

TENNESSEE ARCHIVISTS NEWSLETTER

SUMMER, 1989

SPRING MEETING HIGHLIGHTS

Tennessee Archivists held their spring meeting in Nashville at the Southern Baptist Convention Building on May 25-26. The meeting was jointly hosted by the Historical Commission and the Sunday School Board of the Southern Baptist Convention. The meeting featured several mini-workshop sessions on a wide variety of topics including: MARC/AMC format, conservation/ preservation, long range planning, developing finding aids, managing a volunteer program, preparing exhibits and displays and records management.

The meeting also included a report from Ed Gleaves, State Librarian and Archivist, concerning the preservation needs of the archival records of the state. Dr. Gleaves reported on the re-institution of the National Historical Publications and Records Commission Advisory Board for Tennessee, and plans to seek funding for a needs assessment project for Tennessee's archival programs. A brief tour of the Southern Baptist Historical Library and Archives and the E.C. Dargan Research Library followed Dr. Gleaves report.

Dr. Dewey Grantham, history professor at Vanderbilt University, was the society's guest speaker for the Thursday night dinner at the Sunday School Board. Dr. Grantham described the Woodrow Wilson Papers Project and the problems related to publishing documentary history.

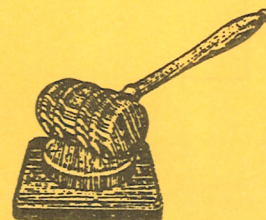
Friday morning's program included additional workshops and an open session on archival certification. Donn Neal, Executive Director of the Society of American Archivists, updated members on the certification process and answered questions. A brief business session included committee reports and announcements. Many members stayed for lunch at the Townhouse Tea Room down the street from the SBC Building. Seventy individuals registered for the spring meeting.

The pre-conference seminar on managing photographic collections attracted twenty-one registrants. The seminar was hosted by Vanderbilt University with the seminar directed by Andy Anderson, Curator of the Photographic Archives at the University of Louisville .

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PRESIDENT'S COLUMN:

Greetings: I hope this newsletter reaches you in an advanced state of summer relaxation. Now seems like a good time to renew communication with all of you while we still have a few weeks left of summertime.



First of all, let me heartily thank Bill Sumners and the staff of the Historical Commission of the Southern Baptist Convention for the wonderful meeting they hosted in May. The meeting was one of the best we've ever had. Bill's idea of conducting mini-workshops struck a responsive chord with us, and brought out near record attendance. The meeting was a great learning experience for everyone who attended, as well as a good opportunity to visit together in such beautiful surroundings. I would also like to thank Dave McWhirter and Mary Teloh for their work in making arrangements for the meeting.

During the course of our business meeting, we agreed, among other things, to appoint an ad hoc committee to send a resolution to the Council of Metropolitan Nashville, asking that they not close the Metro Nashville Archives, as had been threatened by recent cuts in the city's budget. The committee consisted of Edwin Gleaves, Jean Waggener, and me, and the week after the spring meeting we drafted and sent the resolution to the Council, the Public Library administration, and Mayor Bill Boner. You can read more about this important issue elsewhere in the newsletter.

We also decided at the business meeting to appoint a Public Relations Committee. Connie Burkhalter of the Tennessee State Library and Archives will chair this committee, and she will be joined by Michele Fagan of Memphis State University, Mancil Johnson of Tennessee Technological University, Ken Fieth, Tennessee State Library and Archives, and Sally Ripatti of the McClung Historical Collection. We will have more information about the work of this committee in subsequent newsletters.

At the fall meeting, we will elect new officers. The Nominating Committee has been appointed and includes Marvin Downing of the University of Tennessee Martin (chair), Ann Alley of the Tennessee State Library and Archives, and Marie Tedesco of the Archives of Appalachia at East Tennessee State University. If you have any suggestions for candidates, please feel free to contact one of the committee members.

Finally, I recently received a packet of materials on the certification of archivists from Paul Chestnut of the Library of Congress, who is presently serving on the Interim Board for Certification. The material contains much information on the development and implementation of the current certification program. If you would like to know more about certification, please contact me and I will be happy to send you a copy of the packet. My address is Vanderbilt University Archives and Special Collections, 419 21st Avenue South, Nashville, TN 37240-0007.

