

Tennessee Archivist

AUTUMN 1999 EDITION

DAVID SOWELL, EDITOR

TENNESSEE ARCHIVIST
is the newsletter of the
**Society of Tennessee
Archivists.**

Members of the Society of Tennessee Archivists and others are encouraged to submit articles and information on recent acquisitions, publications, exhibits, special programs, grant projects, personnel changes and employment opportunities of interest to the archival community for inclusion in this newsletter.

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<http://www.arkay.net/tnarchivist/>

1999 Officers for STA:

Doris R. Martinson,
President
Knox County Archives
John Dougan,
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*Memphis/Shelby County
Archives*
David I. McWhirter,
Treasurer
*Disciples of Christ
Historical Society*

Newsletter Editor

David R. Sowell
c/o Tennessee State
Library and Archives
Archives Technical
Services
403 Seventh Ave. North
Nashville, TN
37243-0312
(615) 253-3471
drsowell@earthlink.net



CLARKSVILLE TORNADO UPDATE

"That which does not kill us makes us stronger."

"There is nothing like a good disaster to make a good records program and archives."

On Friday January 22, 1999 one of the most powerful tornadoes in recent memory moved through West Tennessee and then hit the downtown center of Clarksville. Television news crews on the scene showed the destruction of downtown Clarksville, the Austin Peay State University Campus, and surrounding homes. Clarksville, Tennessee made national news with its amazing loss of property and yet only one person was killed during the storm. So much has been written about the storm and the community as a whole, but how did Montgomery County Archives survive? The Archives (MCA) survived very securely and intact because it was housed in the basement of a secure and strong building, but two very interesting threads of events played out for the county records program and MCA.

The first thread of events revolved around the move itself. The county officials, Federal Emergency Management Administration and Tennessee Emergency Management Administration felt that everyone in the downtown district should be moved immediately. This helped most of the county offices that experienced severe damage, the county courthouse as an example of the worst damage. The winds sent court documents as far away as Trenton, Kentucky. The damage shown on TV news and in newspapers cannot truly reflect the damage done to the downtown offices of the county and law offices in this district. The district sustained so much damage that it was necessary to move. The Montgomery County Archives shared a building with the Register of Deeds and Assessor of Property on Franklin Street, and this building did not sustain as much damage as others on the same street. However, county officials felt it best to move out of what would become a construction area.

This dramatic moving process was immediate and organized to an extent. An amazing and efficient group of volunteers worked together often in the dark, to help move not only the archives but also the other county offices on Franklin Street. Faithful volunteers helped initially to organize records and begin to pack loose records. By using hardhats, portable generators, and emergency packing supplies; other volunteers, off-duty soldiers from Ft. Campbell, trustees from the county jail, and concerned

citizens helped hired moving companies to box deed books, tax assessment books, files and boxes of records. The rush to move did not benefit MCA because the records were moved from the office which was secure, structurally stable, and dry to the old Ajax Beer Distribution Warehouse which was not secure or stable environmentally. This less than desirable location was the result of decisions made too quickly and chaotic moving of all county offices at once. It was the wish and plan to get as many offices of the county and businesses back "in business as usual" as quickly as possible. Once most offices were back in business, it became very evident that the Ajax Building was not sufficient to house the county records. Jill Hastings Johnson began more rounds of meetings to locate useable space. Through the help of the county officials, another location was chosen. It was an old educational wing of a church on the outer edge of downtown of Clarksville. This location was better space for an archive. It had better environmental controls, open clean space, and facilities for parking. So within 10 days of the tornado, MCA had moved twice and its space allotment increased from 1,200 square feet to 12,500 square feet.

The second thread of events developed immediately after the storm, and focused on efforts to establish a records management program for Montgomery County. For several years, Jill Hastings Johnson has promoted the benefits of a strong county records management program with transfers from the other county offices. For the most part this project was set aside for study at another time. The Archives continued to maintain a predominant collection of historic records of the County Clerk's office and some of the loose records of the courts.

