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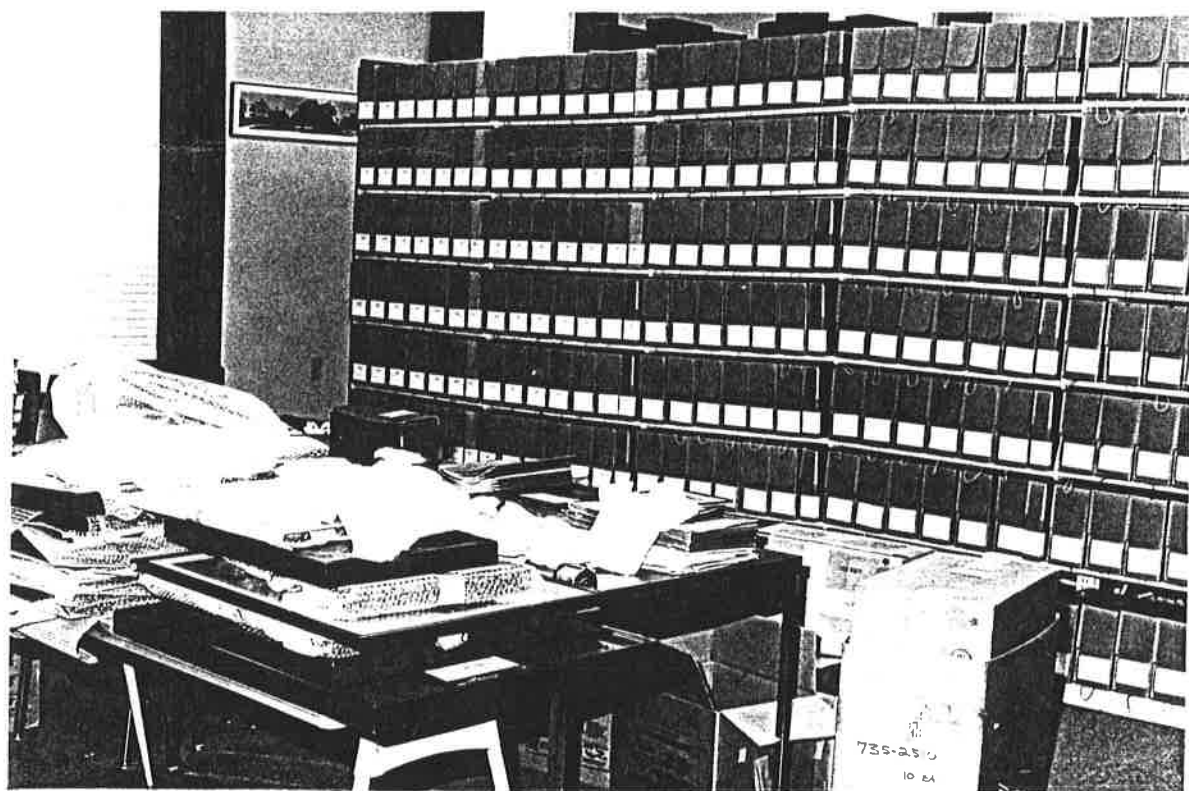


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Fall 1993

Published by the Tennessee Archivists

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University of Tennessee - Martin  
Archives Material  
See *Spotlight* on Page 4

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## Editorial

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Experience teaches lessons which are often unavailable through other means. A case in point is the editorial which appeared in the Summer 1993 issue of *Archivists*. The time lag between the composition and the distribution of this piece was so great that the "news" was practically "ancient history" by the time it reached our readers. With this as a reminder for the future, your editor will seek to avoid seasonal references in favor of those which are both "timeless" and "timely."

Before calling your attention to some special events and projects, I feel that some comments on the recent Fall Meeting at the Disciples of Christ Historical Society are in order. Special thanks go to host Dave McWhirter and our Local Arrangements Committee who worked with our outgoing president, Bobby Flanary, in planning and carrying out a most interesting and informative program, workshop, dinner and special events including the tour of Special Collections and the Abraham Lincoln Memoirs performance at Vanderbilt University. By focusing attention on our religious archives, the program also called attention to the records which document an important element in the life of our country. The diversity found in denominational religious affairs is often mirrored by similar differences in other areas of American life and experi-

ence. A sense of national values has emerged from successful efforts to locate and promote areas of agreement from the field of individual differences. This ability to recognize, respect and accept divergent points of view may well be among the most treasured possessions of a free society.

A number of projects need to be addressed by our archival association in the near future. One such matter was called to our attention by Ned Irwin who served as chairman of this past year's Membership Committee. We need to have a membership directory in order that we may know where our members are located. At the same time we need information on our various repositories so that we may know what collections are included in archive holdings and to make possible the development of an effective and comprehensive statewide strategy for collection development.