In the next newsletter, I will bring you up to date on other issues of interest to archivists in Tennessee. In the meantime, I hope everything goes well with you.

METRO NASHVILLE ARCHIVES

Tennessee Archivists at the spring meeting approved a resolution of support for the Metropolitan Nashville Archives. The Archives is facing drastic budget cuts that will severely hamper if not destroy its archival and records management function. Sara Harwell, President of Tennessee Archivists has written the City Council and the mayor voicing the society's support for the Metro Archives. The text of the resolution is listed below.

Whereas the Metropolitan Government of Nashville and Davidson County is to be commended for the establishment of its Archives and Records Management program, and

Whereas the Board of the Public Library of Nashville and County has recommended the termination of the Metropolitan Nashville Archives and Records Management program because of proposed cuts in the Metropolitan budget for the fiscal year 1989-90, and

Whereas the Archives and Records Management program has contributed both to Metropolitan Government and the archival profession by managing and preserving the administrative, legal, and fiscal records for which it has responsibility, and

Whereas the members of Tennessee Archivists voted in their annual meeting in Nashville, May 26, 1989, to express their grave concern for the future of records preservation in Nashville and Davidson County,

Therefore, be it resolved that Tennessee Archivists strongly urges the Metro Council to find the means to sustain the Metro Nashville Archives and Records Management program.

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FALL MEETING PLANS ANNOUNCED

The Fall meeting of the Tennessee Archivists will be held at the Tennessee State Library and Archives on November 16-17, 1989. The two day meeting will discuss on-going projects from across the state and provide updates on programs in Tennessee's archival repositories. Selected topics include updates on Tennessee Bicentennial plans, the National Historical Publication and Records Commission and the restoration program at historic Rugby in Morgan County. Other highlights will be a report on Alvin York and the importance of collecting folklore as a research aid. Staff members from the Tennessee State Library and Archives will report on recent acquisitions to the archives and provide a tour of the facilities. For further information please contact Connie Burkhalter, Tennessee State Library and Archives, 403 7th Ave. North, Nashville, Tennessee 37219.

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NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION
AWARDS HISTORICAL RECORDS GRANTS

The National Historical Publications and Records Commission (NHPRC) met on June 22-23 and recommended \$767,935 for twenty-five projects for historical records. Two Tennessee institutions were awarded NHPRC grants.

Knox County Government, Knoxville, TN: A grant of \$79,400 for a two-year project to develop the county's records management and archives program. Project objectives include a survey and inventory of county records, transfer of records from county offices to the county's record center and to the county's archives in the Knox County Public Library System, and the development of an access system for the records.

Historic Rugby, Rugby, TN: A grant of \$16,865 (\$5,265 matching) to organize, arrange, and describe its archival collections and to make them available in its newly renovated Archive and Research Centre. Rugby was a nineteenth century utopian colonizing effort initiated by British author and reformer Thomas Hughes which involved well-known figures in both the United States and England.

The next deadline for NHPRC Records program proposal is October 1, 1989. The Records Program application guidelines brochure may be requested by phone or by mail from:

Records Program
NHPRC - NPR
National Archives Building
Washington, DC 20408
(202) 523-5386

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HISTORICAL RECORDS ADVISORY BOARD REVIVED

With Governor McWherter's appointment of the Tennessee Historical Records Advisory Board, our state again has an agency to oversee the preservation of its local records and review grant applications to the National Historical Publications and Records Commission (NHPRC). The revived board held its first meeting on May 25th at the State Library and Archives Building in Nashville.

Members of the Historical Records Advisory Board are Jeanne R. Bigger, Tullahoma; Dr. Marvin Downing, Martin; Herbert Harper, Nashville; Roy Lillard, Cleveland; Joanne Moore, Memphis; and Dr. Edwin Williams, Johnson City. Dr. Edwin S. Gleaves, State Librarian and Archivist, serves as chairman and State Historical Records Coordinator. At its recent meeting, the board approved by-laws and priorities that will govern its activities and also agreed to undertake a historical records needs assessment report. When completed, this report will provide a basis for evaluating proposals for grants offered by the NHPRC.

