

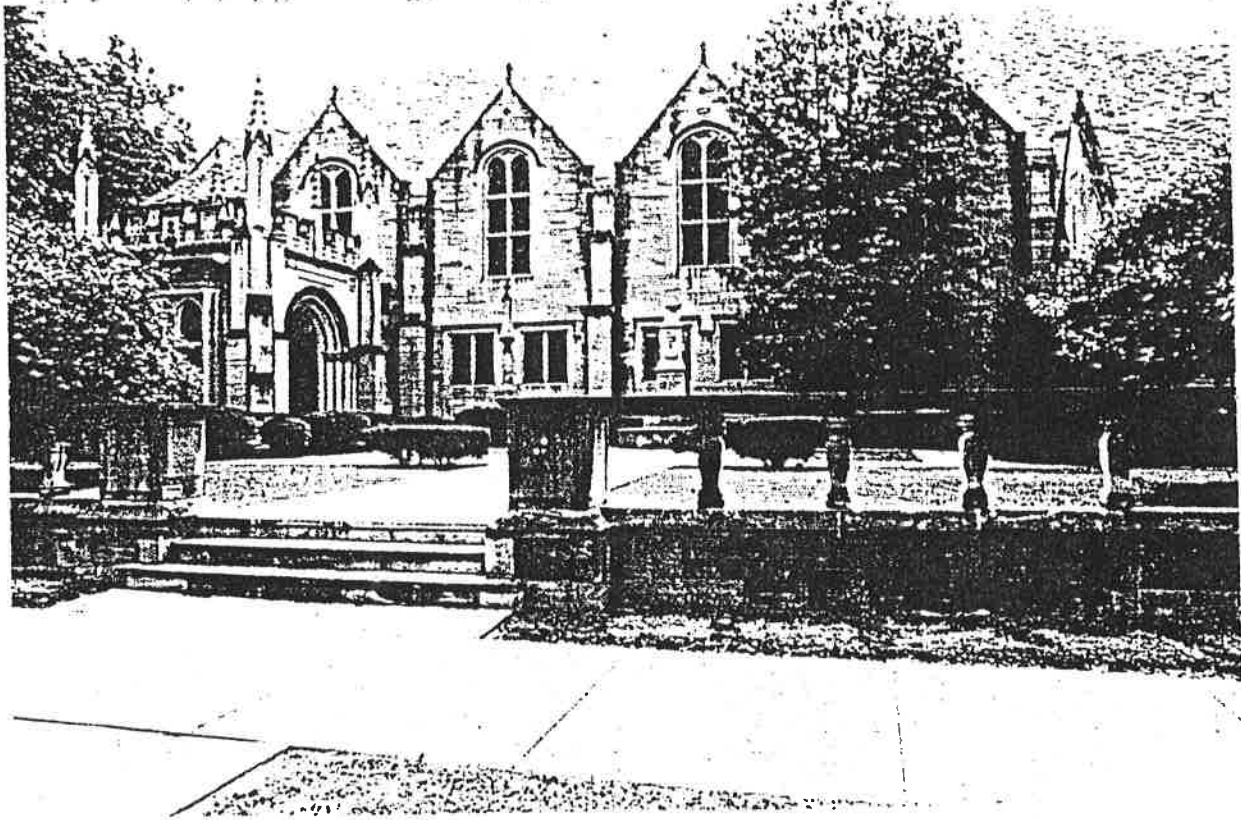
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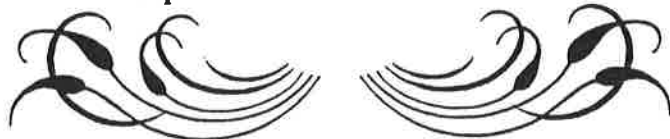
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**Tennessee Archivists NewsLetter**

**late Summer - Fall 1994**



**Disciples of Christ Historical Society**



## Editorial....

During the past several years, quite a bit has been written about, discussed, and been included on programs about the relationship between archives and society and yet to date at least, very little has been accomplished to improve the archival image in the public eye or to explain in meaningful way in terms that are understood by society in general that archivists do indeed perform a useful service in preserving the documentary heritage of our country and making these records accessible for public use. Why is it that the significance or importance of archival records is such a well-guarded secret while other types and forms of informational materials is accorded greater attention and is held in higher esteem than the original materials on which the printed materials have been drawn?

