

# TENNESSEE ARCHIVIST

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**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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## THE MERL R. EPPSE (1893-1967) PAPERS, 1927-1961 TENNESSEE STATE LIBRARY AND ARCHIVES by Gregory G. Poole

An important collection for the study of African-American history and culture may be found in the Merl R. Eppse Papers. The collection, now housed at the Tennessee State Library and Archives, spans the period 1927 through 1961. The papers provide the researcher a unique opportunity to explore the multifaceted career of a pioneer educator, historian, civic leader, and early Nashville businessman.

Merl Rawls Eppse was born January 17, 1893, on a farm in Greenville, Ohio, the son of Hiram R. and Henrietta Eppse. His great uncle was Hiram R. Revels, noted clergyman and educator, who became the first African-American elected to the United States Senate. In the 1920s, Eppse attended Ohio State University and Drake University in Iowa. In 1928, he began his long association with Tennessee State Agricultural and Industrial College, now Tennessee State University. During most of his career he served

as chairman of the history department, as well as other prominent positions at the college.

After receiving his doctoral degree in 1935 from Columbia University, he authored a high school and college textbook on African-American history entitled *The Negro Too in American History*. In 1938, this textbook was adopted by the Tennessee Board of Education. He was also the author of *An Elementary History of America* (1939); *A Guide to the Study of the Negro in American History* (1943); and he served as editor of



Merl R. Eppse

## PRESIDENT'S MESSAGE

I want to begin by saying thanks to all who made the Southern Archives Conference in Memphis a huge success. The Memphis Shelby County Public Library and Information Center and the Shelby County Archives both went out of their way in making arrangements for our offsite venues.

Mancil Johnson and the Professional Standards Committee are to be commended for their long, hard work in creating standards for the Society which were acceptable to all. This process allowed STA to sound out several issues and identify education as our primary goal.

I will close by asking again for ideas regarding educational outreach that we might provide across the state.

Sincerely,  
John Dougan  
President,

SOCIETY OF TENNESSEE ARCHIVISTS

## Merl R. Eppse Papers

(from cover story)

*The Christian Plea*, the official organ of the National Christian Missionary Convention. He served in many educational and historical associations including the Tennessee Negro Education Association; the Disciples of Christ Historical Society; and the American Association of University Professors. He was founder and director of the Tennessee Negro Historical Commission. Dr. Eppse retired from Tennessee A & I College in 1960, and moved to Los Angeles, California. His death occurred there on December 27, 1967.

The major portion of the collection consists of correspondence dating from Eppse's early years at Drake University in 1927, to his retirement in 1960. A portion of the correspondence deals with his business concerns, including his directorship of Greenwood Cemetery, and his service on the Board of Directors for the National

Educational Publishing Company, an early African-American publishing company located in Nashville. His correspondence may be used to trace the beginnings of the struggle for civil rights in the 1940s and 1950s. African-American churches were fertile ground in which the seeds for the civil rights movement were started in the United States, and Eppse was an important leader in the Christian Church (Disciples of Christ) as his correspondence points out. There is important correspondence from local and national African-American leaders including Preston Taylor, W.E.B. DuBois, Charles S. Johnson, Carter Woodson, and W. C. Handy.

The remainder of the collection is composed of account books, clippings, land records, legal documents, notebooks, printed materials, speeches, writings, and other miscellaneous items. The fine collection of printed

### AFRICAN-AMERICAN EXHIBIT HELD AT METRO ARCHIVES

by Linda Center, Metropolitan Nashville-Davidson County Archives

In honor of Black History Month, the Metro Archives of Nashville/Davidson County held a display of selected documents, artifacts and photographs covering 200 years of Nashville's African-American history. Included in the exhibit was the will of John Blakemore written in 1802. In a document written ten days before composing his will, Blakemore, after "contemplating on the Abhorrence of Slavery," declared his slaves, George, Tom, and Sharlott, to be freed on January 1, 1816—fourteen years later.