If you have not already done so, you should make plans to attend the SAC meeting in Natchez, Mississippi on April 6-8, 1994.

Best Wishes to you all for a Merry Christmas and Happy New Year.

-John H. Thweatt  
Newsletter Editor

## From the President

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### Some Thoughts on the Future of SAC

Good news for the Southern Archivists Conference is the fact that Florida is petitioning to join SAC. That petition will be acted on at the meeting in April in Natchez.

As the planning for the upcoming meeting of the Southern Archivists Conference in Natchez goes forward, it becomes clearer to me all the time that what is needed is a two-year planning committee responsible for putting together the meeting and program. The need for just such a committee was discussed at Guntersville in 1990 and after the Nashville meeting in 1992. The potential exists for a first class educational archival program for our region, but it will not happen while we operate with state organizations changing officers between meetings. There are two major problems: continuity and funding.

I suggest to you and to the sister organizations of SAC that there is a real need for a committee or board

to be appointed at each meeting to plan the next biennial meeting. This committee should, in my opinion, be charged with developing the program and dealing with questions that arise between meetings about SAC itself. Each state's member(s) should have the responsibility for communicating questions facing SAC to the members of his/her state organization.

It also seems reasonable to me that any excess funds (not "profit") from the SAC meeting itself should be kept in a special account as "seed money" for the next meeting. It think we all want a quality meeting every other year and recognize the need to keep costs as low as possible. The original goal is for the largest number of our members to attend and benefit from it. And that, after all, has been the primary motivation for the Tennessee Archivists to be a part of the Southern Archivists Conference.

-Steve Cotham

# TENNESSEE ARCHIVISTS

## FALL MEETING '93

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Revitalization could be a characteristic term used to describe our fall meeting held at the Disciples of Christ Historical Society. Topics of discussion included oral history programs, religious archival programs, and learning to say yes to improved patron services.

The program started with a seminar of how to establish and operate an oral history program in archival work. An oral history interview is the best avenue to breathe new life into the facts of basic history. A thoroughly prepared, researched, and organized interview can bring an eyewitness's thoughts, opinions, and interests into focus about history as it was happening. Bill Marshall of the University of Kentucky Oral History Program was a very adept and interesting teacher. He brought much of Kentucky's recent history to life through his work with interviews. Baseball fans missed an interesting program just within his many examples of oral history interviews with baseball greats both players, managers, and commissioners.

A second program covered the new approaches and activities related to local religious archives. Bill Sumner, David McWhirter, and Mary Glenn Hearne discussed topics related to the collections they work with from day-to-day, while many others joined into a round table discussion of new ways to approach religious archival collections. Work with religious and church records take different directions if they are official repositories of a denomination or if they are associated with religious colleges or schools. However, these different record groups have similarities that we learn from.

Our third program encouraged everyone to revitalize their work place and attitudes towards patrons using our services. These patrons are not necessarily public services patrons but also are within our departments, archives, or special collections. We were encouraged to remember to keep lines of communication open; be enthusiastic about our work; accept suggestions and recommendations and act upon them; and always remember to treat patrons of all types with respect and responsibility. We must remember that just as a business needs customers, without patrons of all types there would be no need for archives or special collections.

Finally, we were fortunate to be able to take advantage of Vanderbilt's special events schedule. In coordination of special activities regarding Vanderbilt's special collections, we were able to see a Delbert Mann production of "The Memoirs of Abraham Lincoln". This one-man play brought together the talents of Delbert Mann, Peter Beach, and Granville Van Dusen. Together they brought Abraham Lincoln to life, warts and all. Mr. Van Dusen created the spirit and character of Lincoln in this setting of the "all-knowing" Lincoln looking back on his life. He showed the pride Lincoln felt for some things such as his Emancipation Proclamation and his Gettysburg Address, his sadness of tragic loss of life in the war and his personal losses of his sons and other family crises. It was a fine way of revitalizing our ideas of Lincoln, the man, not just the president.

We want to send our thanks to Dave McWhirter, his local arrangements committee, and the Disciples of Christ Historical Society staff for a pleasant, interesting, and successful meeting.

