ferrell of Ashland, Benton County, Mississippi, from her sons, Seth, Maury, and Claude. The brothers' letters describe army training and experiences during World War I. Also included are furlough papers for Charles Ferrell and printed materials. Purchased from Charles Apfelbaum, Watchung, New Jersey.

FLEMING FAMILY PAPERS. 1862-1874. 0.17 c.f.

The papers of Elijah Fleming of Cameron, Madison County, Mississippi, consist primarily of letters written by Fleming to his future wife, Maggie, while he was a sergeant in Wirt Adams' Regiment, Mississippi Cavalry. Also included are photographs and a bound volume of genealogical and biographical information compiled by Elijah Fleming. Presented by the Georgia Department of Archives and History, Atlanta.

GILLIAM-CHASON FAMILY PAPERS. 1860-1918. 0.13 c.f.

This collection contains the correspondence of Henry A. and William Gilliam to their father and sisters in Emory, Holmes County, Mississippi, during the brothers' service in Company C, Fourth Regiment, Mississippi Infantry. Also included are letters of Carson B. Chason to his sister, Mary Alice Chason, of Lumber Bridge, North Carolina, written during his military service in World War I. Presented by Sonia Gilliam Truitt, Columbus, Mississippi.

GULF, MOBILE, AND OHIO RAILROAD COMPANY STOCK CERTIFICATE. 1947. 0.10 c.f.

This collection consists of a cancelled stock certificate of the Gulf, Mobile, and Ohio Railroad Company. Dated June 12, 1947, the certificate identifies Goldman, Sachs, and Company as the owner of one hundred shares of common stock. Presented by the Historical Society of Washington, District of Columbia.

HAM (EUGENE G.) SCRAPBOOKS. 1908-1917. 0.17 c.f.

This collection consists of two scrapbooks of Eugene G. Ham of Greenville, Washington County, Mississippi. The scrapbooks contain newspaper clippings, correspondence, and a certificate documenting Ham's career as a train conductor and his tenure as the mayor of Greenville. Presented by V. Eugene G. Ham, Fayetteville, Tennessee.

HANDFORD (CHARLENE J.) COLLECTION. 1904-1976. 0.10 c.f.

This collection consists of materials assembled by Charlene J. Handford of Shreveport, Louisiana, during her research for her dissertation on Methodist bishop Charles Betts Galloway of Jackson, Mississippi. The collection includes photocopies of letters from Dr. Galloway to James H. Kirkland of Nashville, Tennessee, and a letter and questionnaire of Mrs. C. L. Neil of Jackson, Mississippi, an acquaintance of the bishop. Presented by Charlene J. Handford, Shreveport, Louisiana.

HARRIS (N. A.) LETTER. 1864. 0.13 c.f.

This collection consists of a single letter written by Major N. A. Harris, commander of the Confederate Camp of Correction, Mobile, Alabama, directed to Brigadier General R. L. Hodge at Mobile, Alabama. The letter describes the creation of the camp and the daily routine of its prisoners. The letter includes a forwarding message from Major General Dabney H. Maury. Presented by Douglas McL. More, Greenwich, Connecticut.

MARCHETTI FAMILY PAPERS. ca. 1890-1970. 9.75 c.f.

This collection consists of correspondence, office files, financial records, publications, newspapers, newspaper clippings, and memorabilia documenting the activities of the Marchetti family of Hazlehurst, Mississippi, in farming, grocery, and produce-shipping businesses. The collection also reflects the work of Robert E. Marchetti with the Hazlehurst Truck Growers Association and the Jackson Production Credit Association. Presented by Mr. and Mrs. Robert G. Marchetti, Jackson, Mississippi.

MCCALED FAMILY ACCOUNT BOOK. ca. 1837-1898. 0.33 c.f.

This account book of the McCaleb family of Pine Ridge, Adams County, Mississippi, includes accounts for cotton picking and expenditures of Peachland Plantation in Adams County, the residence of James F. McCaleb. The book contains accounts concerning various members of the McCaleb family, as well as some recipes. Also included in the account book are notes apparently relating to court cases tried in Natchez from 1837 through 1840. Presented by the Historic Natchez Foundation, Natchez, Mississippi.

MCDONALD FAMILY DIARIES. 1897-1904. 0.10 c.f.