The 1854 petition of Urban Stevenson to the County Court requesting "the rights and privileges of a free person of color" was included in the display. His petition was

granted and he and his family were permitted to "remain and reside in this county" due to his wife's poor health and his own "good conduct and behavior."

Rotogravure pages from the *Nashville Globe*, an 1887 flyer and booklet from the First Colored Baptist Church, and a broadside announcing a dance to follow the 1919 commencement exercises at Pearl High School were included in the display. The exhibit showed the various Davidson County sources and resources, in addition to official records, that are available to genealogists and students of African-American history.



### RUMINATIONS ON UP-GRADING THE ARCHIVAL PROFESSION IN TENNESSEE

by WILLIAM W. MOSS

ASSISTANT STATE ARCHIVIST

Now that the professional standards issue has been resolved for the Society of Tennessee Archivists through membership debate and decision, and through the patient and forbearing work of Mancil Johnson and others, we should turn our attention to the task of achieving the ambitions articulated in the society's policy statement. STA needs to encourage its members and others who engage in archives work to undertake reading and training to attain greater professional competence. STA needs to encourage

the establishment of a variety of workshops, internships, formal academic course work, and other opportunities for personal professional advancement and development. These must be made attractive not only to archivists and librarians already employed by institutions, but also to people who have been thrust into archival responsibilities by opportunity or chance with no prior planning or aspirations.

I propose that the STA consider a pro-active program of encouraging the up-grading of personal knowledge, experi-

## RUMINATIONS ON UP-GRADING THE ARCHIVAL PROFESSION IN TENNESSEE (from page 2)

ence, and skills. This proposal has several roughly-described elements that need to be crafted and perfected by a thoughtful committee of the society:

1. Identify and publish a catalogue of key professional readings, in-state workshops, internships, national SAA workshops, on-the-job training, and practicum experience, and the like, together with directions on how Tennessee archivists and aspiring archivists may gain access to them.

- ♣ The catalogue entries should span the full range of the "seven domains" recommended for archival competence.

- ♣ Each entry should be given a point-value, perhaps from 1 to 10, that can be awarded to the credit of an individual who can show certified completion of the reading, workshop, practicum, or other catalogue element.

2. Archivists and archival aspirants can register with an STA registry, to have their point accumulations recorded and tabulated.

3. As archivists/aspirants reach certain bench-mark accumulations of points (say 25, 50, 75, 100, etc.) STA can

present them with certificates that can then be used—along with certificates of completion of specific workshops or courses—to demonstrate to employers, potential employers, and peers a certain degree of attained competence. Clearly, the higher the accumulation of points, the more competent and valuable the candidate or employee will be to his/her employers and professional peers.

- ♣ The act of presentation of certificates can be a celebration and acclamation of accomplishment instead of an act of invidious exclusion of those less accomplished.

6. At this stage, at least, and perhaps forever, emphasis should be on the aspiration to up-grade ability and accumulate "credits" rather than to be "accredited" as qualified for specific positions or status. However, we may wish to consider in future some form of classification, such as

<u>points</u>	<u>archival classification</u>
0-50	stage one
50-100	stage two
100-150	stage three
150-200	stage four

## HALL OF FAME GETS GRANT TO DIGITIZE

by Richard Lawson, THE TENNESSEAN

The Country Music Hall of Fame and Museum has landed a \$150,000 grant from a foundation started by David Packard, one of the founders of computer maker Hewlett-Packard.

The grant kicks off the hall of fame and museum's five-year, \$2.5 million effort to digitize such holdings as recordings, films, photos and sheet music. By digitizing its holdings, the museum can create more interactive displays in the museum and allow more people to see the exhibits outside the area via the Internet, said Kyle Young, the hall of fame's director.

The foundation's grant is one of the few grants the 26-year-old foundation issued for this year to groups outside its home state of California. Last year, the foundation awarded \$400 million in grants. "This is a key grant for us, no doubt," Young said. "I'm

hoping to leverage the grant to make us attractive to other (funding) sources."