# Spotlight on . . .

## The University of Tennessee at Martin Archives

- Address:** Holland McCombs Center and Archives  
The University of Tennessee at Martin  
Martin, TN 38238
- Telephone:** (901) 587-7465
- Parking:** Stadium parking lot across the street from the Archives.
- Access:** Open for use by request
- Restrictions:** None
- History:** Founded during the late 1970's and early 1980's by history professors Langdon Unger and Charles Ogilvie
- Holdings:** Includes papers of [James] Holland McCombs, a Martin native and freelance writer for Time-Life, Inc. in the Southwest and Mexico, 1937-1970; administrative files for the University of Tennessee at Martin, 1927 into 1970's; congressional papers of Ed Jones of Yorkville, 1969-1989 (ca. 300 cu.ft.); Weakley County court records.
- Staff:** Students in the workshop and honors workshop programs
- Director:** Marvin Downing, Ph.D., acting head of Department of History and Political Science, University of Tennessee at Martin

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Although the University of Tennessee at Martin Archives began modestly in the late 1970's and 1980's, the idea for an archives actually occurred to History Professor Emeritus Langdon Unger when he began teaching at UTM in the 1960's. In the late 1970's Unger and History Professor Charles Ogilvie were instrumental in acquiring the papers of Martin native [James] Holland McCombs, an employee of Time-Life, Inc. who freelanced in the Southwest and Mexico during 1937-1970. This acquisition provided the impetus for History Professor Marvin Downing to begin processing this collection about ten years ago. Most of these papers have now been arranged and a finding aid has been generated. This collection is housed in the Holland McCombs Center and Archives.

When UT Martin officials began cleaning out the attic of the administration building, Unger, then chairman of the History and Political Science Department, and Downing salvaged most of the administrative papers from 1927 into the 1970's. The 1927-47 papers have been processed, but to date only a simple finding aid exists.

In the late 1980's Colonel James Corbitt, now a member of the Tennessee Historical Commission, contributed Weakley County court records which he literally salvaged at the dump grounds and stored in New Johnsonville for many years. Corbitt generously contributed funds toward stabilizing those records and placing them in acid-free folders and boxes. A name search of cases can be done by computer.

Former U. S. Congressman Ed Jones of Yorkville donated his congressional papers to UT Martin after he completed twenty years in Washington. Students are currently arranging those materials chronologically and placing them in acid-free folders all boxes. This collection contains about 300 cubic feet.

UT Martin looks forward to securing the legislative papers of Governor Ned Ray McWherter when his current term ends. It is estimated that these records for 1969 to 1987 contain some 500 cubic feet.

The Paul Meek Library, currently being renovated, will house the Jones and McWherter papers in Special Collections when the building is occupied around January 1, 1995. At that time, Special Collections will have a full-time curator/archivist.

# TENNESSEE BICENTENNIAL

Tennessee's commemoration of its Bicentennial of Statehood began this September in Jonesborough, Tenn. when the "Tennessee Treasures" Traveling Museum Exhibit opened to the public. This museum will travel to each of Tennessee's ninety-five counties between September, 1993 and December, 1994 and afford the opportunity for all citizens of Tennessee to view a part of Tennessee History. Gov. Ned Ray McWherter stated the purpose for this exhibit by saying, "I want Tennessee school children to have an opportunity to see these remarkable pieces of State History, and learn why we are so proud of Tennessee as we approach our 200th anniversary of statehood in 1996." This traveling museum exhibit was developed by curators of the Tennessee State Museum and 1220 Exhibits of Nashville, Tenn. The museum exhibit consists of three trailers, connected to form a "u" shape.

The Tennessee State Library and Archives contributed many of its holdings to this exhibit, both from the State Archives collections and from the collections of the Tennessee Historical Society. These collections include many items from the Carrie Chapman Catt Papers (MSS ac. no. 72-119) relative to the women's suffrage movement; a preliminary sketch of the Tennessee State Capitol Building by William Strickland; a handwritten letter sent from "Camp, 63rd Tennessee Regiment, near Lick Creek, March, 1864" by R. A. Rutledge (MSS ac. no. 90-340); a cabinet card photograph of Mary N. Murfree (pen name Charles Egbert Craddock); pages 1 and 2 of a letter from the Cherokee Chiefs to Gov. Joseph McMinn, 11/21/1818, re: Cherokee Removal (THS Misc. Coll.); a letter from David Henley to Capt. John Gordon, 9/26/1795, re: Indian affairs with the Chickasaw (MSS ac. no. 923, Robertson

Papers); a letter of recommendation for Henry A. Mott signed by Admiral David Farragut (MSS ac. no. 67-116); first page of the Constitution of Tennessee, 1834; first and last pages of the Constitution of 1796; the handwritten court transcript of the Circuit Court of Shelby County case, *The Chesapeake, Ohio and Southwestern Railroad Co. vs. Ida B. Wells*, 1884 (WT #312); the original manuscript of *THE VANISHED STAR* (Mary N. Murfree Papers); *THE CROCKETT ALMANAC* Vol. 2, No. 1, 1839; the commission of Daniel Smith as Secretary of the Southwest Territory, 1790, signed by George Washington (THS Misc. Coll.); the original handwritten resignation as Governor of Tennessee of Sam Houston, 1827 (THS Misc. Coll.); a four-page letter written by David Crockett from Washington, 1834 to William Rodgers, concerning the Jackson Administration (THS Misc. Coll.); a marching order signed by Gen. Nathan Bedford Forrest, 1863 (THS Misc. Coll.); and a original handwritten note from John Sevier, Washington, 1815, concerning the peace between Great Britain and the United States (THS Msc. Coll.).