In attempting to find a plausible explanation for this, it may be useful to take a brief look at early efforts to preserve historical records in this country. On the national level, the first serious attempt to preserve such records came as part of the French Revolution of 1789. In the early years following the American Revolution some of our national leaders attempted to follow the French efforts by supporting efforts to establish a national archives. Notable among those lending support for this effort was John Quincy Adams who was destined to be the foil for the new democracy personified by Andrew Jackson whose name became synonymous with the years following the War of 1812. During these years very little attention was given to the preservation of historical records until historians such as George Bancroft, Francis Parkman and the young Theodore Roosevelt began to appreciate the value of original documents from which to draw information for their histories. It would be a few years later before approval was gained for the establishment of the National Archives in 1934. By this time state archives had been developed in Alabama and Mississippi. Tennessee would not have an official archives program until 1919 when John Trotwood Moore was appointed as State Librarian and Archivist.

In getting to the crux of the matter as to just why historical records and archival programs in general are relegated to a low estate, one should begin with a look at ourselves. We as archivists have not taken advantage of public relations opportunities for making known to the general public the numerous values of archives and archival services. Furthermore, we have been negligent in meeting with the power structure in both public and private institutions to call attention to the contributions made by historical records in our society. As noted in The Volunteer Challenge report, these records, among other things, provide a link to the past and provide a means for the transmission of culture from one generation to succeeding generations; they provide the raw materials for historical research; document the legal rights of citizens; document the ownership of property; provide documentation for decisions on policy matters by government agencies and business organizations; provide data needed for medical research and improved health care; document efforts to preserve historic buildings and sites; and supply information needed to deal with a variety of environmental issues.

Archivists can and indeed must become active participants if we are to play our intended role as preservers of the documentary heritage which has been entrusted to our care and keeping. We must not falter or fail in this case in which we are engaged.

**John Thweatt, Editor**

## From the President.....

### President's Farewell Message

"May you live in interesting times." This old proverb can be viewed as a blessing or a curse. This has been a very interesting year for me as President of Tennessee Archivists. And a very good year. Planning the SAC program for Natchez was much more work than I had ever anticipated, but I think the SAC program was a good one, and I learned a lot in the process. I have not been able to do all the things I wanted to do this year, but I have accomplished a few things. And some of the things left undone, with your help and encouragement, we may do yet.

One of the best reasons for Tennessee Archivists to participate in the Southern Archivists Conference is to be informed about what our sister organizations in neighboring states are doing. One program I think Tennessee Archivists should undertake is a statewide "Archives Week" to promote public awareness of Archives per se and the varied archives we are fortunate to have in Tennessee. The Society of Mississippi Archivists pioneered such a program in their State in 1992 and are making it an annual affair. All of us can use this opportunity to promote our own fine shops, of course. Although a "Tennessee Archives Week" would be a good deal of work and require real effort to coordinate statewide, I would like to see us undertake this project. According to Mattie Sink, in Natchez, one of the organizers of the Mississippi project, the most effective and well-received sessions which made up the statewide effort were exhibits and programs on specific subject collections in specific institutions. This effort is something we could all take part in, individually and collectively. I propose that Tennessee Archivists consider this idea, and hope you will let me know how you feel about it. Thank you for all your help and encouragement during this past year. ☒

Steve Cotham

## Nominating Committee Report.....

At the business meeting in Natchez, President Steve Cotham appointed the following TA members to serve in selecting candidates for officers to be presented to the membership for 1994-1995: Mary Teloh, Vanderbilt Medical Center Library, Chair; Sue Lynn McGuire, Carson-Newman College and Doris Martinson, Knox County Archives.

The slate of officers selected are:

Vice-president/president-elect: Ken Fieth, Director of Metropolitan Nashville-Davidson County Archives

Secretary: Mattie McHollin, Director of Archives Meharry Medical College Library

Treasurer: David McWhirter, Director, Disciples of Christ Historical Society

These candidates will be formally presented for election at the Fall Meeting. ☒

Submitted: Mary Teloh, Chairperson

## Spotlight on.....

### **Disciples of Christ Historical Society Archives**

**1101 Nineteenth Ave. South  
Nashville, TN 37212  
615-327-1444 Fax #: 615-327-1445**

Contact: David McWhirter

The Disciples of Christ Historical Society, the official archives of the Christian Church (Disciples of Christ) and the unofficial archives of the Christian Churches and Churches of Christ, is one of the eleven General Units of the Christian Church (Disciples of Christ) founded by the International Convention in 1941 in order "to maintain and further interest in religious heritage, backgrounds, origins, development, and general history of Disciples of Christ, Christian Churches, Churches of Christ and related groups." It was located on the campus of Culver - Stockton College, Canton Missouri, until 1952 when it moved to Nashville, Tennessee. The Historical Society is located in the Thomas W. Phillips Memorial, which was built by the Phillips Family of Butler, Pennsylvania.