Packard started the foundation in 1964 with his wife. Both are now deceased. Its goal is to fund nonprofit organizations focusing on a broad array of programs: science; children, families and communities; population; conservation; arts; and organizational effectiveness.

Young said he hoped the museum will continue to get more grants from the foundation for digitizing its holdings.

Officials at the foundation couldn't be reached, but Young said the foundation antes up more money if a program is achieving stated objectives.

## Merl R. Eppse Papers (from cover story)

materials within the collection presents an excellent study of American social history, particularly in relation to the civil rights movement. There is also a small collection of photographs of various Tennessee A & I College functions.

The Merl R. Eppse Papers represent an important contribution to the study of the life and work of an African-American educator, historian, businessman, and

civic leader. The papers poignantly show the barriers and obstacles placed upon African-Americans in a race-conscious society, and the development of an African-American society in an urban southern city.

The collection consists of approximately 20,000 items, and is open for scholarly research. The Eppse Papers have been microfilmed, which is available for research through inter-library loan.

**MINUTES OF THE BUSINESS MEETING, SOCIETY OF TENNESSEE ARCHIVISTS**

Held at the Southern Archivists Conference, Memphis, Tennessee

April 14, 2000

Recorded by: Leanne Garland, Secy., John Dougan, Presiding



Approximately fifteen members of the Society of Tennessee Archivists (STA) were present at the biannual Southern Archivists Meeting held in Memphis, Tennessee April 14-15, 2000.

Pre-conference workshops were available two days prior dealing with copyright issues; privacy, confidentiality, and access.

And a workshop on Disaster Preparedness and Recovery was co-sponsored by Solinet/SAC, featuring presenters Carol Roberts, Tennessee State Library and Archives; Linda Overman, Alabama Department of Archives and History; and Tina Mason.

The Business Meeting was called to order at 8:10 a.m.

**ANNOUNCEMENTS and BUSINESS**

President John Dougan, Shelby County Archives welcomed all present. Next, the Minutes of the 1999 Annual Meeting were passed, all in favor of the motion.

President Dougan asked for an update by Kathleen Smith, Treasurer. Her report included the latest balance on the record, with news that not all members' current dues have yet been paid.

Next, Mancil Johnson, representing the Standards Committee talked about where we are today in the process to improve professional standards for archivists. A motion was made to pass the standards as published in the newsletter; seconded by Mr. Bill Moss, whereupon the group unanimously approved.

Discussion was led by Dr. Lisa Pruitt about her efforts at Middle Tennessee State University towards developing a proposal for developing a Master's Degree program in Archives that would be voted on the following week.

The school currently offers a renown museum studies program. Mr. Moss commented that the Dean and Provost's support was very important to implement the program.

Mancil Johnson suggested that a formal letter of support be sent by the STA, followed by his motion to pass a resolution to support the archival program at Middle Tennessee State University. It was seconded by Doris Rivers-Martinson, and approved unanimously.

President John Dougan praised Jay Richiuso's hard work done to put together a program for the upcoming November Annual Meeting of the Society of American Archivists at East Tennessee State University.

Two sessions have been slated for pre-conference workshops, yet an open session remains to be accepted by a capable presenter.

John Saunders, of University of Tennessee-Martin, was newly introduced by President Dougan.

Next, Bill Moss reported for the Tennessee State Library & Archives, saying that the State Legislators were affecting various archives throughout the state, as he explained in more detail later.

He announced the new addition to staff, Jamie Cowgill Awalt, who was hired as Archivist with the Local Archives Program. One aspect of her position involves electronic records at the TSLA.

Mr. Moss said that the state and county courts were converting to electronic records at an alarming rate, and were throwing out paper records out as quickly. He would like to see further assessment done rather than quick fixes that might not really be effective solutions. Lack of knowledge on the part of state legislators, and stagnant and/or reduced budgets have factored into the overall situation.

