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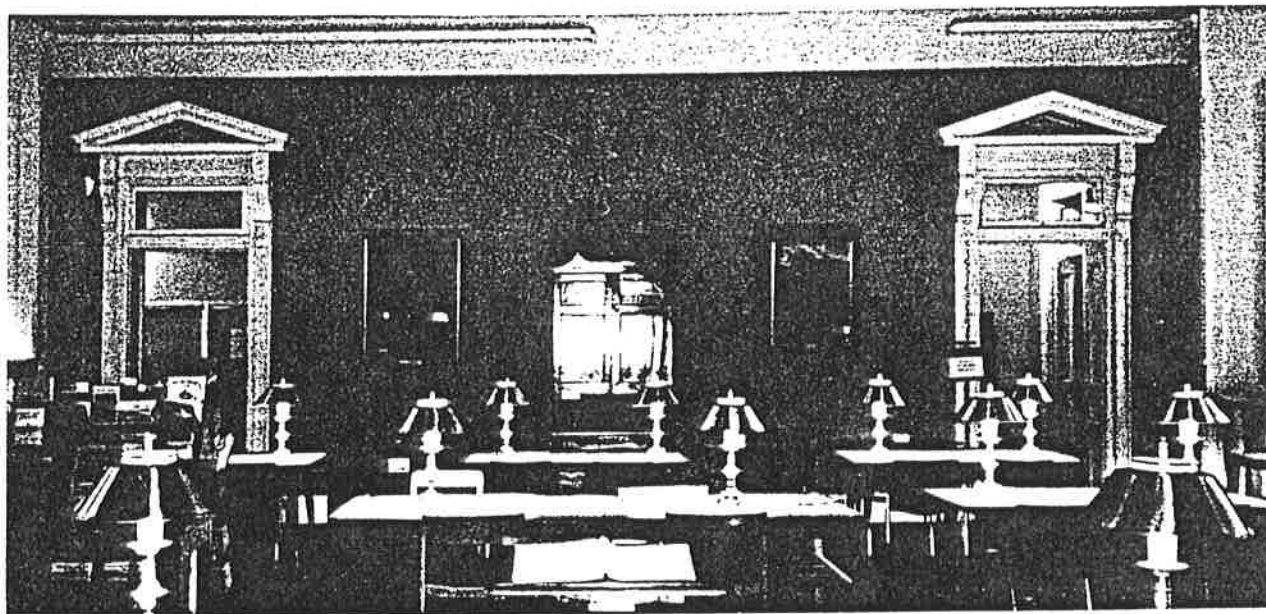
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SPRING 1994

Published by Tennessee Archivists



Knox County's McClung Collection Reading Room
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Editorial...

Springtime is a time of renewal. The return of green leaves, the fragrance of flowers and the emergence of green grass through the gray vestiges of winter, are all part of this annual ritual. For archivists, the present year --1994 --- has ushered in a number of opportunities in which to renew efforts to collect, preserve and provide greater public access to historical records.

Recent presentations including programs for the Tennessee Archivists and most recently at the Southern Archivists' Conference in Natchez have demonstrated the rapid expansion in the use of electronic media through the INTERNET which is just beginning to take off. Through these programs and other means this technology has been successfully demonstrated as a viable means for access to archives and manuscripts collections. Archivists are now aware not only of potential program applications but also of the attendant responsibility for the development of appropriate standards and guidelines.

Another area of opportunity lies in the renewed interest in history and historic preservation which has accompanied various activities and projects planned for the Tennessee bicentennial observance. Favorable attention to the ongoing trailer exhibit coupled with increased funding for preservation of historic sites through the Tennessee Historical Commission must be regarded as positive omens for the future. Archivists should find ways and means of capitalizing on the public relations windfall.

The restoration of the Local Government Records Microfilming Program at the State Library and Archives is an event of far-reaching implications. From its inception in the early 1960's when records were selected for security microfilming to the program termination in 1990, permanent-value bound records from across the state dating from the creation of each of the counties down to 1950 have been secured on film. The recently concluded second session of the 98th Tennessee General Assembly approved legislation which would not only renew the microfilming program but would also establish a uniform system for the management of local government records.