The largest collection of Stone-Campbell material to be found anywhere in the World, the Historical Society is one of the major religious research centers in the United States and Canada, and is one of the few freestanding Protestant church library and archives to found on the North American Continent, containing 32,000 volumes, 17,000 biographical files, 5,000 congregational records, 2,000 audio-visual items, 500 current and 3,500 other periodicals. Through OCLC, it is connected with over 12,000 libraries world wide. The Historical Society sponsors the Forrest F. Reed Lectures, established in 1966 and held biannually, and the Forrest H. Kirkpatrick Lectures, established in 1992, and the Kirkpatrick Seminar for Stone-Campbell historians, established in 1994, held annually. It publishes the quarterly historical journal, *Discipliana*, and a historical book each year.

## **WHAT'S NEW AT THE KNOX COUNTY RECORDS DEPARTMENT.....**

Submitted by Linda Williams Clark,  
Knox County Records Manager

I was asked to write this article as an update to our records management program here in Knox County. Everyone in the department is proud of our accomplishments and quite pleased to be asked to share the progress we have made in our 5 1/2 years of existence. I am especially proud of the staff. I have been blessed with some very capable people throughout the years.

For some background reference, the Knox County Records Management Department was born on January 3, 1989 when I was hired as the first ever Knox County Records Manager. Knox County has had an Archives for a number of years. However, there wasn't a program to handle non-permanent material. Because of space limitations in the Archives, we now also accept permanent material for eventual transfer to the Archives.

The department began with me and a desk sharing office space with another department and has grown to a total of six staff members in a 39,000 square foot secure, temperature and humidity controlled facility.

We have started two very exciting and long awaited projects since the beginning of the year: microfilming and bar coding. Our microfilming lab is now in full operation. Ms. Sherri Turner-Herrmann, an accomplished photographer, joined our staff in December of 1993. She is our one person microfilming team. We purchased a Kodak Imagelink system consisting of a rotary camera, reader/printer and Kodak IAS indexing software. Her first project is to film all of the inactive Knoxville/Knox County student academic records that we have in storage. We chose this as our first filming project because the records are permanent, some are in very poor shape and almost half of our monthly requests are for school transcripts. To date she has processed over 26 boxes, filmed 5 rolls for a total of 2500 students and has indexed over two-thirds of these students. We have over 3,500 cubic feet of student records and estimate the backlog to take two years to film and index.

Our other new project is bar coding all of our boxes, books, etc. Ms. Tanya Kee, from our data processing department, wrote a personalized bar coding program for our department. It is wonderful. We are in the process of coding everything currently in storage. The bar code includes the owning department's code, the permanent number of the item, and its assigned location. This information is in readable form as well as in the bar code. In the near future, when departments call and tell us they have XX number of boxes to pick up for storage, we will be able to send them the same amount of labels to affix to their boxes. Then when the boxes arrive in the records center, we can scan the bar codes, down load the information to our computer, fill in the necessary description blanks and immediately shelve the boxes. We will also be affixing bar codes to items checked out. The program maintains records of items ready to be destroyed, a total holdings list, an individual department holdings list, a listing of all items checked out and variations on all of the above.

These new projects were needed to help handle the increase in activity that we have experienced since our move into our new facility 2 years ago. When we moved we had 2,500 cubic feet and now have over 14,000 cubic feet and average 643 requests per month while receiving an average of 300 new items per month. *This article is continued on page.....13.*

## **CENTER FOR POPULAR MUSIC ACQUIRES MAJOR COLLECTION OF SONG BROADSIDES**

Submitted by Paul Wells,  
Director of the Center for Popular Music



**Paul Wells and Donor, Kenneth S. Goldstein Discuss the Goldstein Broadside Collection**  
(Photo courtesy of MTSU Photo Services, Jack Ross Photographer.)

The Center for Popular Music at Middle Tennessee State University has made a significant addition to its research collection with the acquisition of the Kenneth S. Goldstein Collection of American Song Broadside.