Immediately after the tornado, records storage space became very scarce. In the scramble for functional office space, most of the county offices had no space whatsoever for their permanent records. With one stroke of decision, MCA became a records management and records center as well as the archives. Jill became responsible for at least four times the amount of records she maintained before the storm. MCA is now responsible for historic loose records, older deed books, tax books and old tax rolls, plat maps, court minutes and files, loose Chancery Court files, and so much more.

By the end of May, things had changed again. Montgomery County officials felt that all county offices should be within county property so this required that the archives be moved again. Therefore, MCA moved out of the church educational building to county property that the archives would share with the Tennessee Vocational Training Center. This location would also require additional storage at two separate sites, an old school building several miles away and warehouse space loaned to the county by the city police. This is another temporary site to be used until the old Montgomery-Ward building is vacated and prepared for the permanent home of the county archives. The Montgomery-Ward building will be a permanent and more convenient site for the archives to be able to work with the county offices that are also located in this former shopping center.

Montgomery County Archives is now the main record storage facility and archival function for the most of the county records. The results of the tornado will be one of constant change and growth for MCA. In addition, the archives now have the respect and authority from county offices to become a stronger archive as well as a viable and respected records management center. It is good to be able to say that there is room for growth for an archive that could have been completely swept away.

Interesting Facts:

- * Original Number of linear feet of Records: 500
- * Current Number of linear feet of records: 1700
- * Number of new shelving units needed: 200 standard and more to be added later.
- * Number of moves required to date: 4
- * Number of days required to move: 1st move took 5 days; 4th move took 19 days

Interesting Anecdote: It's a strange thing when trustees from the jail's work crew know your archival collection as well as you do. The same Montgomery County work crew has helped move the archives each time.

*Carol Roberts
Tennessee State Library & Archives*

(There is so much more that could be said regarding this disaster. This is just a brief update on a continuing project of disaster recovery. Jill now has so many experiences regarding disaster recovery, coordination with FEMA, and dealing with insurance policies. In the future when the "dust" completely settles there will be a complete story to share, and Jill will be our local authority on what not to do in an emergency. Carol Roberts)

CLARKSVILLE: AFTER THE STORM



The Damage to Clarksville's Third Street Was Extensive



Jennifer Kitchel and Barbara Garrett-Ward, TSLA, help city workers load historic records for relocation from the damaged Montgomery County Archives



Austin Peay State University Suffered Major Damage



PUBLIC CONFIDENCE AND EVIDENTIAL INTEGRITY IN THE ELECTRONIC WORLD

Electronic information systems have forced us to rethink the archival art of appraisal. Emphasis has shifted from appraising the value of records and series to systematic analysis of institutional functions so as to identify which functions should be recorded. This addition to archival practice is necessary and long overdue; but, it courts danger by emphasizing information in place of evidence, and it should not wholly replace the earlier approach.

Evidential integrity of individual records and series is much harder to sustain in the electronic environment. Evidential integrity is the property or characteristic of a record that—without resort to mechanical or electronic intervention between the record and public inspection—provides self-contained, self-evident, and publicly recognizable assurances that the structure, content, and context of the record are authentic as to the originality of the record as it was created, valid as to agency intent and purpose, and reliable so as to justify public trust and confidence.

As we earnestly endeavor to deliver recorded information to public users, archivists must not forfeit the essential value that evidential integrity contributes to public confidence. The same miniaturization of the electronic information system that permits accumulation, arrangement, and display of enormous quantities of data at lightning speeds is fragile and vulnerable to tampering, whimsical damage, and accelerated decay. To entrust records that require a high degree of evidential integrity, upon which significant public confidence depends, solely to electronic systems is risky at best, and at worst it is abdication of fundamental archival responsibility. For records to serve public confidence well, traditional archival paper and ink remain the medium of choice to assure durable and reliable survival of evidential integrity.

William W. Moss
Assistant State Archivist

NEW CTAS GUIDANCE FOR COUNTY RECORDS DISPOSITION

The County Technical Assistance Service (CTAS) of the Institute for Public Service of the University of Tennessee, in accordance with Tennessee Code §10-7-404, has revised the guidance manuals for county government records disposition. This is the first revision of county government records disposition advice since the mid-1980s. To be issued in a one-volume edition, the guidelines have been carefully coordinated with and endorsed by the Tennessee State Library and Archives. Copies are to be distributed to all county offices of record, and copies will be given to the county audit division of the Comptroller of the Treasury. Additional copies may be obtained from TSLA.