What does all this portend? Have we come upon the renaissance for historical records, archival programs and cultural affairs in general? This designation may be dismissed as somewhat overly optimistic. Nonetheless, archivists should savor the moment and seize opportunities which have presented themselves in the year of great expectations.

John Thweatt

President's Message...

During the planning for the Southern Archivists Conference meeting in Natchez I had the opportunity to talk at some length with the officers of the SAC states and to find out what their organizations have been doing. I was very impressed with the directories of membership of several of the organizations and with Alabama's publication of the collection development policies of its member institutions. I would like for Tennessee Archivists to consider doing likewise. The feature articles that spotlight various affiliated institutions have helped us better understand each other's missions, but sharing our collection development policies would help us cooperate better with one another.

In this issue of the Tennessee Archivists Newsletter, you will find a questionnaire for a current membership directory. Ned Irwin has agreed to tabulate the information we receive. We will run a current and accurate membership list in a upcoming issue. Please take time to fill out correct current information for yourself and be listed. E-mail addresses and FAX numbers will be most helpful, wherever applicable.

Steve Cotham

Minutes of Tennessee Archivists Business Meeting: April 8, 1994

President Steve Cotham called the meeting to order in the drawing room of the Eola Hotel in Natchez, Mississippi at 9:00 A.M.

After officially dispensing with the reading of the minutes from the previous meeting, a report from Treasurer David McWhirter was presented. The balance in the TA checking account as of January 1, 1994 was \$109.00. The recent receipt of membership dues together with the Tennessee Archivists share of proceeds from the SAC meeting in Natchez has increased this balance significantly.

David McWhirter and Carol Roberts reported that the Tennessee Archivists now has been approved for Tax Exempt Status by the Internal Revenue Service (501 c3). Among the restrictions imposed by this status is that the organization is to be prohibited from organized lobbying activities.

The advisability of changing bank accounts for the association in order to take advantage of lower account charges was discussed. David McWhirter offered to change the authorized personnel for the account. After some discussion, Bobby Flanary moved that David McWhirter and Marice Wolfe be continued as the authorized signatories for the TA account. The motion was seconded by Bill Sumners and adopted.

The matter of a new membership list was discussed. Steve Cotham suggested that the next issue of the newsletter should include a membership address questionnaire which would request the following information: institutional mailing address, telephone number, FAX number and E-mail number. (Continued on page 12.)

Spotlight on

**Calvin M. McClung Historical Collection
Knox County Public Library System
in the East Tennessee Historical Center**

Street Address: 314 W. Clinch Avenue
Knoxville, TN 37902-2203

Mailing Address: 500 W. Church Avenue
Knoxville, TN 37902-2505

Telephone: (615) 544-5744

Hours: 9:00 - 8:30 Monday & Tuesday
9:00 - 5:30 Wednesday, Thursday, Friday
1:00 - 5:00 Sunday

Parking: Several pay parking lots are located within two blocks of the East Tennessee Historical Center

Major Subjects: East Tennessee history and genealogy; Knoxville and East Tennessee photographs

Access: Access to processed manuscript collections is through two printed indexes and a card catalog. Unprocessed collections may be made available to researchers, but a prior letter requesting use of these materials is advised. No manuscripts (other than genealogical files) or photographs are available on Sunday afternoon, except by prior arrangement with the Head of the Collection.

Restrictions: Unprocessed manuscript collections are not photocopied. A few collections are restricted for legal reasons or for a limited time by terms of the donor.

Copy facilities: Photocopies and copy photographs may be requested from staff. Copying from fragile original manuscripts must be approved by the Head of the Collection.