Funding levels also prevented several TSLA representatives from attending the Southern Archivists Conference.

Some discussion next followed on the status of the SAC meetings. Sally Polhemus noted that not everyone who would like to attend is funded to do so. Other comment was made on the difficulty of meeting members from the other states: Alabama, Louisiana, and Mississippi. Mancil Johnson thinks a smaller venue would better facilitate friendliness and sharing.

Ideas emerged for the publication of a newsletter, as well as the suggestion that President John Dougan bring these and related issues to the attention of the other administrative officers at opening of the SAC Business Meeting.

The state group dismissed at 9:00 a.m. It was followed by the sessions of the Southern Archivists Conference held for the next two days.





## STA ANNUAL MEETING 2000 UPDATE

by Jay Richiuso, Vice-President, Society of Tennessee Archivists

The Program Committee for this year's meeting in Johnson City, Tennessee on November 8-10, 2000 is happy to announce further developments for the meeting. The meeting's workshops and sessions will be held in the University Center on the campus of East Tennessee State University. Our meeting hosts in Johnson City have negotiated a deal for hotel rooms at the brand-new Carnegie Hotel for a group meeting rate of \$65.00 a night for up to two people per room (\$70.00 for 3 and \$75.00 for 4). The hotel is located across the street from the university and by November the elevated covered walkway connecting the hotel to the campus should be opened.

The Carnegie Hotel is styled after the original Carnegie which operated in Johnson City from 1891 until 1910 when it burned. The hotel provides an ambiance of the late 1800s and early 1900s with its services and period furnishings, yet offers

modern conveniences. All rooms feature internet service, in-room safes, refrigerators, televisions, period décor, and oversize bathrooms with separate shower and bath. Other amenities include the Fountain Square Grille, a fine dining restaurant with a wine cave, the Austin Springs Spa and Salon, the Comet Bakery and Coffee House, a fitness center, covered parking, lobby lounge, and Roosevelt Library.

A banquet is planned on the evening of Thursday, November 9<sup>th</sup> at the Conference Center next to the hotel. The entertainment for the evening banquet will be Dr. Ted Olson, Director of the Appalachian Scottish and Irish Studies Program at ETSU. Dr. Olson, a folk singer and folklore scholar, will present a program that explores mountain music and culture.

The meeting is shaping up to be a great one, so stay tuned for further updates.

## ARCHIVIST SEES CITY'S SHARED PAST AS A PRESENT

by Jimmie Covington, *Memphis Commercial Appeal*

As a youngster, John Dougan spent a lot of time in the Nevada County, Ark., courthouse.

His mother is a deed abstractor, and her office was in the courthouse in the southwest Arkansas county. Dougan said his appreciation of the value of governmental records likely began in those days. As Shelby County government's new archivist, Dougan, 30, will be spending a lot of time across the street from the Shelby County Courthouse and likely will visit it often.

The new Shelby County Archives/Hall of Records is housed in part of the renovated old county jail and Criminal Courts building at 150 Washington.

The county's records are "an invaluable resource," Dougan said. "They are a legacy, if you will, of the people that have come before us in the county. They (the records) have a wealth of information that sometimes, if we would pay attention to, would be very beneficial to current situations. You can learn a lot from history. We hope that we can increase the level of access that the public has."

Dougan, the key staff member in developing the new archives, moved over from the public library system's Memphis/Shelby County Archives housed at Cossitt Library. He had been the library system's archivist for a year and assistant archivist before that.

He held an internship with the archives during his first year in graduate school at the University of Memphis. He later received training in archives administration at the Modern Archives Institute in Washington.

The county has hired Vincent Clark, 30, for the new post of manager of the archives. Clark comes to the position from a job as historian and curator of the Tipton County Museum, Veterans Memorial/Nature Center in Covington, Tenn.