County Technical Assistance Service (CTAS)
Suite 400, Capitol Boulevard Building
Nashville, TN 37219-3699

There is, as of this writing, no guidance of comparable scope and detail for municipal records disposition from the Municipal Technical Advisory Service (MTAS).



LOCAL ARCHIVES WORKSHOP

for local archivists, records managers, and
members of public records commissions

sponsored by

SOCIETY OF TENNESSEE ARCHIVISTS

At no fee to participants

A one-day, six-hour introduction to basic elements
of county and municipal archives management.

November 3, 1999 8 AM—2 PM Henry Horton State Park





STA Member News

ALBERT GORE RESEARCH CENTER, MURFREESBORO, TENN.

Dr. James H. Neal retired from the Albert Gore Research Center on July 1, 1999. However, Dr. Neal remains at Middle Tennessee State University part-time, teaching an archives course. He also assists at the Rutherford County Archives on a limited basis, and is involved in consultation.

Dr. Lisa Pruitt assumed the directorship of the Albert Gore Research Center on the day of Dr. Neal's retirement. She can be contacted through MTSU at <lpruitt@frank.mtsu.edu>, or by phone at (615) 898-2632.

*Dr. James H. Neal
Gore Research Center*

MEMPHIS-SHELBY COUNTY ARCHIVES, MEMPHIS, TENN.

Mr. Wayne Dowdy, one of the Memphis/Shelby County Archives processing and reference archivists, was recently promoted to Specialist I/Librarian I. He will continue to serve in the same capacity at the Archives and will have added duties associated with the Memphis/Shelby County Room at the Memphis and Shelby County Public Library and Information Center.

*John Dougan
Memphis/Shelby Co. Archives*

ROBERTSON COUNTY ARCHIVES, SPRINGFIELD, TENN.

Robertson County commissioners have taken the first step toward renovating the old county jail into a new county archives.

The commission has approved a \$300,000 outlay note to fund the renovation. "When folks think of the archives they think 'old'," said Robertson County Historian Yolanda Reid. "While we do have a lot of old records, the archives also has records from 1997 it is responsible for."

When renovation of the 12,000-square-foot building that once housed prisoners is completed the county should have enough storage space for its records for the next ten years.

"We've designed the facility to last at least that long, considering the growth in the kinds of records we'll be asked to store," Reid said. "Right now we have records stored in four different buildings."

The renovated building will have the necessary humidity control to allow the county to better preserve many of its old records and to keep records for longer periods, Reid said.

*Tom Beesley
Robertson County Times*

TENNESSEE TECHNOLOGICAL UNIVERSITY ARCHIVES, COOKEVILLE, TENN.

The University Archives at Tennessee Technological University has acquired 84 cubic feet of papers from the Senator Tommy Burks Collection. Senator Burks was murdered weeks before last November's election at his farm in Monterey. The primary suspect is the Republican candidate for his seat in the legislature, Putnam County Tax Assessor Byron (Low Tax) Looper. The papers consist primarily of legislation and constituent correspondence. Further additions to the collection are expected.

*Mancil Johnson
Tennessee Technological University
University Archives*

**SOCIETY OF TENNESSEE ARCHIVISTS
ANNUAL MEETING
November 3-5, 1999
Henry Horton State Park**

WEDNESDAY, NOVEMBER 3

8:30-2:00 PM *Local Archives Workshop*

THURSDAY, NOVEMBER 4

10:30-12:00 *Registration, Henry Horton State Park Conference Lodge*

12:00 PM *Welcome*

Doris R. Martinson, President, Society of Tennessee Archivists
Introduction to the Henry Horton State Park (park ranger)

12:30-1:45 PM *Issues in Local Government Archives*

Dr. Wayne Moore, Deputy Asst. State Archivist, moderator
Local Archivists (panel discussion)