Accession Policy: East Tennessee manuscripts, photographs, newspapers and ephemera. Books, microfilm, and maps for Tennessee at a comprehensive level and at a general level for eleven states of the South plus Kentucky, Missouri, and West Virginia. Genealogies are not purchased but gifts are welcomed, especially family histories of Tennessee families.
Department Head: **Steve Cotham** Special Materials Librarian: **Sally Polhemus**

CALVIN M. McCLUNG HISTORICAL COLLECTION

The McClung Historical Collection is the local history and genealogy department of Lawson McGhee Library, the main library of the Knox County Public Library System. The East Tennessee Historical Center is one of two facilities of the downtown public library. The McClung Collection's primary focus is East Tennessee; it holds one of the country's leading research collections for that region. The collection currently has over 40,000 books, many of which are rare, and thousands of newspapers, most of which predate 1930 and were published in East Tennessee. The collection of print and microfilm is regionally focused. Tennessee and East Tennessee material is given the greatest emphasis, although there is a good collection of printed material for each of the eleven states of the South (Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, and Virginia) as well as the states of Kentucky, Missouri, and West Virginia. The McClung Collection holds microfilm of all surviving Tennessee census schedules available to the public (1810 - 1920). Microfilm of the population schedules of the United States census for each of fourteen states listed above is currently available from the earliest surviving census through 1870 or 1880. The McClung Collection also has significant holdings of historic maps, manuscripts, and photographs. Over 500 manuscript collections contain more than 3,600 linear feet of manuscript holdings. Of these, approximately 120 linear feet of manuscripts are genealogical files processed for research use by the public. There are over 30 processed genealogical collections, including the papers of: Judd Acuff; Hugh Allen; Penelope Johnson Allen; Lenice I. Bacon; Olivia P. Brisban (Kincaid Research); Elsie Carr; Ira N. Chiles; Henry R. and Mary Deaderick Duncan; J. Leonard Garland (Civil War Records); Herbert Hitch; Alya Den Smith Irwin; Jessee A. McCoy (Rodgers/Rogers Family); Flora Davis Maul; Will E. Parham; W.S. Parker; Prentiss Price (Kyle Collection); Reagan Family Records; Edith Owsley Reed (Owsley Family); Joseph A. Sharp (on microfilm); Mary Shields Shore; M.U. Snoderly; Bert Thompson; Jeanette R. Trotter; Clarence Vance; and W.O. Whittle. There is also a "genealogy" file for many surnames to which any interested researcher can contribute family Bible records or other useful research information.

Notable among the manuscript collections are the following: T.A.R. Nelson Papers; Walter P. Brownlow Papers; Hugh Sanford Wheeler Papers; Septimus D. Cabaniss Papers; Buffet Family papers; William Rule Papers, the Welcker Papers; William Richard Caswell Papers; Charles McClung McGhee Papers; Hugh Graham Papers; Will A. McTeer Papers; the Houk Papers; the Cannon Family Papers; Calvin M. McClung Papers; John Sevier Papers; William Blount Papers; Robert B. Barker Civil War Research; Paul Fink Collection--Washington County, Tennessee; Brookside Mills Collection; Smoky Mountain Hiking Club; Harvey Broome Papers; Lawrence D. Tyson Papers; Vestal Lumber & Mfg. Co. Collection; 1982 Worlds' Fair Collection; and the American Zinc, Lead & Smelting Co. Collection.

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**SOUTHERN ARCHIVISTS CONFERENCE, NATCHEZ, MISSISSIPPI
APRIL 6 - 8, 1994**

Notes from the Sessions.....

No Greater Love: Roy Wheat and Vietnam Documenting Military History

Discussion by Charles L. Sullivan, Mississippi Gulf Coast Community College on the research and development of a audio video presentation of the life and military service of Roy Wheat, the only Mississippian to earn the Congressional Medal of Honor during the Vietnam War. Using a video documentary format, Sullivan chronicled the life of Pvt. Roy Wheat fro that of a child in Moselle, MS up to his heroic death in Vietnam. The video documentary on Wheat was part of a larger project initiated by Sullivan to honor Mississippi Soldiers from American Wars. Apparently Sullivan had located Mississippians from the Civil War, WWI, WWII, etc., Congressional Medal of Honor recipients, but had not located a soldier killed in action in Vietnam to complete his series. With the Discovery of Wheat's grave, Sullivan was able to locate the family and compile a very thorough and compelling narrative of Roy Wheat using family correspondence, military records, video footage, and interviews with Wheat's family and friends. The complete set of correspondence exchanged between Wheat and his family is now housed in the Archives of the University of Southern Mississippi.