Song broadsides are single sheets of paper with the text of a song printed on one side. Broadside were one of the most important forms of commercial dissemination of popular songs prior to the advent of sound recording. The audience for broadsides consisted of music consumers who occupied a lower position on the social and economic ladder than sheet music purchasers; when a piece of sheet music sold for twenty-five or fifty cents, broadsides sold for a penny. Sheet music

was intended for the piano in the parlor; broadsides for the pocket. These materials thus provide a window into the tastes of everyday Americans, in much the same way as sound recordings do in the 20th century.

Because broadsides were cheaply printed, ephemeral items, they are quite rare today and do not often come on the market. The Goldstein Collection contains over 3,000 American song broadsides, making it perhaps the largest private collection of such items in the country today. It was assembled through very active, aggressive collecting on the part of Dr. Kenneth S. Goldstein, longtime head of the Folklore Department at the University of Pennsylvania and one of the country's leading folklorists.

"We're absolutely thrilled to acquire the Goldstein collection," said Paul Wells, director of the Center for Popular Music. "Up to this point we'd only been able to put together a modest collection of approximately 150 broadsides. This fills a big gap in our research collection." The acquisition of the Goldstein broadsides by the Center is important to the region as well as to the university. Up to now virtually all of the major institutional collections of broadsides had been in the Northeast; this marks the first time that a collection of this magnitude will be available to researchers in the South.

Broadsides are important to a wide range of scholars, of whom popular music historians are only the most obvious group. Folklorists have long recognized that broadsides and songsters occupy a crucial nexus between oral tradition and print. Because no music was printed with the lyrics, people who learned songs from broadsides were free to sing the song to whatever melody fit the meter, or to make up their own tune. As a result, folk song collectors often encounter the same song set to several different tunes or, conversely, the same tune used for several different sets of lyrics.

Because much of the song material contained in broadsides and songsters was topical in nature, these documents are also of immense importance to social, cultural, and political historians. Tragedies, disasters, political campaigns, wars, assassinations, battles, and popular trends, were all chronicled in song. Additionally, much of the material is rife with ethnic and racial stereotypes. Broadsides demonstrate the degree to which our nation's culture was once infested with the degradation of people of Irish, Chinese, Italian, Jewish, and African descent for the sake of entertainment and they thus constitute a rich source of data for sociologists as well. Their importance as popular culture documents, examples of popular poetry, and mass-marketed ephemera makes them of interest to scholars in English and Mass Communications as well.

The Center for Popular Music was established in 1985 with a mission to foster multi-disciplinary scholarship in popular music. Its research collection has grown rapidly in the first decade of its existence. Holdings currently include over 10,000 books and scores, over 70,000 sound recordings, over 50,000 pieces of sheet music, over 500 periodical runs, and extensive holdings of photographs, posters, manuscripts, vertical file materials, and related ephemera.

The collection is broad in terms of both time span and genres represented. It contains items from 1735 to the present. The collection is particularly strong in its holdings of material relating to various forms of vernacular religious music, and to rock and its roots. The contributions of the southeast in general and Tennessee in particular to the development of American popular music are also areas of prime concern.

*See "Center for Popular Music" page 13 for conclusion of this article.*

**Bonnie Smith**, formerly Senior Assistant Archivist, Knox County Archives, was appointed Director of the Workmen's Institute in New Harmony, Indiana. This is a 155 year old library and archives in the historic New Harmony district.

**Doris Martinson**, Head of Knox County Archives, received the 1993 Association of Records Managers and Administrators Chapter Member of the Year Award, Knoxville-East Tennessee Chapter. Doris served as President of the chapter in 1993 and received this award in early 1994.

**Jeff Bills** was promoted to Senior, Assistant Archivist, Knox County Archives, February, 1994.

Also **Brad Cannon**, a Carson-Newman graduate in History, joined the Knox County Archives staff as Assistant Archivist.

**Lucy A. Powell** has been named assistant director for research collections. She earned two degrees from the University of North Carolina, an interdisciplinary degree in folklore and a master of science in library science. A doctoral candidate in folklore at Memorial University of Newfoundland, she most recently served as lecturer at Guilford College in Greensboro, N.C.

**Suzette Raney** has joined the staff of the Chattanooga-Hamilton County Bicentennial Library's Local History and Genealogy Department as Librarian II. She is a graduate of Catholic University and was previously employed at Lloyd House of the Alexandria(Virginia) Public Library.