The McDonald family diaries include those of Methodist minister Claiborne McDonald of Pelahatchie, Rankin County, Mississippi, and of his daughter, Mary (Effie). Claiborne McDonald's diary records visits to

parishioners during his residence in Benton and Satartia in Yazoo County. Mary's McDonald's diary reflects her life as a student at Whitworth Female College in Brookhaven, Lincoln County, Mississippi. Also included is a photograph of Claiborne McDonald. Presented by Claiborne McDonald IV, Picayune, Mississippi.

SANDERS (ALBERT G.) PAPERS, ACCRETION. 1923-1924. 0.10 c.f.

This accretion to the papers of Albert G. Sanders of Jackson, Mississippi, consists of two pieces of correspondence written to Professor Sanders. The first, written by Dunbar Rowland, requests Sanders's assistance in translating documents that would be published by Rowland and Sanders in *Mississippi Provincial Archives: French Dominion*. The second item, a reply to an inquiry by Sanders concerning a cotton gin, reflects research for the book. Presented by Sam G. Sanders, Jackson, Mississippi.

SEAB FAMILY PAPERS. 1883-1957. 0.66 c.f.

This collection contains account books of the general merchandise store of the Seab family of Roxie, Franklin County, Mississippi. The books record transactions from the 1880s through the 1920s. A journal of William Carl Seab contains not only his business accounts but records membership dues paid the S. B. Stampley Lodge No. 222 in Roxie during the 1920s. A 1957 centennial program of the lodge includes biographies of the founding masons. Presented by Larry W. Seab and Mrs. Murray K. Seab in memory of Murray K. Seab, Natchez, Mississippi.

UNIDENTIFIED COLLEGE CASHBOOK. 1895. 0.40 c.f.

This cashbook records accounts of an unidentified college that may have been located in Claiborne or Jefferson counties in Mississippi. There are daily entries from September through November, 1895, recording sums paid to the school with the names of those paying them, as well as items and services purchased by the school. Transferred from Official Records, Mississippi Department of Archives and History, Jackson.

UNIDENTIFIED MERCANTILE ACCOUNT BOOK FRAGMENT. 1833-1834. 0.17 c.f.

This collection consists of approximately fifty pages of an account book of an unidentified mercantile firm. Evidently a customer account book, the volume was organized by customers' names and records the goods purchased, dates of purchase, and sums paid. The firm may have been a drugstore; the goods purchased include pharmaceutical drugs and paints. Presented by the Historic Natchez Foundation, Natchez, Mississippi.

WELTY (EUDORA) COLLECTION, ACCRETION. 1987. 0.13 c.f.

This accretion to the Eudora Welty Collection contains a typed and handwritten manuscript of Eudora Welty's "Remarks at Inauguration of the Faulkner Stamp, University of Mississippi, Oxford, August 3, 1987." Included in the collection is a copy of *Erato: The Harvard Book Review*, Summer and Fall, 1987, in which Eudora Welty's remarks were published, and a letter from Michael Milburn of the Harvard University Library, Cambridge, Massachusetts. Presented by Eudora Welty, Jackson, Mississippi.

WETZEL (MALCOLM D.) LETTER. 1944. 0.10 c.f.

This letter from Malcolm D. Wetzel to Mr. and Mrs. Louis Cotton of Jackson, Mississippi, was written while Wetzel was stationed on Corsica during his service in the United States Army in World War II and describes

living conditions and sights he observed in Italy. Wetzel, who worked as stage director for the Jackson Little Theatre in the 1940s, alludes to learning theatrical concepts and ideas for stage design while in Italy. Presented by Sandra Poston, Madison, Mississippi.

WOMAN'S COLLEGE (OXFORD, MISSISSIPPI) DIPLOMA. 1903. 0.46 c.f.

This collection consists of a diploma awarded to Victoria Elizabeth Walton by the Woman's College in Oxford, Lafayette County, Mississippi, on May 19, 1903. It is signed by the president of the faculty, W. M. McIntosh. Presented by Van R. Burnham, Jr., Clarksdale, Mississippi.

ZELLER (JULIUS CHRISTIAN) PAPERS, ACCRETION. 1849-1956. 0.17 c.f.