These items, along with contributions from the Special Collections of the University of Tennessee (Knoxville), the Tennessee State Museum and other historical societies, will make the "Tennessee Treasures" Traveling Museum Exhibit an important contribution by our State's historical agencies to the celebration of Tennessee's two hundredth anniversary.

Ralph Sowell, TSLA

**Archivists** is a quarterly publication of the Tennessee Archivists. Members of the society and others are encouraged to submit brief articles, information on acquisitions, openings, publications, staff, exhibits, special programs and grant projects for inclusion in *Archivists*. The editor appreciates your suggestions and comments about the content and style of *Archivists*. Send materials to John Thweatt, c/o TSLA, 403 7th Ave. N., Nashville, TN 37243-0312.

# NATIONAL NEWS

## JONES PAPERS TRACE ORIGINS OF MISSIONARY RADIO

The papers of Clarence Wesley Jones, a pioneering figure in the use of radio and television for evangelism, are now processed and open to research at the Billy Graham Center Archives. Jones (1900-1986) got his first taste of the use of radio broadcasting when he accompanied evangelist Paul Rader in 1922 to the Wrigley Building in Chicago to broadcast over radio station WHT. He was in the center of broadcast ministry for the rest of his life. *WITNESS . . . A newsletter of the Billy Graham Center Archives, September, 1993*

## ACCESS AMERICA

The title says it all--*Access America* is a new publication of the Architectural and Transportation Barriers Compliance Board. Since passage of the Americans with Disabilities Act (ADA) in the summer of 1990, libraries and other institutions have been working to remove barriers which prevent access, not only to physical facilities, but to all types of programs, resources, and services.

The Board recently adopted a resolution urging the federal government to use the *ADA Accessibility Guidelines* (ADAAG) rather than the *Uniform Federal Accessibility Standards* (UFAS) as the standard for federally funded facilities and programs. Section 502 of the Rehabilitation Act gave the Access Board responsibility to set minimum guidelines and requirements.

According to the premier issue of *Access America*, staff handles about 1,700 calls each month to explain, interpret, or give information

to assist compliance with accessibility requirements. Some frequent questions are:

1. Does ADAAG permit doors to swing into required clear floor space in toilet rooms?

Answer: The required clear floor space at fixtures and controls, the accessible route, and the turning space may overlap. But, ADAAG Section 4.22.2 does not allow the door to swing into the clear floor space for any accessible fixture.

2. Do all stairs in multistory elevator buildings have to comply with ADAAG?

Answer: Section 4.1.3(4) requires only stairs that connect levels **not** connected by an elevator, ramp, or other means of vertical access to comply.

3. Must accessible parking spaces be provided in each parking lot in a facility or can they be grouped?

Answer: Although parking is calculated on a per lot basis, it can be provided in a different location if equivalent or greater accessibility in terms of distance from an accessible entrance and convenience is ensured.

4. When an alteration is done, is an area of rescue assistance required in an existing building?

Answer: No. The ADAAG scoping provisions for alterations at 4.1.6(l)(g) clearly indicate that compliance with the new construction requirement for areas of rescue assistance do not apply.

A new 32-minute video, *Accessible Design*, produced by the Board, covers in detail the accessibility to buildings and facilities, including requirements for parking, accessible routes, entrances, ramps, signage, and other provisions. It is intended primarily for design, construction, and facility management professionals. The video will soon be available from the National Audiovisual Center.

The Access Board is seeking comments from the public on issues relating to accessibility guidelines for children's environments. The information will be used to create guidelines under the ADA for places such as day care centers, schools, libraries and children's museums.

You may submit comments to the Board or acquire information on ordering *Access America* or the video by contacting the Architectural and Transportation Barriers Compliance Board, Suite 1000, 1331 F Street, NW, Washington DC 20004-1111.

*INFOCONNECTION, Nevada State Library and Archives, July-September 1993.*

## DEVELOPMENT OF ARCHIVAL PROGRAMS:

*City of Kingsport, Kingsport, TN:* A grant of \$44,413 for an 18-month project to establish an archival program for the city's records and the records of the Eastman Chemical Company.