Archives and INTERNET: E-mail, Gophers, WAIS, and Beyond: Discussion by Curtiss Lyons, Special Collections, University of Tennessee, Knoxville on the computer network INTERNET, and the advances in the system since his previous discussion at the Tennessee Archivists meeting held in Knoxville, TN last year. Many improvements have been made in this network; it is more user friendly than before, and many more institutions and businesses have signed on. In addition to this the INTERNET has become part of the "World Wide Web" computer network, which is based out of Switzerland. Now participants in the INTERNET have access to information around the world.

Managing Photograph Collections in Small Archives (Post Conference Workshop)

Dr. Andy Anderson, University of Louisville Archives held this workshop on the conservation and preservation of photographic collections. Louisville has one the best facilities and collections for photographs for the country and it shows. He demonstrated the different types of photographs - from daguerreotypes of the 1840's to more modern means of photography. He discussed the proper means to house and care for photographic collections. He also discussed several "war stories" concerning Louisville's building plans for the new archives and the environmental controls problems that ensued afterwards. They have an excellent archives at the University, which would be interesting to visit especially at Derby time.

SAC conference notes continued....

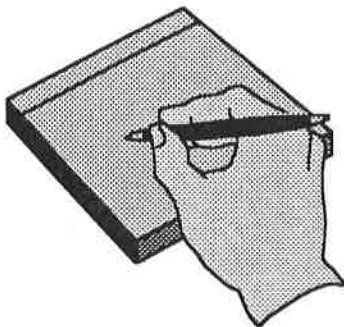
Consideration of Digital Preservation at University of Tennessee

Joe Rader, Head of the University of Tennessee Archives, gave a concurrent session on the digital preservation project at UT. This fascinating project allows a staff member to "scan" documents and store the images on a computer to be accessed for patrons. A wide variety of documents can be scanned-- from photographs to music scores and hand written letters to computer generated documents. As more of the scanners come out of the project stage and into the archives mainstream, patrons could easily access documents without having to handle them.

Restoring Historic Natchez Using Archival Records:

Natchez Mississippi is a picture post card of ante-bellum architecture and style. Through the efforts of all types of historians and interested parties, the town of Natchez is one of the best examples of historic preservation of the different buildings and different styles of early 19th Century. In an effort to be completely accurate in the preservation of these buildings, many Natchez historians have turned to every type of archival record to gain clues to any buildings past. Any archival record can add to the details of ownership, construction, and changes in these famous grand homes. Ms. Miller described the many types of records used, such as deeds, court records, bills of sale, estate inventories, newspaper advertisements, and maps just to name a few. She is an excellent example of how a researcher can find the clues to solve the most unique mystery even if it means upsetting the "grand dame" whose house is not nearly as old as she wants tourists to believe.

These summaries were written by Eric Ellison, Julia Rather, David Sowell, and Carol Roberts.



STATE NEWS

Local Government Records Bill Adopted By Tennessee General Assembly

Before concluding the second session of the 98th Tennessee General Assembly the House of Representatives approved SB 131 (HB 256) which was passed by the Senate during the 1993 session. The bill which had strong support from state and local archives and libraries and was sponsored by the Tennessee Advisory Commission on Intergovernmental Relations and the Office of the Secretary of State, restores the Local Government Records Microfilming Program, requires the establishment of a county public records commission for each of the state's 95 counties and authorizes the Municipal Technical Advisory Service of the University of Tennessee at Knoxville to print and distribute records retention manuals for the management of municipal government records. Ⓜ

Governor Makes Appointments to Fill THRAB Vacancies

Governor Ned McWherter has filled vacancies on the Tennessee Historical Records Advisory Board by appointing Ann Phillips of Lambuth College in Jackson and by reappointing Dr. Marvin Downing of the University of Tennessee at Martin and Mattie McHollin of the MeHarry Medical College in Nashville. Ⓜ