1:45-2:45 PM *Personal Experience: Do's and Don'ts of Surviving a Disaster*

Jill Hastings-Johnson, Montgomery County (Tenn.) Archives

2:45-3:00 PM Break

3:00-3:45 PM *Robertson County Obituaries & Death Records: A Bibliography*

Gregory G. Poole, Tennessee State Library and Archives

3:45-4:30 PM *Andrew Jackson and the Significance of the Creek War*

Tom Kanon, Tennessee State Library and Archives

6:00 PM Buffet Banquet & Guest Speaker, Henry Horton State Park Restaurant:
*Preserving Southern Federal Records - What's Hot, What's Not, and
Disposal is Good*

Suzanne Dewberry, Archivist, National Archives and Records
Administration - Southeast Region.

FRIDAY, NOVEMBER 5

8:00-8:30 AM *Continental breakfast*

8:30-9:30 AM *Sharing What's New in Your Archives World*

Jay Richiuso, Tennessee State Library and Archives, moderator
Members of the Society of Tennessee Archivists (tba)

9:30-10:00 AM *Progress Report on the State of Archives in Tennessee*

William W. Moss, Assistant State Archivist

10:00-10:30 AM *Society of Tennessee Archivists Professional Standards Report*

Mancil Johnson, Tennessee Technological University Archives

10:30-10:45 AM Break

10:45-12:00 *Business Meeting:*

New Business & Old Business
Update on the Southern Archivists Conference Meeting, Memphis,
Tenn., 2000
Committee Reports and Election of New Officers.

All Times Listed are Central Standard Time

THE 1999 NOMINATING COMMITTEE OF THE SOCIETY OF TENNESSEE ARCHIVISTS:

Linda Clark of King Information Systems in Knoxville, Edwin G. Frank of the University of Memphis, and Marice Wolfe of Vanderbilt University, Chair, proposes the following slate of officers to join President John Dougan of the Memphis and Shelby County Public Library in organizational leadership for the 1999-2000 year:

Vice-President/President Elect: John-Paul Richiuso, Tennessee State Library and Archives

Secretary: Leanne Garland, Lincoln Memorial University

Treasurer: Kathleen Smith, Special Collections, Vanderbilt University

LOCAL ARCHIVES WORKSHOP SOCIETY OF TENNESSEE ARCHIVISTS ANNUAL MEETING

November 3, 1999

Henry Horton State Park

This course is intended primarily for county and municipal archivists, but the information is useful for members of public records commissions, records managers, librarians, museum curators, genealogists and historians, as well as county/municipal executives, court clerks, and registers. It is designed to be a one-day, six hour introduction to some of the basic elements of archives management. Each of the following topics will be treated summarily in the course of about 40-45 minutes by experienced archivists, archives managers and conservators.

- 1. Welcoming remarks; Course introduction and outline (8:00-8:30)**
- 2. Basic archival principles; Legal responsibility and custody of records as public property (8:40-9:20)**
- 3. Appraisal and disposition; Records retention scheduling; Public records commissions (9:20-10:00)**
- 4. Accessioning and arrangement; Description, indexing, and public use of local records in archives (10:15-11:00)**
- 5. Storage and conservation techniques; Environmental factors affecting records preservation (11:00-11:45)**
- 6. Electronic records and microfilming; Problems of preservation of different media. (12:45-1:00)**
- 7. Local archives, politics and public service; Summary and open discussion (1:00-2:00)**

This workshop will be oriented toward practical concerns and issues facing local record keepers, for both new and established operations. It will be part promotion and part education, aimed at informing county officials and archives personnel as well as suggesting some approaches to make archives a viable part of local government service.

THE FOLLOWING TWO RESOLUTIONS WILL BE PRESENTED FOR DISCUSSION AND VOTE AT THE ANNUAL MEETING OF THE SOCIETY OF TENNESSEE ARCHIVISTS, NOV. 5, 1999 AT HENRY HORTON STATE PARK.