*ANNOTATION, The Newsletter of the NHPRC, September 1993*

## NEWS FROM THE ARCHIVES

The following Tennessee-related accessions are included among records opened at the National Archives-Southeast Region:

*Records of the National Park Service* (Record Group 79, 10 cubic feet)

Administrative files from the Natchez Trace Parkway, Cumberland Gap National Historical Park and the Great Smokey Mountain National park. Material open.

*Records of the Army Air Forces*  
(Record Group 18, ca. 29 cubic feet)

General correspondence, special orders and records of training squadrons, A-E from Park Field in Millington, TN, 1917-20.  
*NARA, Summer 1993*

### **Acting Archivist of the United States Trudy Huskamp Peterson Named President of CITRA**

Washington, D. C. . . . Acting Archivist of the United States Trudy Huskamp Peterson was elected President of the International Conference of the Round Table on Archives (CITRA) at its 29th meeting, held in Mexico City from September 22 to 24, 1993. Dr. Peterson is the first American elected as President of CITRA and the first woman in CITRA's history to hold that office as well. As President of CITRA, Dr. Peterson will preside over upcoming Round Tables in Greece (1994) and the United States (1995). She will also serve on the Executive Committee of the International Council on Archives (ICA). The CITRA meetings bring together the directors of national archives and of national archival associations to discuss topics of professional interest. The ICA has 1,100 members representing more than 140 countries.

Dr. Peterson has served as Acting Archivist since March 25, 1993, and has been with the National Archives since 1968. She is active in the professional archival community and served as president of the Society of American Archivists from 1990 to 1991. Her recent initiatives at the National Archives include promoting declassification of government records.

The National Archives preserves the permanently valuable records of the Federal government and makes them available to researchers and the public. These records are available through a variety of programs and a national

network that includes the research facilities in Washington DC, the Regional Archives and Presidential Libraries.

*National Archives September 30, 1993*

### **President Signs Bill Providing Budget Increase For NHPRC Grants**

President Clinton has signed legislation that provides a five-percent increase in funds available for grants in fiscal year 1994 from the National Historical Publications and Records Commission (NHPRC). The president's approval completed action on an appropriations bill that increases NHPRC's grant funds from \$5 million to \$5.25 million for the fiscal year that began October 1.

The NHPRC is a federal agency that makes grants nationwide to preserve valuable historical records, publish them, and otherwise make them accessible.

The appropriation will enable the NHPRC to make grants in fiscal year 1994 even though action has not been completed on special legislation to extend authorization for the NHPRC grant program beyond fiscal year 1993.

The House has passed a bill (H.R. 2139) that would authorize the NHPRC to receive "such sums as may be necessary" in annual appropriations for five more years, beginning in fiscal year 1994. A Senate committee has approved a bill (S-314) that would authorize the NHPRC to receive up to \$10 million in annual appropriations for two more years, beginning in fiscal year 1994. Efforts are under way to reach agreement on a compromise between those two bills.

*National Archives, November 2, 1993*

### **CORPSES NOT PART OF ARCHIVES COLLECTION**

A local coroner's office called to inquire about the disposition of a dead body. The deceased had stipulated that his remains be left to "the state." The coroner's office, in seeking the appropriate state agency to receive the body, was referred to the Archives. Since dead bodies do not fall within the collecting policy of the Archives, the caller was referred to several of the University of California medical schools. Contact: Tenna Stern, 201 N. Sunrise Ave., Roseville, CA 95661.

### **HISTORY DOESN'T ALWAYS REPEAT ITSELF**

Enclosed with this newsletter members will find a flyer summarizing the recently released report of the Council of State Historical Records Coordinators. *Recognizing Leadership and Partnership*. It also describes the work of the Council and its relationship with the National Historical Publications and Records Commission.

The report is the result of an extensive review of the status of archival programs in the fifty states, five territories and the District of Columbia. It focuses on programs for state and local records and on statewide initiatives undertaken by the State Historical Records Advisory Boards. Overall, it attempts to establish a baseline against which future archival accomplishments can be measured.

A limited number of copies of the report are available free of charge. For more information please contact: Gordon O. Hendrickson, Chair, Council of State Historical Records Coordinators, State Historical Society of Iowa, 600 East Locust, Des Moines, IA 50319.