All the court records and other county records now in the library archives will be shifted to the county archives in the next few weeks. The collection also includes old marriage and death records, deed indices, property tax books, old voter registration records and some papers of deceased county officials. Some municipal records may be added later.

Dougan, who has a strong interest in computer technology, plans to work toward making as much information as possible available over the Internet.

Historical researchers and people interested in genealogy are two of the primary users of archived information.

Dr. Charles Crawford, professor of history at the University of Memphis, said a professionally managed archives is "a tremendous asset" for a community. Records that show precedents, procedures and practices from the past need to be available so historians and others can study how things got to be the way they are, he said. "That is your primary documentation, your primary sources, not what people have said about things, which can easily be wrong. It is just imperative that they (researchers) be able to go to original sources and check things."

Dougan said, "I have lived and done this (archival work) for eight years and know more about Memphis history than most Memphians." His master's thesis at the University of Memphis was on the Battle of Memphis, a Civil War naval battle.

Clark, the new manager, also holds a master's degree in history.

Dougan has published a book, *Images of America: Memphis*, which includes more than 200 photographs from the library's collection. Proceeds are going to the Foundation for the

Library to help fund the new main library.

Dougan grew up on a farm near Emmet, Ark., and received his undergraduate degree from Freed-Hardeman University in Henderson, Tenn. He is president of the Society of Tennessee Archivists, serves on the board of the Southern Archives Conference and is treasurer of the West Tennessee Historical Society. He is married and has two young children.

Dougan was one of seven applicants for the job, said Steve Satterfield, county administrator of public records, who will oversee the archives. "He was the most qualified applicant," Satterfield said. "He had hands-on archival experience. Many of the other applicants had some library experience but no preservation knowledge or expertise in archival-type documents."

Satterfield said the public records department's microfilming staff has been moved into the archives facilities. And he is requesting two additional positions for the archives staff in next year's budget — a librarian and a clerical specialist.

The \$5.5 million renovation of the old jail building was completed and the building's other tenant, the County Clerk's Office, moved in more than a year ago. Budget constraints delayed development of the archives. Funding for the building renovation included \$1 million that Gov. Don Sundquist included in the 1996 state budget for the archives facility, requested by county Mayor Jim Rout.

Rout said the remaining cost of the renovation is being funded from savings achieved by moving the County Trustee's Office from leased space downtown back into the Shelby County Administration Building. The move of the County Clerk's Office to the old jail building opened space for the trustee's office.

## TENNESSEE NEWSPAPER PROJECT UPDATE

by Lori A. Riverstone

Project Manager,

Tennessee Newspaper Project  
University of Tennessee-Knoxville  
Special Collections

[http://toltec.lib.utk.edu/~spec\\_coll/newspaper/tnphome](http://toltec.lib.utk.edu/~spec_coll/newspaper/tnphome)

In November 1994, Jim Lloyd and Joslyn Klein presented the Tennessee Newspaper Project (TNP) at the Tennessee Archivists' fall meeting at Paris Landing State Park. A one-year planning and survey grant from the National Endowment for the Humanities (NEH) started our participation in the United States Newspaper Program (USNP). We sent surveys to over 900 institutions in Tennessee, which generated a response identifying over 330 repositories that held more than 7,000 unique titles. Information gathered from the survey was made available to the public in 1997 through an online searchable database. This database can be accessed through TNP's web site at the URL listed below.

Currently we are continuing the cataloging and inventory phase that began in the spring of 1995. We initiated this phase in Nashville and Knoxville; two of the three largest newspaper collections in Tennessee are found in these cities. Don Williams, our cataloger in Nashville, with the help of a library assistant, has

busy with an additional 2,230 titles.

We have a reported 4,105 titles to inventory in East Tennessee. Many of these titles are in Knoxville, home of the TNP offices, housed at the University of Tennessee and with the McClung Historical Collection of the Knox County Public Library. We estimate that we are nearing midway on the completion of these institution's holdings. The remaining 1,066 titles are in and around Knoxville at smaller institutions.