Draft: PROFESSIONAL STANDARDS FOR ARCHIVISTS

I. PURPOSE

The SOCIETY OF TENNESSEE ARCHIVISTS, in its determination to define and promote the qualities that make a practicing archivist a professional, purpose the establishment of the following goals and resolutions.

II. GOALS

The SOCIETY OF TENNESSEE ARCHIVISTS supports individuals who are involved in archival work. The membership is open and inclusive to all with an interest in archives and historical records field regardless of training, experience, or qualifications. Individual archivists are encouraged to improve themselves professionally through education, continuing training, and in the knowledge of accepted archival theory and practice.

Two goals of the SOCIETY OF TENNESSEE ARCHIVISTS are to promote the highest standards that qualify a practicing archivist as a professional and to help potential employers determine criteria for hiring in the archival field.

III. RESOLUTIONS

The SOCIETY OF TENNESSEE ARCHIVISTS resolutions are based on the published Society of American Archivists Code of Ethics and the Academy of Certified Archivists Official Role Delineation-Seven Major Domains. Be it resolved and supported that education, knowledge and acceptance of modern archival theory and practice and employment situation and responsibilities are three categories necessary for qualification as a professional archivist.

A. EDUCATION

1. Degree with emphasis (major or minor) in archival management.
2. Individual obtaining a master's degree in archival studies, library/information science or related subject.
3. Internship or practicum in an institutional archives.
4. One to two years experience in archival work.
5. Academy of Certified Archivists examination.
6. Post-appointment and continuing archival education and training courses, seminars, and workshops.

B. KNOWLEDGE, AND ACCEPTANCE OR ARCHIVAL THEORY AND PRACTICE

Course work and/or training, experience in the understanding of the Seven Archival Domains:

1. Selection of Documents.
2. Arrangement and Description of Documents - Knowledge of Respect des fonds and Provenance.
3. Reference Services and Access to Documents.

4. Preservation and Protection of Documents.
5. Outreach, Advocacy, and Promotion of Documentary Collections and Archival Repositories.
6. Managing Archival Programs.
7. Professional, Ethical, and Legal Responsibilities.

Awareness of history, geography, and relevant laws of the area within scope of interest of archives.

C. EMPLOYMENT SITUATIONS AND RESPONSIBILITIES

Individual:

1. Works within an institutional setting and is involved in the Seven Domains of Archives.
2. Practices the SAA Code of Ethics for Archivists, respecting the rights of patrons, donors, and the work of other archivists.
3. Member and participant in professional organizations supporting the organizations' educational programs and outreach.
4. Interacts appropriately with governmental and institutional officials toward an understanding of and respect for the separate and related roles of official and archivist.
5. Works for the promotion and benefit of archival standards, employment, enhancement of information services, and community support.

Respectfully submitted,
Mancil Johnson,
Chairperson, Professional Standards Committee
SOCIETY OF TENNESSEE ARCHIVISTS

PROPOSAL

To Amend:

Article VII: Officers and Governance,
Articles of Organization,
BY-LAWS OF THE SOCIETY OF TENNESSEE ARCHIVISTS.

To Create:

An *Arrangements Committee*, consisting of the Vice-President of the Society serving as Chairperson; the immediate President of the Society, the Treasurer, the Newsletter Editor, and at least one representative of the Society from each Grand Division of the State of Tennessee, and any additional individuals as the chairperson deems necessary to conduct the business of the committee. The Arrangements Committee is responsible for the organization of the Society of Tennessee Archivists Annual Meeting, including meeting site transactions, itineraries, speaker contacts, member notification, workshop arrangements, fee schedules, and any other business involved with the Annual Meeting of the Society.

The *Arrangements Committee* shall conform to the stipulations of Article VIII of the By-law's of the Society of Tennessee Archivists concerning the Meetings of the Society.



ADDITIONAL HELP FOR GOVERNMENT ELECTRONIC RECORD KEEPERS ANNOUNCED BY NATIONAL ARCHIVES AND RECORDS ADMINISTRATION

More help for Federal agencies struggling to manage electronic records will come from a project announced by the National Archives and Records Administration (NARA). At a January 1999 meeting of Federal records and information officials, NARA launched the Fast Track Guidance Development Project, the latest of several steps to carry out an agenda announced by Archivist of the United States John Carlin in September, 1998.