*Government Records News, Vol. 10, No. 2, Summer 1993*

## Alabama Roots Workshop

The department sponsored "Alabama Roots: An Introduction to Local History and Family History Resources at the Alabama Archives" in June. Cosponsored by the Friends of the Alabama Archives, a capacity crowd of 75 persons attended. Based on the enthusiasm for this and other similar programs, the department and Friends plan to make these workshops a part of the DAH's education programs. Contact: Alice Knierim, Assistant Director, 634 Washington Ave., Montgomery, AL 36130.  
*NAGARA CLEARINGHOUSE, Summer 1993*

## NEW YORK ARCHIVES WEEK CELEBRATED

A Family History Day and an exhibit will mark this year's SARA celebration of Archives Week. Drawing on its extensive holdings about public health, the Archives will mount an exhibit about public health issues over the past 100 years. The exhibit will focus on the treatment of infectious diseases, such as TB and AIDS; the public's access to health care; environmental health issues such as pollution; and the effect of lifestyle choices on health. The state's first Family History Day will offer programs on preserving family photo albums, managing everyday paper records and tracing a family's roots.  
*NAGARA CLEARINGHOUSE, Summer 1993*

## Video for Local Records Management

*Public Records/Public Trust* is a new 16-minute video that features true stories from local governments around the state about the benefits of sound records management programs. The video is designed to motivate local officials to examine the state of their records

management and to seek advice and assistance from SARA in developing programs. Copies may be borrowed free of charge or purchased for \$40.

*NAGARA CLEARINGHOUSE, Summer 1993*

## The Genealogical Society of Utah Microfilming Project and Its Impact on State Programs and the Research Community

*Sharon Hughes, Utah State Archives*

The session focused on identification of the elements of GSU projects, and then the discussion about the impact or enhancement of state programs and the implications that it's had for researchers.

Noel Barton, the regional manager of U. S. Acquisitions, began the session with an informative presentation about the Genealogical Society of Utah. He discussed the program from its early days to the present, the goals and the philosophy of the overall program, standards and the intent.

David Olsen, the archivist of North Carolina, had spent a good deal of time researching the relationship of his state with the Genealogical Society and presented an interesting paper. He discussed the 50-year relationship and how he felt the services provided were advantageous to the state, the public and the Genealogical Society. He felt that the marriage had successfully established state programs which benefited all parties.

Loretto Szucs, a professional genealogist who currently serves on the Illinois State Archives Advisory Board, discussed some of the concerns and issues commonly confronted by genealogists.

*NAGARA CLEARINGHOUSE, Summer 1993*

## MEMBER NEWS

LINDA WILLIAMS CLARK, director of the Knox County Records Management Program, was elected as a member of the Board of Directors of the National Association of Government Archives and Records Administrators (NAGARA) at the annual meeting in St. Paul, Minnesota.

SUE LYNN MCGUIRE has assumed new duties as the Archivist at Carson-Newman College in Jefferson City.

JOHN H. THWEATT, Records Programs Coordinator at the State Library and Archives, announces the birth of his first grandchild, Nicholas Hayward Thweatt, at Amarillo, Texas on November 18, 1993.



## STATE NEWS:

### TENNESSEE HISTORICAL RECORDS ADVISORY BOARD

The Board met for a two-day meeting at the State Library and Archives on October 28-29, 1993, with all members in attendance. Dr. Gleaves opened the meeting with a report on the latest developments in the reauthorization of the NHPRC by calling on Walter Durham for a report of his contact with the staff of Senator Jim Sasser. Other items on the agenda for the first session included the revision of Board guidelines for grant funding, the development of a Board brochure such as those produced in several other states and prospects for a Board regrant application to the NHPRC. The highlight of the second day's meeting was the attendance of Tennessee Secretary of State Riley C. Darnell. Mr Darnell gave strong support for the local government records bill, SB 131 (HB 256) now pending before the second session of the 98th Tennessee General Assembly by stating that its passage would be his top priority for the legislative session. Before taking leave of the Board meeting, Darnell also suggested that special legislative grants should be made available to archives as well as to libraries. He also suggested that a new State Library and Archives building would be appropriate for inclusion in plans for the Bicentennial Mall being planned for the area north of the State Capitol. The Board then proceeded to the matter of reviewing the grant application from the Lincoln Memorial University at Harrogate. The Board voted its approval of funding for this project. After announcing plans for forthcoming meetings in 1994, Dr. Gleaves presented certificates of appreciation to Marvin Downing and to Joanne Moore in recognition of their five years service as members of the Board.

Several days after the Board meeting, Dr. Gleaves was advised by the NHPRC office in Washington that the Board application for a planning grant of \$10,870 had been approved and that an additional amount of \$1,500 had been approved for the hiring of a records consultant.

### WORLD WAR II COMMISSION COM- MEMORATES TENNESSEE MANEUVERS

The World War II Tennessee Maneuvers Commission began meeting in January 1993 to discuss ways in which to commemorate the training maneuvers of over 800,000 soldiers in twenty-one Middle Tennessee counties during World War II.