**Harry Stokes**, Archivist III in Technical Services Section at Tennessee State Library and Archives, has retired after more than ten years of service. Beginning as a volunteer during the summer of 1980, Harry will long be remembered for his work on several large manuscript collections and

for processing the gubernatorial papers of Ray Blanton and Lamar Alexander. Harry has agreed to continue to work part-time in completing work on the Frank Clement Collection.

**Eric Ellison**, Archival Assistant III in the Technical Services Section at TSLA has resigned to pursue a career in education and is currently enrolled at Middle Tennessee State University.

**Lynette Sloan** became Director of Technical Services Section at TSLA on July 1. Prior to her appointment she was Director of the Bluegrass Regional Library in Columbia, TN.

**John-Paul ("Jay") Richiuso** assumed the duties as Archivist III for Archives and Manuscripts in the Technical Services Section at TSLA. His professional preparation includes a bachelor's degree in history from the College of Staten Island and master's degree and certificate in archival management and historical editing from New York University. Previous positions held include Senior Assistant Archivist for the Archives of the YMCA of Greater New York, Archivist/Historian for the Staten Island Institute of Arts and Sciences and Director of Publications and Archives for the American Association for State and Local History.

**Kassie Hassler**, longtime member of Technical Services staff at TSLA has assumed the duties of Librarian II in the Public Services Section(TSLA).

**Charlotte Hannum**, Previously a member of the Public Services Section (TSLA) staff, has been appointed Librarian I in the Technical Services Section where she is involved with the retrospective conversion project.

**Tom Kanon** is the new Archival Assistant II in the Public Services Section (TSLA). This is his first position in his chosen field since completing a bachelor's degree in history.



*Jami Cowgill* is now the new Archival Assistant II in the Public Services Section(TSLA). She has earned a bachelor's degree from Belmont College and is presently working toward a master's degree in history at Western Kentucky University.

*Francine Sharpe*, Library Assistant II in Public Services(TSLA), has worked in college bookstores in Arizona for a number of years before her recent return to Tennessee.

*Helen Crowder* is the new Library Assistant II in Technical Services (TSLA).

Three Local Records Specialists have been added to the staff of Restoration and Reproduction(TSLA). They are assigned to the recently revived Local Government Records Microfilming Program. *Bill Harville*, a Morristown native, is assigned to work out of the Morristown center; *Mark Peek* is assigned to the Cookeville area, and *Pat Frame* will work out of the Dickson area. *Teresa Walters* has previously started work in the Jackson area.

*Karina McDaniel* is the new photographer in the Restoration and Reproduction Section(TSLA). Her previous work assignments were with Records Management Division and Media Services, both of General Services for the State of TN. ☒

## STATE LIBRARY AND ARCHIVES ANNOUNCES NEW PROJECTS

Handouts describing census records, military records on microfilm and Civil War rosters are now available at the State Library and Archives. If interested in copies for your institution's vertical files please contact Chuck Sherrill, Director of Public services at (615)-741-1764.

Several staff members from the State Library and Archives headed by Dr. Wayne Moore and Fran Schell are hard at work on a new and expanded Tennessee history to be published in the Blue Book in 1996. This new edition being prepared as part of the Tennessee bicentennial celebration will include extensive illustration using a number of images which have not appeared in previous

editions of the publication on Tennessee state government. ☒


## REPORT FROM THE NAGARA ANNUAL MEETING

This years National Association of Government Archives and Records Administrators meeting was July 20-23 in Salt Lake City, Utah. The theme of the conference was "Information Democracy in a Age of Technology." There were over 150 attendees and eight exhibitors from across the country. Tours of the Utah Genealogical Society Family History Library, the Perpetual Storage Granite Mountain Vaults, and the Remains of 19th Century Mormonism were given. Another extra-curricular activity for all of the conference attendees was having dinner in one of Brigham Young's four homes, touring two of them and attending the Mormon Tabernacle Choir rehearsal. Dr. Bill Saffady taught the pre-conference workshop entitled "Electronic Document Imaging and Optical Disk." Classes and informal discussion groups appealed to archives and records management concerns for federal, state, and local governments. Areas addressed included indexing, optical disk, preservation, accessibility, the IIMC curriculum and innovations in and the futures of all of our various programs.