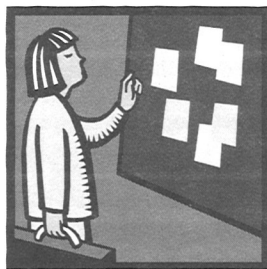
The bibliographic and holdings records that we are creating or updating are part of OCLC's database, which is available to libraries and other institutions worldwide. Along with our online survey database, which is available through our web site, these records provide researchers with access to Tennessee's newspapers and the history of the places and people recorded in them.

We are pleased to announce that our efforts have been rewarded with a grant from NEH to continue our project for an

additional two years. This \$300,000 grant will fund the TNP from May 2000 to April 2002 at which time we will be in our final stage of cataloging and inventory. We estimate that this final stage will involve a year of cataloging that will tidy up the East and West Tennessee holdings.

Preservation is our ultimate goal but we can not begin microfilming until we are sure what papers are available and where to find them. The original surveys gave us a pretty good idea of what to expect, but we often find that groups of related, but different, newspapers are considered the same title at the institution level. For the accurate preservation of Tennessee's history as reported in our newspapers, it is important that we take the time to visit and record the collections at these noteworthy institutions so that future generations will have searchable access to them.

For further information concerning the project, visit our web site or call us at (423) 974-4480. If you missed our survey and have American newspapers or have acquired additional newspapers since returning the survey (other than current issues being added to a title already reported) please let us know.



The Tennessee State Library and Archives is pleased to announce that the Index to Tennessee Confederate Pension Applications is now available on the Internet.

Tennessee Confederate Pensions were first offered to soldiers in 1891. In 1905 Confederate widows became eligible. The files created by the Pen-

sion Board include original applications with data about the soldier's life and service. Many files also contain correspondence and other paperwork related to the claim. The index is the key to locating records of approximately 27,000 pension applicants.

In addition to a name index, TSLA has also provided a list of pension applicants by county. This will enable local historians to identify groups of pension applicants from a geographic area. An additional index arranged by the regiment in which the soldier served is planned for future release.

Librarian Ronald Lee was the driving force behind getting this information converted to a computerized format. Charise Artis, a student intern from Tenn. State University, was also instrumental in helping complete the project.

The index is found at:

<http://www.state.tn.us/sos/statelib/pubsvs/pension.htm>

*Chuck Sherrill*  
Tennessee State Library & Archives

## NATIONAL NEWS

### **SUPREME COURT TO DECIDE IN MARCH WHETHER TO CONSIDER ELECTRONIC RECORDS CASE**

by Page Putnam Miller, Director, National Coordinating Committee for the Promotion of History

On March 3, 2000 the Supreme Court decided whether to review the petition to reverse a recent Court of Appeals ruling in case 97-5356 on electronic records policy. On November 4, 1999, Public Citizen—joined by the American Historical Association, the Organization of American Historians, the National Security Archive, the American Library Association, the Center for National Security Studies, and several researchers—filed the petition with the Supreme Court urging the reversal of the Appeals' Court ruling that upheld the National Archives' regulations that allow agencies to routinely destroy word processing and electronic mail records of historic value if an electronic, paper or microform copy has been made for record-keeping purposes.

The government filed its response to Public Citizen's petition to the Supreme Court in early February. In mid-February, Public Citizen filed a reply to the government's opposition to the petition. The first date that there may be an announcement on the Supreme Court's deliberations on whether to consider this case will be March 6. The petition and reply in this case may be seen on Public Citizen's Web site by going to [www.citizen.org/litigation/briefs/](http://www.citizen.org/litigation/briefs/) and then clicking on "Electronic Records," and then clicking on "Public Citizen vs. Carlin."

### **RADIOACTIVE DOCUMENTS FOUND AT NATIONAL ARCHIVES FACILITY**

From Associated Press

Researchers who are reclassifying millions of records at the National Archives facility in College Park, Maryland, have discovered that some of the documents are radioactive. Officials say the contamination is limited to a few boxes.