Established in 1992 by act of the Tennessee General Assembly, the commission is made up of seven members including Tennessee Adjutant Gen-

eral William D. Jones, Tennessee Department of Veterans Affairs Commissioner Bill Manning, and Tourist Development Commissioner Sandra Fulton. Dr. Frank Burns, historian at Cumberland University, serves as chairman of the commission. Other members are Charles Norton, state adjutant for the American Legion, Sue McCain Vanatta, director of the Lebanon-Wilson County Chamber of Commerce and George Knowles of Sparta.

The Tennessee Historical Society, represented by director Ann Toplovich, is one of three official advisors to the commission as designated by its act. The Tennessee Historical Commission and State Historian Wilma Dykeman are also advisors. Representative Joe Bell, author of the legislation, included the Society in recognition of the statewide work it had already begun in 1991 on World War II through the "Home Front Tennessee" project.

Projects of the Tennessee Maneuvers Commission which are currently underway are a videotape educational series, reprinting of Gene Sloan's history of the maneuvers, *With Second Army Somewhere in Tennessee*, and artifact displays. One of the chief purposes of the commission is to encourage reunion groups of military units that trained in Tennessee during World War II to revisit the sites of their exercises.

For more information on commemorative events or the Tennessee Maneuvers, call Jim Henderson, executive director of the World War II Tennessee Maneuvers Commission, or write the commission care of Cumberland University, 121 South Greenwood Street, Lebanon, TN 37087-3554.

### SUGG APPOINTED ASSISTANT TO THE LIBRARIAN AND ARCHIVIST

Dr. Edwin S. Gleaves, State Librarian and Archivist, announce the appointment of Jeanne D. Sugg as assistant to the librarian and archivist for administration. Sugg is a graduate of Trevecca Nazarene College and has a M. L. S. from George Peabody College for Teachers. She is currently serving as the director of Technical Services at the State Library and Archives, where she has worked since 1991. Prior to that, she was director of Public Services. Sugg also worked as library coordinator for the Arab American Oil Company in Saudi Arabia from 1981 through 1988. Sugg will continue in her current position until an advisory committee, appointed by Dr. Gleaves, selects her successor.

*QUARTERLY NEWS FROM THE TENNESSEE  
DEPARTMENT OF STATE, Fall 1993*

# EMPLOYMENT OPPORTUNITIES

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**POSITION TITLE: Director of Technical Services**

**DIVISION:** Tennessee State Library and Archives, Technical Services Section

**JOB SUMMARY:** The Tennessee State Library and Archives is seeking a creative and knowledgeable person to direct its Technical Service program. This government agency, located in the State Capitol area of Nashville, Tennessee, serves a broad constituency including state government, the Tennessee General Assembly, and historical and genealogical researchers. The Technical Services section is responsible for acquiring, processing, and maintaining all library, archival, and manuscript collections.

**DUTIES INCLUDE:** Supervising a professional and paraprofessional staff of 22 with an annual section budget of \$1,200,000; coordinating diverse activities, including automated cataloging of library and archival materials, serials control, archival arrangement and description, legislative recording and Tennessee newspaper programs, and management of state and federal documents; working with other section directors, and with the State Library and Archives administration, in planning and developing programs and services.

**REQUIRED:** The successful candidate must have an ALA-accredited MLS degree and/or a master's degree in history or a related field; a minimum of five years of professional experience in library and/or archival work, including two years of administrative experience; demonstrated knowledge of the Library of Congress Classification System, AACR2 cataloging rules, OCLC or other utilities, and archival theory and practice; experience with computer technology, particularly in library/archival applications.

**PREFERRED:** Experience in serials management, acquisition procedures, and working with historical collections, as well as the ability to adapt and work effectively in a changing, diverse, and automated environment.

**ANNUAL SALARY RANGE:** \$30,912-\$46,200; full state benefits package

**DATE OF POSTING:** November 4, 1993

**POSITION TITLE: Archivist III**

**DIVISION:** Tennessee State Library and Archives, Technical Services Section

**JOB SUMMARY:** The Tennessee State Library and Archives is seeking a creative and knowledgeable person to direct its Archives and Manuscript program in the Technical Services Section. This government agency, located in the State Capitol area of Nashville, Tennessee, serves a broad constituency including

state government, the Tennessee General Assembly, and historical and genealogical researchers. The archives and manuscript unit of Technical Services is responsible for all professional archival activities, legislative recording, acquisition and processing of manuscript collections, and program development.