As usual, the conference coincided with the annual Meeting of the State Archivists with the Archivist of the United States. As we all know, we still do not have an official Archivist of the United States. Ms. Trudy Peterson is and has been the acting Archivist for over a year. NAGARA has voiced its concern to President Clinton and his staff regarding this vacancy. During the annual business meeting held at the conference, several new officers were elected. These include the following: Mr. David Hooper, Arizona State Archives, President; Ms. Kathryn Hammond-Baker, Massachusetts State Archives, Vice-President; Mr. Gerald Newborg, North Dakota State Archives, Secretary; Mr. Jim Berberich, Florida State Archives, Treasurer; Ms. Lynn Bellardo, NARA; Mr. Bob Westby, Contra Costa County California; Mr. Gordon Hendrickson, Iowa State Archives; and Mr. Tim

Slavin, Rhode Island State Archives all elected to the NAGARA Board of Directors. It was a wonderful conference to attend. Next years conference will be in Raleigh, N.C. and I encourage everyone to attend. The program promises to be even bigger and better than this year.

If anyone would like more information about NAGARA, please contact me: Linda W. Clark, Knox County Records Management at 615-594-1431 or Mr. Steve Grandin, Capital Hill Management at 518-463-8644.

Submitted by Linda W. Clark 

## NATIONAL NEWS

### President Clinton Signs Bill to Continue NHPRC Grant Program

It is now official: The National Historical Publications and Records Commission (NHPRC) will continue to have grant-making authority through at least fiscal year 1997. NHPRC's appropriation from the Congress for grant-making in the current, 1994 fiscal year is \$5.25 million. The new legislation, H.R. 2139(Public Law 103-262) authorizes NHPRC to receive Congressional appropriations of up to \$7 million for fiscal year 1995, \$8 million for fiscal year 1996, and \$10 million for fiscal year 1997. The NHPRC would need authorizing legislation to continue receiving grant appropriations thereafter.

### ARCHIVES II DEDICATION CEREMONY

On Thursday, May 12, 1994, the National Archives at College Park was formally dedicated. The ceremony began with a welcome from Acting Archivist Trudy H. Peterson and remarks from Jean-Pierre Wallot, Archivist of Canada and President of International Council on Archives. The main address was delivered by Representative Steny Hoyer of Maryland who was instrumental in bringing the building to Maryland by identifying the site for the new facility and helping to secure financing for it. In her closing remarks, Dr. Peterson announced that the research complex within Archives II will be named in honor of Representative Hoyer. The center is located on five floors and, when

completed, will be able to accommodate 390 researchers at a time. The dedication and naming of the new research center will take place in spring of 1996 when the move of records to Archives II is completed.

NARA Staff Bulletin, Number 353, May 20, 1994.

### GEORGE RESIGNS AS CHAIR OF NHPRC

On July 25, 1994, Jerry George announced his resignation from his position as chairperson of the NHPRC. Mr. George plans to complete a book he has been working on for some time. He served as chairperson of the Commission for four years. His resignation is effective October 3, 1994. NARA Staff Bulletin Number 357, August 1, 1994

### NATIONAL ARCHIVES SPONSORS MAJOR CONFERENCE ON WOMEN IN THE ARMED FORCES DURING WORLD WAR II

The National Archives is sponsoring a major conference, "A Woman's War Too: U.S. Women in the Military in World War II," to be held on March 3 and 4, 1995, at the National Archives at College Park, MD. This national forum will explore the vital contributions made by approximately 400,000 women who volunteered to serve in the armed forces of the United States. Shelia A. Widnall, Secretary of the Air Force and the first female service Secretary, will be the keynote speaker. Participants from academia, the active military, veterans and the archival and library communities will discuss these topics that have not, up to now received adequate historical scrutiny. This conference is open to the public. The registration fee is \$100; \$25 for students. A special fee of \$40 has been set for women veterans of World War II in recognition of their service. For information on registration, please write to: National Archives(NEE), Room G-10 (WWII), Washington, DC 20408.

National Archives News Release, July 29, 1994.

## ON THE INTERNET:

The New York State Archives and Records Administration is now using the Internet to make information about State Archives holdings, exhibits, and grant programs for records in New York State instantly and easily accessible. Researchers, teachers, public policy analysts and any citizen can quickly learn about what records are in the State Archives and how they can be used, as well as other services provided by SARA. SARA established its presence on the Internet by launching SARA Gopher on July 29, 1994.