This accretion to the papers of Dr. Julius Christian Zeller of Hazlehurst, Copiah County, Mississippi, contains his correspondence and essays reflecting his work at the University of Mississippi, as well as newsclippings concerning Drs. Raymond B. and Julius C. Zeller. Included are postcards and photographs of Mississippi Agricultural and Mechanical College, Starkville; a playbill from the Yazoo Theatre; and an issue of the *Christian Register*. Presented by Josephine Z. Megehee, Carriere, Mississippi.

University of Mississippi. Archives and Special Collections

Selected materials from the library of the American Institute of Certified Public Accountants (AICPA). Incunabula, rare accounting books, and photographs.

NEVADA BARR ACCRETION. Three galleys of *Deep South*. 1 Box.

COLIN CRAWFORD COLLECTION. Correspondence, manuscripts, interviews, and other materials relating to Crawford's 1996 monograph *Uproar at Dancing Rabbit Creek: Battling Over Race, Class, and the Environment*. Unprocessed collection.

WILLIAM FAULKNER COLLECTION. 1933 Pressbook for the film *The Story of Temple Drake*. [Sanctuary] Paramount Pictures.

MARY MCGUIRE MANUSCRIPT. Circa 1950. Typescript of "The Forgotten Negro Woman" with manuscript corrections and three pages of autograph notes for typist. McGuire, a Mississippi native, writes about the then current state of race and feminism. This unpublished autobiographical work is dedicated to William L. Patterson, a civil rights activist and organizer of the International Negro Workers Conference in Hamburg.

WILLIAM C. NELSON COLLECTION. 1857-c.1910. Correspondence from and relating to a former University of Mississippi student and Confederate soldier. 1 box. Unprocessed collection. Gift of Sisson and Seals family.

OXFORD AMERICAN ACCRETION. Correspondence and manuscripts relating to this literary magazine. 12 boxes. Unprocessed. Gift of *Oxford American*.

UNTITLED OXFORD, MS RETAILER'S LEDGER. circa 1880. Entries from the ledger include L. Q. C. Lamar and Isom family. Gift of Mary McLain and Dr. Charles Wilson.

ERNEST W. PETTIS COLLECTION. 1920-1945. Correspondence and documents relating to Lowry Mercantile Company, Elton Lumber Company, and oil exploration in Mississippi. Gift of Mrs. Ernest Pettis, Jr.

POSTCARDS. 1912. Three photographic postcards taken during the 1912 Mississippi River Flood.

Dr. T. H. Rayburn Collection. 1961-1964. Philatelic collection commemorating the centennial of the Civil War. Collection created by Dr. Rayburn of Pontotoc, Mississippi. Gift of Jane R. Hardin and family.

STACY FAMILY SCRAPBOOK COLLECTION. Circa 1880's through 1980s. Scrapbooks kept by Stacy family of Water Valley, Mississippi. 3 boxes. Gift of Stacy family.

RALPH MITCHELL WEED COLLECTION. 1918-1919. Transcriptions of the World War I letters of a Winona, MS native. 1 box. Gift of Rachel Weed Johnstone and family.

EUDORA WELTY LETTER. Typed Letter Signed. August 20, 1978. Eudora Welty to James C. Mitchell. Re: signing a copy of *Eye of the Storm* and the television adaptation, and Lamar Life Insurance toy banks.

EUDORA WELTY PROOFS. University of Mississippi Press Proofs for *Eudora Welty: Photographs*.

TENNESSEE WILLIAMS COLLECTION. 1979. Uncorrected galley page proofs for Williams' *A Lovely Sunday for Creve Coeur*.

RICHARD WRIGHT COLLECTION. Circa 1953. Pressbook for the film *Native Son*.

Delta State University Archives

UNIVERSITY RECORDS. This addition of University Records contains some of the earliest records of the University. Discovered in the attic of the Administration Building, these records date back to the late 1920s, when Delta State was in its beginning stages. (1925-1960) 34 Cu. Ft. added.

NORTON MILLER COLLECTION. This collection, donated by Mr. Norton Miller, documents his military career through diaries he kept while serving in the North Atlantic during World War II. The collection also includes copies of the *Stars and Stripes* and other World War II memorabilia (1940 – 1946) 2 cu. ft.