**DUTIES INCLUDE:** Supervises a professional and paraprofessional staff of seven charges with the arrangement, description, and preservation of state records; evaluates and prepares manuscript collections for processing and preservation; monitors the legislative recording program; reviews and updates space requirements for appropriate storage of collection; contributes to the planning process for policies and programs; trains staff in standard archival procedures and in the preparation of finding aids to facilitate access to collections; prepares statistical reports; monitors the volunteer program. Serves as the liaison with Records Management to develop effective records programs, assists with record retention schedules, and arranges for orderly transfer to records to the archives.

**REQUIRED:** The successful candidate must have a master's degree in American history or a related field and/or an ALA-accredited MLS degree with an undergraduate emphasis in American history or related field; a minimum of four years of professional archival experience; demonstrated knowledge of archival theory and practice, and OCLC or other utilities; experience with computer technology; ability to shift materials up to forty pounds per box.

**PREFERRED:** Prior supervisory experience, working knowledge of Tennessee history, the ability to adapt to and work effectively in a changing, diverse, and automated environment.

**ANNUAL SALARY RANGE:** \$28,596-\$42,300; full state benefits package.

**DATE OF POSTING:** November 4, 1993.

Applications will be accepted until the position is filled. Letters of application and resume with names, addresses, and phone number of three professional references should be sent to:

Dr. Edwin S. Gleaves, State Librarian and Archivist  
Tennessee State Library and Archives  
403 Seventh Avenue North  
Nashville, Tennessee 37243-0312

The State of Tennessee is an equal opportunity, equal access, affirmative action employer.

# MINUTES OF BUSINESS MEETING

## NOVEMBER 4, 1993

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Barbara Flanary called the meeting to order.

A report was given by the Nominating Committee for new officers. Marice Wolfe, chair of the committee, made the following recommendations:

President: Steve Cotham  
Vice-President/President Elect: Bill Sumners  
Secretary: Cathi Carmack  
Treasurer: David McWhirter

A ballot was distributed and the slate of officers was unanimously elected.

The suggestion was made that a directory of the membership of the Tennessee Archivists be developed and published.

John Thweatt reported on the activities of the THRAB and the job opportunities with the State Library and Archives. John also reported on the legislation before the Tennessee General Assembly concerning the restoration of the Local Government Records Microfilming Program.

John also called for a specific time for the fall meeting. A general discussion followed and the date for the fall meeting was set for the first week in November by a voice vote.

Barbara Flanary reported on the need to increase terms of office to two years. This would require a change in the constitution and by-laws. Discussion followed and the matter was not acted upon at this meeting.

Some of the challenges connected with the SAC membership were addressed in an open discussion led by Barbara Flanary.

The newly elected president and vice-president will attend the planning meeting for SAC later this year.

Bill Marshall, who gave the workshop on Oral History, was introduced and appreciation was expressed for his efforts.

The meeting was adjourned.

Ken Fieth, Secretary

## PUBLICATIONS

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The National Archives and Records Administration has recently published *Records of the Office of Public Buildings and Public Parks of the National Capital: Record Group 42, Inventory No. 16* (Washington, D. C., 1992). The archives has also recently released the spring 1993 issue of *News from the Archives*, which contains information concerning accessions, openings, and declassifications of records held by the archives. To obtain a copy telephone Susan Cooper at (202)501-5525.

The Society of North Carolina Archivists has recently published the second edition of *Archival and Manuscript Repositories in North Carolina: A Directory* (Raleigh, 1993). For further information or to obtain a copy write to the society at P. O. Box 20448, Raleigh, North Carolina 27619.

Sandi Garrett has published a book, *A.K.A. (Also Known As)* to help people find their Cherokee ancestors. The alphabetical listings give Cherokee and English names. Brief explanations of reservations and census rolls will guide the beginning researcher. The 35-page booklet is available from Cherokee Woman Publishing, P. O. Box 48, Spavinaw, Oklahoma, 74366, for \$15 including postage.

## MEMBERSHIP INVITATION

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Tennessee Archivists invites membership from all persons interested in Tennessee's archives and historical resources. Membership is on a calendar-year basis. TA holds two meetings each year. The fall meeting includes the annual business meeting and is held in Middle Tennessee. The spring meetings are alternately held in East and West Tennessee. TA publishes a quarterly newsletter and invites contributions from members and non-members. Officers are elected at the spring meeting.

### Tennessee Archivists Membership Form

Enclosed is my check for membership in the Tennessee Archivist as a:

Full Member (\$10/year): ☐    Association Member (\$3/year): ☐    Institutional Member (\$10/year): ☐

Renewal?    Yes: ☐    No: ☐

Name: \_\_\_\_\_

Institution: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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Please make checks payable to Tennessee Archivists and mail to David McWhirter, Disciples of Christ Historical Society, 1101 19th Avenue South, Nashville, TN 37212-2196.

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