The SARA Gopher can be accessed by "gophering" to UNIX6.NYSED>GOV> The service is available 24 hours a day. For further information about the SARA Gopher contact: New York State Archives and Records Administration; State Government Records Programs; Cultural Education Center Room 9C71; Albany, NY 12230; e-mail [gosys@unix6.nysed.gov](mailto:gosys@unix6.nysed.gov)

## ORAL HISTORY ASSOCIATION MEETING

October 19-22, 1995

The 1995 annual meeting of the Oral History Association will be held on October 19-22 in Milwaukee, Wisconsin. The conference theme: Reflections on relationships on Oral History Research. The OHA invites scholars and practitioners from a variety of disciplines and fields to submit proposals for individual papers, panels, round tables, workshops and entire sessions. Proposals on other subjects are also welcome. Deadline: 12/15/94. For more information or to submit proposals, contact Professor Michael A. Gordon, Department of History, University of Wisconsin-Milwaukee, P.O. Box 413, Milwaukee, WI 53201, Phone 414-229-4314, FAX 414-229-6827; e-mail [mgordon@csd4.csd.uwm.edu](mailto:mgordon@csd4.csd.uwm.edu); or Professor Gwen Etter-Lewis, Dept. of English, Western Michigan University, Kalamazoo, MI 49008-5092, Phone: 616-387-2629, FAX 616-387-3999, e-mail: [etter-lewis@wmich.edu](mailto:etter-lewis@wmich.edu) ☒

## NEW PUBLICATIONS IN THE ARCHIVAL FIELD

Written by professional archivists, *The Photograph Primer* is a new publication by the Michigan Archival Association. It is designed to meet the needs of paraprofessionals, volunteers, and private collectors who find themselves caring for photographs. By using numerous illustrations and a direct writing style free from professional jargon, this new guide will help you decide how to store, identify, date, and copy your valuable photos. Information on different types of photograph albums, photo corners that won't damage your pictures, and addresses of recommended archival supply companies are contained in *The Primer*. Finally, this publication discusses issues surrounding donation of photos to a repository. For more information write to Michigan Archival Association, P.O. Box 10238, Lansing, MI 48901-0238

## MEETING THE CHALLENGE OF NEW TECHNOLOGY: NEW SARA PUBLICATION GUIDES LOCAL GOVERNMENTS ON GEOGRAPHIC INFORMATION SYSTEMS

The State Archives and Records Administration (SARA) has issued a new publication to assist local governments in planning, developing, and using Geographic Information Systems (GIS). *An Introduction to Geographic Information Systems (GIS): A Reader for Local Governments* consists of an anthology of articles from a variety of non technical publications. It provides an overview of GIS, discusses cost, access, data conversion and other issues, and offers several case studies of applications in local governments. The emphasis is on planning, development, and management aspects of GIS rather than on technical standards and operation of GIS systems. "The primary purpose of the publication is to introduce GIS and show governments how they can improve information management, save money, and improve service," according to Bruce W. Dearstyne, director of External Programs at SARA. "We have several

new publications that provide advice and recommendations on the development and management of electronic information systems, and more are under development."

GIS's are electronic information systems that have the capacity for acquiring, processing, storing, managing, and presenting spatial (geographic) data. Most of them are developed from records in local government offices, including maps, engineering documents, and other files and records. The data is converted and displayed for such varied uses as planning and zoning, property tax assessment, tracking patterns of crime, and routing emergency response vehicles. GIS technology has been cited by several national associations of local government officials for its powerful capacity to make information readily available for administration, planning, and monitoring purposes. SARA believes that its use by New York local governments will continue to expand dramatically.

The publication was developed by JoAnne Rydzynski in SARA's Local Government Information Technology Unit, which Works extensively with local governments on information technology issues that affect record keeping. Rydzynski explains, "The articles in the anthology were selected because they illustrate the various approaches local governments are taking in implementing GIS and they raise issues and questions local governments deal with when working with this technology." To receive a copy of this publication, contact a SARA regional advisory office or Local Government Records Services, State Archives and Records Administration, State Education Department, 10A63 Cultural Education Center, Albany, NY 12230, (518)- 474-6926.

## **JOB ANNOUNCEMENTS**

**Position Title:** Archival Assistant IV  
**Division:** TSLA, Technical Services Section  
 The Tennessee State Library and Archives is seeking a responsible and knowledgeable person to assist in the processing of state agency records and manuscript collections and the serve as an alternate recorder of the proceedings of the

Tennessee General Assembly and its committees. Duties include All phases of archival collection processing including, inventory, appraisal, and arrangement and description, leading to the creation of finding aids. Also prepares collections for microfilming and preservation and for OCLC entry.