The new project is called "Fast Track" because its goal is to identify "best practices" currently available and provide guidance quickly on electronic-records issues that urgently confront Federal record keepers now—guidance they can use while work goes forward on developing more complete and longer-term solutions. NARA will explain the project to Federal agency records officers and information-resource managers at a meeting of the Bimonthly Records and Information Discussion Group (BRIDG) at the National Archives Building on January 26, 1999.

"Electronic records pose the biggest challenge ever to record keeping in the Federal Government and elsewhere," Archivist Carlin declared in announcing an action agenda on September 21, 1998. "How do we identify, manage, preserve, and provide on-going access to e-mail, word-processing documents, and other kinds of electronic records that are proliferating in formats, mushrooming in quantity, and vulnerable to quick deletion, media instability, and system obsolescence? There is no option to finding answers, however, because the alternative is irretrievable information, unverifiable documentation, diminished government accountability, and lost history."

Subsequently NARA has taken three of the four steps called for by Mr. Carlin in that statement:

1. NARA has drafted a bulletin to guide agencies in working with NARA on scheduling how long to keep electronic copies of records of their program activities and certain administrative functions formerly covered by General Records Schedule 20, which a Federal court had ruled null and void. The bulletin is under review by the Office of Management and Budget and Federal agencies.
2. NARA has promulgated changes to other general records schedules that authorize the disposal by Federal agencies of certain administrative records, regardless of physical format.
3. NARA is drafting a new general records schedule for certain administrative records documenting the management of information technology.
4. In addition, NARA participated in the creation of, and has endorsed, a standard developed by the Department of Defense (DoD) on design criteria for electronic records management software applications, described by Deputy U.S. Archivist Lewis Bellardo as "a starting point for agencies that want to begin implementing electronic record keeping now." And NARA is working with DoD and other Federal agencies on other technical projects of potential value to government agencies generally in dealing with electronic records.

The Fast Track project implements the final point in the agenda laid out by Mr. Carlin in the autumn of 1998. NARA's revisions of the general records schedules were based on recommendations by an interagency Electronic Records Work Group that Mr. Carlin had created. Noting in his September, 1998 statement that "agencies need additional assistance soon," Mr. Carlin called for a "follow-on group" to provide it.

Accordingly, at the heart of the Fast Track project will be a Project Work Team, composed of persons with relevant expertise from NARA's staff, individuals from other Federal agencies with expertise in records

management, systems development, and information technology, and expert consultants from outside the Federal Government. Michael Miller, director of NARA's Modern Records Programs, will be the project director. The Work Team will have guidance from an Archivist's Review Team of NARA officials, will draw additional technical help on specific issues from a Technical Advisory Group, and will have project support from a contractor, part of whose job will be to identify sources of expertise as needed. As the project unfolds, NARA will keep Federal agencies, professional associations, and other interested members of the public informed on the Fast Track project, and obtain views from them, through public briefings and postings to NARA's web site.

"The idea here is to develop answers to questions that NARA and/or the agencies consider critical for immediate attention," Mr. Carlin said. At the same time, with funds approved by the Congress and the President in the budget for Fiscal Year 1999, NARA also will begin a broader business-process re-engineering study of how Federal records, in all formats, are identified, appraised, scheduled, and tracked while in agency custody.

For information on the January, 1999 BRIDG meeting at which Fast Track was discussed, please contact Susan Sallaway by phone at (301) 713-7110 ext. 267, or by e-mail at <susan.sallaway@arch2.nara.gov>.

For additional PRESS information, please contact the National Archives Public Affairs staff at (301) 713-6000 or by e-mail. Visit the National Archives Home Page on the World Wide Web at <http://www.nara.gov>.