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Advisory Board Revived -continued-

Two grant applications have already been reviewed by the board and sent to the NHPRC headquarters in Washington. The Knox County Government has requested support for launching a comprehensive records management program, including a new records center. Historic Rugby would like funds to build and staff an archives for its historical collection. In addition, inquiries regarding application to the NHPRC have come in during recent weeks from Anderson, Benton, Carroll, Dickson, Dyer, Franklin, Henry, Lincoln, and Marshall Counties.

Applicants should be aware that the NHPRC normally does not support projects which require expensive document restoration work, preferring more cost-effective methods of preserving information, such as microfilming. Some degree of cost-sharing by the local agency is expected. Grant applications cycles occur three times per year, with deadlines falling in February, June, and October. Even if a proposal does not qualify for NHPRC support, help may still be available through the State Library and Archives' records management, archival and preservation programs.

Local governments, historical societies, universities or other groups desiring more information on an NHPRC grant should contact Dr. Edwin S. Gleaves, State Historical Records Coordinator, Tennessee State Library and Archives, 403 7th Avenue North, Nashville, Tennessee 37219.

Tom Turley
Local Records Coordinator
Tennessee State Library and Archives

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SOCIETY OF AMERICAN ARCHIVISTS MEET IN ST. LOUIS IN OCTOBER

The 53rd Annual Meeting of the Society of American Archivists will be held October 25-29, 1989 at the Clarion Hotel, St. Louis, Missouri. The annual meeting program packet has been mailed to Society members. The program provides details on the 98 sessions offered at this year's meeting. If you are a member and did not receive your meeting packet, contact Georgeann Palmer at the SAA office.

The Host Committee has arranged for 15 different tours which showcase the archival, cultural, and historical sites in St. Louis. In addition, there is a post-conference tour to New Harmony, Indiana, which was home to two 19th century Utopian communities. SAA is also sponsoring several pre-conference workshops.

A preregistration discount is available. The preregistration fee for members whose registration forms are postmarked on or before September 22 is \$82. The preregistration fee for non-members is \$107. For late registration add \$15 to the fee. For more information contact: Georgeann Palmer, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140.

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CERTIFICATION STATUS REPORT

The Interim Board For Certification reports that the petitions of over 100 archivists have been received and approved for certification. This response to the certification program assures the creation of the Academy of Certified Archivists (ACA). The ACA's organizing meeting will occur on Thursday evening, October 26, in conjunction with SAA's annual meeting in St. Louis. At this meeting (open to all who are interested), details of the Academy's organization and relationship with SAA will be determined.

The examination development process continues on schedule. A candidate handbook that outlines the examination process and gives some sample test questions will be available upon request from the SAA office after July 15. The first certification examination will be administered on Thursday morning, October 26, also in conjunction with the SAA annual meeting. Applications for taking the examination must be postmarked by September 10 (September 20 with a late fee). The application will be included with the candidate handbook.

The petition process is available for a limited time only. If you plan to seek certification by petition, keep in mind that September 30, 1989, is the deadline for submission of petitions. Applications for certification are available from the Society of American Archivists. A non-refundable application fee of \$25 must accompany the petition application. The certification fee for those whose petitions are approved will be an additional \$250.

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AASLH ANNUAL MEETING IN SEATTLE

The American Association for State and Local History will convene its 49th Annual Meeting in Seattle, Washington, September 6-9. The theme for the 1989 meeting is "Maintaining Standards for Today and Tomorrow." In 52 panel sessions, 22 workshops, and several forums, meeting participants will examine the standards and ethics that direct the work of historical organizations and of the individuals who work in them.

For the first time ever, AASLH's annual meeting also features sessions and special activities that address the roles and responsibilities of the trustees who govern historical organizations of all kinds.

The AASLH, headquartered in Nashville, Tennessee, is a national, non-profit education organization with 6,000 individual and institutional members. AASLH works to advance the knowledge, understanding, and appreciation of local history in the United States and Canada. The Association publishes books, technical publications, a monthly newsletter, and a bimonthly magazine, holds an annual meeting, and offers a variety of educational opportunities for professional and volunteer workers in the field of state and local history.