Tennessee Historical Records Advisory Board

The Tennessee Historical Advisory Board met at the State Library and Archives in Nashville on March 10 -11, 1994. Highlights from the meeting included the adoption of revised By-Laws, the approval of a final draft for a THRAB brochure, the adoption of a resolution authorizing members of the Board to contact the Tennessee Congressional delegation requesting the restoration of funding for the programs of the National Historical Publications and Records Commission (NHPRC), and received reports on the disposition of the gubernatorial papers of Governor Ned McWherter and the current status of the Local Government Records Bill now pending before the current session of the Tennessee General Assembly. Dr. Edwin S. Gleaves, THRAB Chairman and State Historical Records Coordinator, urged Board members to contact members of the Tennessee General Assembly in support of this important legislation which if adopted would meet one of the more important recommendations to be included in the recently completed assessment of historical records in Tennessee published in 1993 under the title The Volunteer Challenge. Welcomed as a new member of the Board was Ann Phillips of Lambuth University in Jackson. Reappointed to new terms were Dr. Marvin Downing of UT Martin and Mattie McHollin of MeHarry Medical College in Nashville. On the invitation of Jud Barry, the Board will hold its next meeting at the Kingsport Public Library in Kingsport, TN on July 7-8, 1994. Ⓜ

NATIONAL NEWS

SAA Selects New Executive Director

Susan E. Fox, director of programs at the Center for Science and International Affairs at Harvard University's John F. Kennedy School of Government, has been selected as the new executive director of the Society of American Archivists(SAA) and will officially assume the post on April 1, 1994. She has an extensive background in management, advocacy, fund raising, meeting planning, publications programs, and working with advisory boards. Fox will replace Anne P. Diffendal, who has opted not to renew her contract with the Society. Diffendal, who will return to her hometown of Lincoln, Nebraska, to resume her career as a consulting historian in research, program planning, grant writing, and exhibit planning and coordination. ☛

Update from the National Union Catalog

The National Union Catalog of Manuscript Collections (NUCMC),
A free-of-charge cooperative cataloging program operated by the Library of Congress, is actively seeking to identify archives and manuscript repositories located in the United States and its territories which are open to the public and which lack the capability to catalog their collections in a national-level database such as RLIN or OCLC. On the basis of data supplied by such institutions to the NUCMC program, NUCMC catalogers create RLIN bibliographic records describing collections held by participants and establish pertinent name and subject authority headings. The NUCMC tapes are subsequently purchased and loaded by OCLC. Descriptions and locations of the material are then available to researchers on RLIN and OCLC throughout the United States and around the world. For more information on the program, contact NUCMC Team, Special Materials Cataloging Division, Library of Congress, Washington D.C. 20540-4375 (telephone: 202-707-7954; FAX: 202-707-6269; or INTERNET: nucmc@mail.loc.gov). ☛

Changes at Clemson University Library Special Collections

The Special Collections Unit at Clemson University Libraries announces temporary limits to collection access due to preparations for the installation of mobile shelving in early summer 1994. There will be limited access to some collections beginning in January with no access to collections from May 9 through approximately late July. However, staff will be available to answer general questions and inquiries throughout this time period. Please call or write for information about specific collections and for the exact date to collections will be reopened. Special Collections Unit, Clemson University Libraries, box 343001, Clemson, SC 29634-3001; (803) 656-3031. ☛