NEW FROM THE TENNESSEE STATE LIBRARY AND ARCHIVES (TSLA)

The following are available by writing, calling, or e-mailing to:

William W. Moss, Assistant State Archivist
403 Seventh Avenue North, Nashville, TN 37243-0312
Phone: (615) 741-2561
e-mail: willmoss@mail.state.tn.us

- **FY 2000 Round of Local Archives Grants.** Proposals are being accepted for the new round of local archives development grants sponsored by the Secretary of State through TSLA. Instructions, grant criteria, and application forms are to be found in Tennessee Archives Management Advisory (TAMA) #99-002..01.
- **Keeping Tennessee's Heritage: A Self-evaluation Guide for Keepers of Historical Documents and Public Records.** Issued jointly by TSLA and the Tennessee Historical Records Advisory Board, this guide is modeled on the one issued by the Georgia Department of Archives and History. It has been distributed to local archives and public libraries throughout the state.
- **Electronic Records.** Detailed recommendations for planning and implementing electronic systems are found in TAMA #99-007. Modeled on guidelines issued by the Alabama Department of Archives and History, they offer the best opportunity for the survival of records through successive generations of information systems.
- **Public Records Commissions.** An exhaustive handbook for public records commissions is found in TAMA #99-015. The mission and roles of a public records commission, its statutory provisions, the TSLA microfilming program, and notes are all readily available in this manual.
- **Public Records Microfilming.** Many institutions contract with vendors for microfilming but do not know that they are not necessarily getting archival value for their money. This manual gives detailed information on archival standards for microfilming public records, and it is essential to the contracting and procurement process for microfilm of permanent records.

COMMISSION FUNDING MAKES NEW DEVELOPMENTS POSSIBLE AT THE ABRAHAM LINCOLN MUSEUM



The National Historical Publications and Records Commission (NHPRC) granted funds in 1997 through 1998 to the Abraham Lincoln Library and Museum. These funds supported the creation of a new Internet Web site as well as the development of a repository guide to the collections. As a result of the project, the materials are now more accessible to historians, researchers and the general public.

While the grant funded primarily the manuscript and photographic portions of the collections, there are additional resources available in the museum. These resources include an exhibit gallery containing artifacts of the Lincoln and Civil War era. The library houses a collection of rare books and pamphlets, comprised chiefly of 19th century Lincolniana. Modern publications and more than five hundred Civil War regimental histories and rosters are also included.

During the period of funding, guides were created to the papers of Cassius Marcellus Clay, Rear Admiral John L. Worden, General Oliver Otis Howard, and Bernhardt Wall. The finding aids are available at the museum's Internet Web site: <<http://www.lmunet.edu/Museum/index.html>> or by request to the museum.

With the assistance of the NHPRC, numerous 19th and 20th century Lincoln-related scrapbooks, Civil War collections, and a large carte-de-visite photographic collection were cataloged into a national bibliographic database known as OCLC.

The rare books and manuscripts collection is available to scholars and students by appointment and under the supervision of the museum's professional staff. It is recommended that researchers contact the museum in advance to confirm information about the collections and business hours.

*Leanne Garland
Museum Archivist
Lincoln Memorial University
Harrogate, Tennessee*

IMPEACHMENT DOCUMENTS BEING SAVED FOR HISTORY

National Archives Routinely Keeps Such Papers

President Clinton's impeachment trial is producing historic artifacts daily, and government historians are starting to figure out what to do with them. Records of the trial, probably including the articles of impeachment signed by the House managers, will be housed at the National Archives after the trial is over.

The impeachment papers will join a chronological collection of Senate documents routinely handed on to the archives for safekeeping by the secretary of the Senate, said Michael McReynolds, deputy director for the National Archives Center for Legislative Archives. At the center, such papers are filed in climate-controlled stacks, but are available for scholarly work and for special exhibitions.

The oath book in which the senators signed their names, pledging to deliver "impartial justice" during the trial, may eventually go to the National Archives, too. But the book, which dates to 1986 and includes the signatures of the senators who presided over the impeachment trials of three federal judges during the 1980s, will probably remain in the Senate until it's pages are full. "If it gets retired," said Wendy Wolff of the Senate Historical Office, "it would go to the National Archives."