The successful candidate must have an education equivalent to graduation from a standard high school and experience equivalent to three years of full-time office/clerical and/or library/archives work, of which at least one year must have been archival experience in the handling of original documents. Additional post secondary education may be substituted for the required general experience on a year-to-year basis and on a two-year-for-one year basis for specialized experience. Experience with word processing and database programs is required, as well as technical knowledge of archival procedures, programs and materials. Should possess good written and verbal skills. Ability to interact well with government officials. Ability to shift materials up to forty pounds per box. Position may require evening work when recording proceedings of the Tennessee General Assembly and its committees. A working knowledge of OCLC and of American, and especially Tennessee history is preferred.

Salary Range: \$1,329-\$1,973 monthly, full state benefits package.

Contact James Petrucelli, Personnel Officer, Suite 500, James K. Polk Building, Nashville, TN. 37243-0311 ☒

### **Director, Bureau of Archives and History Commonwealth of Pennsylvania, Pennsylvania Historical and Museum Commission**

The Pennsylvania Historical and Museum Commission is seeking a senior-level professional to direct the commonwealth's Bureau of Archives and History. Agency intends to name a replacement by November 1, 1994. Archives and History with a permanent staff of 70 and an annual budget in excess of \$4 million, operates the Pennsylvania State Archives, comprehensive state government and local government records management programs, Pennsylvania's Central Micrographics Center, a multifaceted public

history program, and the extensive publication activities of the PHMC. Candidate for director should have considerable experience in managing a large staff and a sizable budget; superb writing and speaking skills; understanding of, appreciation for, and experience in administering complex archival and records management programs; projects and a broad program of historical research, editing and publication. Candidate must possess at a minimum a doctoral degree with major course work in history, American studies, or a closely related field; four years of experience in historical or archival work; including two years in an administrative or supervisory capacity; or any equivalent combination of experience or training. Director is designated as the State Archivist of Pennsylvania. Salary is competitive and liberal employee benefits are provided. For application forms and related materials, interested individuals should contact:

Brent D. Glass, Executive Director, Pennsylvania Historical and Museum commission, Third and North Streets, P.O. Box 1026 Harrisburg, PA 17108-1026, (717) 787-2891. Applications must be completed and received by November 1, 1994. The Pennsylvania Historical and Museum Commission is an equal opportunity employer. ☒

### **KNOX COUNTY RECORDS...**

#### **Concluded from page 5**

In addition to our normal storage and retrieval duties, we still manage to work on retention schedules, filing systems, service public requests and train our user departments in our policies and procedures. So as you can see, we stay quite busy. However, we always look forward to visitors. So, if you are ever in the Knoxville area and would like to stop by and see us, please do. We are located in the Knox Central Building on North Central Street ( in the basement of course). Our number is 615-594-1431. Thank you for the opportunity to talk about our department. ☒

### **CENTER FOR POPULAR MUSIC...**

#### **Concluded from page.....7**

In the past four years the center has served over 11,000 researchers in its reading room and another 1,000 via mail or telephone. Inquires have come from over 40 states and ten foreign countries and five continents. It has been used as a source of information and material by numerous producers, researchers, and performers, including National Public Radio, MCA Records, University of Illinois Press, the Nashville Mandolin ensemble, John Hartford, the Nashville Bluegrass Band, the Princely Players, and many others. ☒

### **COLONIAL DAMES SCHOLARSHIP**

A scholarship to the national Archives' Modern Archives Institute, to be held January 23 - February 3, 1995, is available from the Society of American Archivists. The award, funded by the Colonial Dames of America, Chapter III, covers up to \$1,200 of the total tuition, travel and housing expenses at the Institute (Tuition is \$475). To be eligible, a applicant must be an employee of an archival institution or agency with a fair percentage of its holdings in a period predating 1825; have been employed less than two years as an archivist or archives trainee; and actually be working with archives or manuscripts regardless of title. Resumes accompanied by two letters of recommendation from persons having definite knowledge of the applicant's qualifications should be submitted in triplicate (original and two photocopies) to Carol A. Rudisell, Reference Dept., University of Delaware Library, Newark, DE. 19717-5267, by December 15, 1994. ☒

## MEMBERSHIP INVITATION

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 fall meeting.

### Tennessee Archivists Membership Form

Enclosed is my check for membership in Tennessee Archivists as a:

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

Renewal? Yes: ☐ No: ☐

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

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

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

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

TENNESSEE ARCHIVISTS NEWSLETTER

JOHN THWEATT, EDITOR

c/o TSLA

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NASHVILLE, TN 37243-0312