Congressional Papers Conference

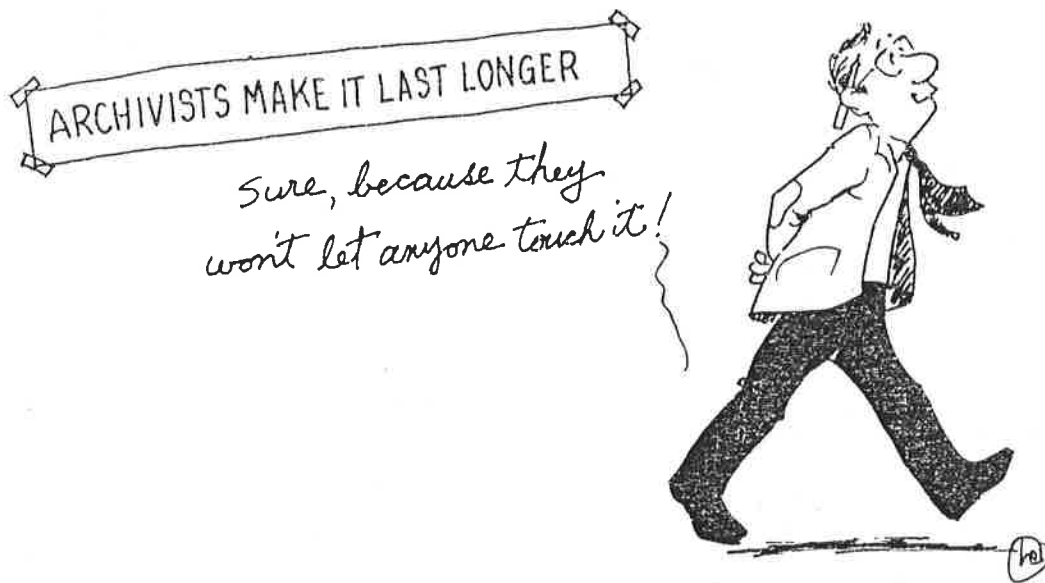
Nationally prominent scholars, political commentators, and archivists will convene in Portland, Maine, on September 16 and 17, 1994 for a two-day conference on issues facing the preservation, use and accessibility of the personal and official papers of members of Congress. The Congressional Papers Conference will focus on the many changes since 1985 that hold significant implications for the research, educational and archival communities. Panelists will present their thoughts on both current issues of access, preservation, automation, technology, value, and educational programs as well as the outlook for the future.

For further information or to add your name to the mailing list for registration materials contact: Margaret F. Veins, Conference Coordinator, Margaret Chase Smith Library, P.O. Box 366, Skowhegan, Maine 04976. Phone: 207-474-7133; FAX: 202-474-8878. ☛

Some Basic Guidelines from the Archives Association of British Columbia

- Handle archival materials as little as possible. Keep your hands clean and wear cotton gloves.
- Never use ink on or near archival materials.
- Do not add to or write on archival materials, except to note an accession or item number; then only in soft pencil on the upper right hand corner of any item, preferably on the back.
- Substitute copies, either photocopies or microfilm, for worn, damaged, or sensitive originals.
- Make sure researchers do not mishandle materials, bending, folding, tracing, or writing on them.
- Examine archival materials after use, especially if you suspect damage.
- Store materials securely in folders and boxes, full but not overfilled.
- Inform researchers and new archival staff of the requirements for handling archival items.
- Dust and clean storage areas regularly to keep containers and shelving clean.
- Do not laminate documents, sealing them permanently into a plastic enclosure.
- Consult with conservators for advice on the care and conservation of damaged materials.

SOURCE: Editors; Donald A. Baird, Laura M. Coles. A Manual for Small Archives. Association of British Columbia, 1988. pages 79 - 80.



Cartoon source: A Manual for Small Archives, ABC, 1988

McClung Collection concluded from page....5

The two largest collections are the photographic files of negatives of two twentieth century Knoxville commercial photographers the Thompson Photograph Collection and the Bill Tracy Photograph Collection. These two collections contain over 150,00 negatives covering the years 1907-1970.

The staff of the McClung Collection will attempt to answer basic genealogical questions from indexed sources. A self-addresses stamped envelope is required for reply. A fee schedule will be enclosed with the reply. A list of genealogists who can be hired to assist with complicated research questions is also available.

Over 11,000 researchers use the Collection each year. Visitors annually come from over forty states in the United States and several foreign countries.

PERSONNEL CHANGES

Historical Foundation of the Cumberland Presbyterian Church:

Susan Knight Gore has assumed duties as Director of the Historical Foundation which is headquartered in Memphis.