The small, handle-less ivory gavel used by the Senate president pro tempore, Strom Thurmond, R-S.C., in the proceedings is a venerable fixture of the Senate chamber, said the historical office. It is expected to remain in use. A gift of the Government of India, the gavel was made as a replica of an old ivory gavel said to have been used by the nation's first vice president, John Adams, to call to order the first Senate session in 1789. That gavel began to splinter in 1947 and was retired in 1954 after it began to disintegrate during a heated discussion on atomic energy. The new gavel came into use on Nov. 17, 1954, after a formal ceremony in which it was presented to Vice President Richard Nixon.



*Knight Ridder News Service
1/10/1999*

WILSON COUNTY PRESERVING ITS HISTORY WITH VIDEO EQUIPMENT GRANT



The Wilson County Archives has turned to video to help preserve the county's history. Beginning in March, 1999, and with the help of a \$1,500 grant for video equipment from First Bank, archive directors Linda Granstaff and Thomas Partlow began developing a library of video histories of older county residents.

The video histories usually are taped on Tuesdays, and the format is simple: a person with a story to tell and someone to ask the questions. "I try to pick someone who knows them well enough to ask them questions," Granstaff said. About a dozen have been completed so far, and more are planned. "It is so important to get started, because so

many of these people are up in years," Partlow added.

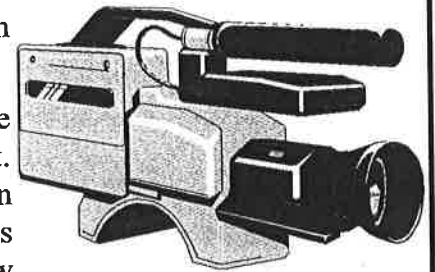
Granstaff is focusing on older county residents, but the program is open to anyone who wants to add to everyone's knowledge about life in Wilson County. It is her goal to get the broadest cross-section of county residents possible, from those in the tiny, rural unincorporated communities that dot the countryside to the African-American community in the Market Street area of Lebanon. "We want something of interest from all the communities," she said.

What makes this effort even more remarkable is there was a time not too long ago when Wilson County was losing its history one mildewed page at a time. For years, county records — some more than a century old — were treated as just so much rubbish. Some documents were stacked and stored beneath stairwells in the courthouse. Others found their way to damp basement storerooms they shared with discarded furniture. Some records were stored in locations where pigeons would roost. "There is still evidence of that on some of the books," County Records Commission member Billy Rowland said with a smile.

But in the last several years county officials began to recognize the importance of their historical treasure and began an effort to preserve it. The last step was to move the archives to the renovated former Lebanon Finance Department building, near the county courthouse, where records are cleaned, microfilmed, catalogued and stored in acid-free boxes to slow further deterioration. Much of the work Granstaff credits to unpaid volunteers, many with the Church of Jesus Christ of Latter-Day Saints, who work long hours caring for aging documents.

The archives, open daily for public use, include a reading room for researchers. From its walls peer the faces of county residents, many long dead. These still photos help set a tone that the county's past will not be forgotten. "These records are very, very important to the people of our county," Rowland said.

The archives, located at 109 South College St., are open to the public from 9:00 A.M. to 3:00 P.M. Monday through Friday. For more information, call (615) 443-1993.



*Warren Duzak
The Tennessean*

Tennessee Archivist

DAVID SOWELL, EDITOR
c/o TENNESSEE STATE LIBRARY & ARCHIVES
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403 SEVENTH AVE. NORTH
NASHVILLE, TN 37243-0312

TENNESSEE ARCHIVIST

MEMBERSHIP INVITATION

The Society of Tennessee Archivists invite membership from all persons interested in Tennessee's archives and historical resources. Membership is on a calendar basis. STA currently holds one meeting each year which includes the annual business meeting. STA is a member of the regional association called the Southern Archivists Conference. Currently the four southern states of Alabama, Louisiana, Mississippi and Tennessee make up the conference. A SAC meeting is held every other year in conjunction with the other states and each state alternately host the meetings.

STA publishes a quarterly newsletter and invites contributions from members and non-members. Officers are elected at the annual meeting.

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David McWhirter
Treasurer, Society of Tennessee Archivists
Disciples of Christ Historical Society
1101 19th Ave. South