MISSISSIPPI DELTA WRITERS PHOTOGRAPH Collection. This collection of photographs of Delta writers is the result of a Mississippi Humanities Council funded project to identify writers, past and present, from each sector of the state. 0.25 cu. ft.

LOWER MISSISSIPPI RIVER CONSERVATION COMMITTEE RECORDS. This collection contains the history and proceedings of the first, second, and third annual meetings of the Lower Mississippi River Conservation Committee. (1994 – 2000) 0.35 cu. ft.

EUGENE LEFTWICH COLLECTION (ACCRETION). This addition to the collection contains clippings from various Delta newspapers (1938 – 1981) The addition also contains several church programs from Gunnison Methodist Church, from the 1950s. 1 cu. ft.

ORAL HISTORY COLLECTIONS. Oral History Projects funded by Mississippi Humanities Council.

CHINESE IN THE MISSISSIPPI DELTA. This collection consists of seventeen interviews focusing on the history and culture of the Chinese people in the Mississippi Delta. The project was completed in 2000. Transcripts available.

ITALIANS IN THE MISSISSIPPI DELTA. This collection consists of ten interviews focusing on the history and culture of the Italian people in the Mississippi Delta. The project was completed in 2001. Transcripts available.

CIVIL RIGHTS IN THE MISSISSIPPI DELTA. This collection consists of ten interviews focusing on the civil rights struggle of African Americans in the Mississippi Delta during the 1950s, 60s and 70s. This project was completed in 2001. Transcripts not yet complete.

University of Southern Mississippi Archives

BETHEL BAPTIST CHURCH MINUTES, 1839-1945. Minutes and membership lists of Newton County, Mississippi church founded in 1839, 1 item. Transferred from Genealogy Collection.

BETHEL METHODIST CHURCH CLASSBOOK AND MEMBERSHIP ROLLS, 1855-1875. Classbook and membership lists of either Bethel Methodist Church, organized in 1852 in Covington County, Mississippi, or Wesleyanna United Methodist Church, organized in Rankin County, Mississippi near the present community of Star, 1 item. Transferred from Genealogy Collection.

BOTNICK (A.I. AND FAY) CIVIL RIGHTS COLLECTION, 1819-1993. Newspaper and magazine articles, journals, newspapers, bumper stickers, cartoons, etc. concerning anti-Semitism and Civil Rights, collected by A.I. Botnick, director of the Anti-Defamation League's South Central Regional Office in New Orleans, La., 1964-1992, and his wife Fay, .75 cu.ft. Donated by Mrs. Fay Botnick.

DICKSON (HUGH CARROLL) CIVIL WAR LETTERS, 1861-1864. Photocopies and transcripts of eight letters written by a soldier in Company "C" of the 16th Mississippi Infantry, Army of Northern Virginia, 1 folder. Donated by Mrs. Karen Taylor.

FAIRLEY (J.C.) CIVIL RIGHTS COLLECTION, 1960-1990. NAACP correspondence and other materials documenting the contributions of this Hattiesburg Civil Rights leader, .50 cu.ft. Donated by J.C. Fairley.

NEWSOME (STELLA B.) PAGEANT SCRIPT, 1936. Script of pageant written by Mrs. Stella B. Newsome and performed in celebration of the centennial of Newton County, Miss., in 1936., 1 folder. Donated by Ovid S. Vickers.

OLD UNION BAPTIST CHURCH MINUTES, 1866-1878. Minutes and membership lists of Jasper County, Mississippi church, 1 item. Transferred from Genealogy Collection.

RANKIN (JOHN E.) COLLECTION, 1932-1964. Correspondence, speeches, campaign materials, magazine articles, newspaper clippings, and other items related to the service in the U.S. House of Representatives from 1921 to 1953 of Mississippi Congressman, John E. Rankin, Democrat representing the First District, .25 cu.ft. Transferred from the Mississippiana Collection.

WORTHING (CAPT. JOHN P.) CIVIL WAR LETTERS, 1863-1864. Transcripts of three letters written by white officer of the 88th Regiment of U.S. Colored Troops (formerly Corps d'Afrique), 5 items. Donated by Mrs. Pat Potter.

Unprocessed collections are not reported. The finding aids of processed collections and the accession records of unprocessed collections open to researchers are available on our website

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