Vanderbilt Medical Center Archives:

Randy Jones assumed duties as Archivist on April 4. He previously served as Records Manager for the City of Oakland, California.

State Library and Archives:

Charles A. Sherrill began new duties as Director of Public Services on January 3. Previous assignments included that of Director of the Cleveland Public Library in Cleveland, TN and at Western Reserve University in Cleveland, Ohio.

Julia Rather became Archivist II in Public Services on January 20. Prior to this appointment she served as Archivist Senior at the Kentucky Department for Libraries and Archives, Research Assistant Professor and Project Archivist at the University of Tennessee, and Deputy Clerk with the Fayette County Clerk's Office in Lexington, Kentucky.

Charlotte Hannum began work as Archival Assistant II in Public Services on February 25. Prior to the Completion of the MLS at the University of Alabama, she served 3 years as Assistant to the Librarian at Judson College in Marion, Alabama.

Jeffery Watson has been appointed Materials manager in the Library for the Blind and Physically Handicapped.

Christopher McGee is the new Library Assistant II in Technical Services.

Archives of Appalachia ETSU:

Ned Irwin has now joined the Staff at Archives of Appalachia in Johnson City.

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Business Mtg. Minutes continued...

Ed Gleaves suggested that the newsletter should include personnel changes for the institutions affiliated with the Tennessee Archivists.

Steve Cotham, who served on the Steering Committee for this year's Southern Archivists' Conference, reported on the responsibilities for TA for the SAC meeting in 1996. We are to be responsible for the meeting brochure and the program mail out. Our president and vice-president will serve as members of the SAC Steering Committee. As a follow-up to the plans for a SAC breakfast meeting at the forthcoming annual meeting of the Society of American Archivists, Marice Wolfe moved that TA assume responsibility for our share of the expense for this meeting. Mary Teloh seconded the motion and after discussion the motion was adopted. Steve Cotham appointed the following members to serve on the Nominating Committee to select a slate of officers to serve for the year 1994- 1995. Those chosen to serve are Mary Teloh, Chairman, Sue Lynn McGuire, and Bobby Flanary.

After some discussion, it was agreed that the Fall Meeting be held at Fall Creek Falls State Park on November 3-4, 1994 subject to the availability for meeting facilities on these dates. Marice Wolfe was designated as contact person for making arrangements for the meeting. Bill Sumners is to be in charge of the program for the meeting and requested that members with meeting ideas get in touch with him as soon as possible.

There being no further business to transact, the meeting was adjourned.

Respectfully submitted,

John Thweatt, Acting Secretary

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### MEMBER NEWS

**Edwin S. Gleaves**, State Librarian and Archivist, taught a course on "Navigating the INTERNET" at the National Autonomous University of Mexico in Mexico City on February 7 - 12, 1994. In attendance were 25 graduate students and university faculty members.

**Charles Sherrill**, Director of Public Services at the State Library and Archives, was awarded the TLA Intellectual Freedom Award at the annual Tennessee Library Association meeting in Memphis on April 29. The award was shared with Evealyn Clowers, Chair of the Bradley County Library Board, for their roles in preserving the freedom to select and retain library materials.

**Ellen Garrison**, formerly of MTSU's Center for Popular Music, has recently been appointed Regional Archivist for the Capitol District Library Council in Albany, New York.

**Sara Harwell** recently received her M.A. degree in history from Vanderbilt University.

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DIRECTORY QUESTIONNAIRE

This will help Tennessee Archivists develop an accurate and functional directory of members and state archives of all types.

NAME: _____

INSTITUTIONAL
AFFILIATION: _____

MAILING ADDRESS
(BUSINESS) _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

ADDITIONAL INFORMATION:

Please return this information to either/or:

John Thweatt, Editor

TSLA

403 7th Ave.N.

Nashville, TN 37243-0312

FAX: 615-741-6471

Ned Irwin, Membership Committee

Archives of Appalachia

ETSU

Box 22450A

Sherrod Library

Johnson city, TN 37614-6991

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 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: _____

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.

TENNESSEE ARCHIVISTS NEWSLETTER
JOHN THWEATT, EDITOR
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