The contaminated documents were found in January, 2000 when a researcher who was reviewing 50-year-old notes

about radiation noticed gray dust and an envelope containing what appeared to be metal fragments. Tests by the Archive's conservation laboratory identified the substance as uranium. The facility's 50 employees were doused in a special wash and checked for radioactivity. They now keep a device on hand that can detect radiation.

The radioactive records were among 1.2 billion pieces of paper from laboratories nationwide that are being reviewed as part of President Clinton's 1995 order to declassify documents older than 25 years. The contaminated boxes could have come from any one of several laboratories.

The Energy Department plans to conduct a sweep of the College Park archives by the end of the year. Meanwhile, researchers have been told to look out for anything suspicious. "We've notified all our reviewers to be careful," said Roger K. Heusser, director of the declassification project for the Department of Energy. "Most of these records are letters and reports in file folders. If you do see a packet of powder, it's pretty evident there is something unusual in there."

### **SOCIETY OF GEORGIA ARCHIVISTS WORKSHOP ON THE ADMINISTRATION OF SOUND RECORDINGS IN AN ARCHIVES**

**Location:** Georgia College and State University, Milledgeville, GA

**Date:** Friday, August 11, 2000

**Registration Deadline:** July 24, 2000

**Registration Fee:** \$35 SGA Members, \$50 for Nonmembers

This one-day workshop will begin with a brief history of recording formats. Types of recorded media and technology used, from phonograph records through audiotapes will be discussed, as well as aging and deterioration characteristics of each medium. Methods for extending the life of non-archival formats, including proper storage and handling of the materials and the types of equipment required for staff and patron use of audiovisual recordings will be introduced. Sound recordings are among the most challenging formats found in twentieth century archi-

val collections; these recordings contain irreplaceable information, yet are inherently unstable formats.

Enrollment is limited. For further information, please visit the Society of Georgia Archivists website at: [www.soga.org](http://www.soga.org).

### **KCAA PUBLICATION AVAILABLE**

The Kansas City Area Archivists announce the publication of the new revised version of *Keeping Your Past: A Basic Guide to Preserving Your Family Papers and Photographs*.

This guide was published to introduce the general public to the basic "do's and don'ts" of preservation of family documents. The 22-page illustrated booklet gives useful guidelines to preserving papers and photographs. Included is information on the types and causes of document damage, how this damage can be prevented and what can be done if documents have already been damaged. Also included is a list of books for further reading, and information on how to contact preservation experts if you need more assistance than the booklet can provide.

### **ORDERING INFORMATION:**

Cost of the booklet is \$8.00 for members of the KCAA and \$12.00 for nonmembers. To order a copy of this booklet, please send your request along with a check or money order made out to KCAA to:

KANSAS CITY AREA ARCHIVISTS  
WESTERN HISTORICAL MANUSCRIPT COLLECTION-KANSAS CITY

5100 ROCKHILL ROAD  
KANSAS CITY, MO 64110-2499

For further information, please contact Marilyn Burlingame, phone 816.235.1539, or email [burlingamem@umkc.edu](mailto:burlingamem@umkc.edu).



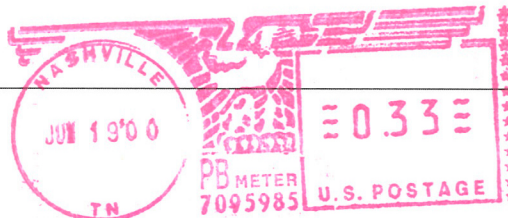
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## MEMBERSHIP INVITATION

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.

Full Member (\$20/year) ☐ Institutional Member (\$20/year) ☐ Associate Member (\$10/year) ☐

Please make checks payable to: SOCIETY OF TENNESSEE ARCHIVISTS, and include membership information (name, address, institutional information, phone number, fax number, email address) and mail to:

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