The annual meeting program is now available. For a copy of the program and further information, please contact Linda DiCiaula, Annual Meeting Coordinator, American Association for State and Local History, 172 Second Avenue North, Nashville, Tennessee 37201, 615-255-2971.

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PAPER PRESERVATION

This spring Senator Claiborne Pell (D-RI) introduced S.J. RES. 57, legislation to establish a national policy to promote and encourage the printing of books and other publications of enduring value on alkaline, permanent paper. The deterioration of a large percentage of nineteenth and twentieth-century books and records printed on acidic paper has alerted librarians, archivists, members of the research community, and Congressional leaders to the need for a national paper preservation policy. Extensive research conducted over the past several decades has demonstrated that alkaline paper has a significantly longer shelf-life than acidic papers. In introducing this legislation Senator Pell noted that the technology exists to implement this national policy and that more than thirty paper mills in the United States currently produce alkaline paper, and incentives for others to convert include potentially lowered manufacturing costs and substantially reduced environmental pollution.

Perspectives, May-June, 1989

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DELBERT MANN FILM FESTIVAL AT VANDERBILT

A three-day film festival, "Documenting the Director," capped a twenty year project of acquisition, arrangement and description of the Delbert Mann Papers for Special Collections at Vanderbilt University in April, 1989. The festival featured showings of Member of the Wedding; The Petrified Forest; Marty; Lover, Come Back; and Separate Tables; two receptions; and three events at which the director talked about his work. A Vanderbilt graduate of 1941, now a University Trustee, Mann has had a life-long fascination with theater that took him from community play houses in the South to New York as a pioneer director during the "Golden Age" of live television drama. His successful television production of Paddy Shayevesky's Marty led the author to insist that Mann direct the feature film, which won five Oscars and initiated his film career.

Mann began depositing scrapbooks of clippings and programs with Special Collections in 1968, soon after the department was established, and developed the habit of delivering biannual additions when he came to Nashville for Board of Trust meetings. The arrangement of the collection therefore, came naturally by production as well as chronology.

Almost as soon as the deposits began, Mann was persuaded that his working papers were as valuable to research as his calendar and press reaction. From 1970, the collection contains scripts, with all revisions; casting notes, location studies, set designs, shooting schedules, promotional materials, photographs, and correspondence for the 150 productions. Some of the most interesting materials are Mann's evaluations of scripts submitted for his review.

In recent years Mann has sought, found and sent to UCLA for preservation, kinescopes of most of his early television productions. He supplies videocassettes to the collection for study at Vanderbilt.

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Delbert Mann -continued-

The integrity and scope of the collection, its vitality, and the various material formats found in it, have intrigued and challenged those responsible for its cataloging over the years. In the late eighties, when the film and television industries were celebrating the contributions of Delbert Mann, and when the director was considering semi-retirement, the register to the Delbert Mann Papers took its final form. It was his achievement on behalf of a fine collection, as well as the opportunity to honor the donor, which gave the festival spirit to "Documenting the Director."

Marice Wolfe, Vanderbilt University

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TENNESSEE ARCHIVISTS MEMBERSHIP COMMITTEE REPORT

The Committee identified four main projects for this year: a membership drive, a dues reminder, a survey of interest, and a new TA pamphlet.

1. Membership Drive

A 447 address database was compiled of historical societies, religious organizations, museums and libraries in Tennessee. Packets were sent out May 2, 1989 to these addresses containing a letter from the President, a TA pamphlet and a schedule of the May meeting.

2. Dues Reminder

A dues reminder will be sent out after the May meeting.

3. Survey of Interest for TA Members

A survey has been prepared for distribution at the Spring meeting. It is the consensus of the committee that the organization needs input from the membership in a variety of areas for future planning and goal setting. Those members not attending the spring meeting will receive the survey in the mail.(see insert)

4. Tennessee Archivists pamphlet

This committee suggests the design and publication of a new pamphlet.

Committee members: Juli Stewart, UTK
Connie Burkhalter, TSL&A
Jane Alderfer, Children's Museum
David McWhirter, Disciples of Christ Historical Society
Clyde Root, Pentecostal Research Center

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PUBLICATIONS OF INTEREST

Archives Assessment and Planning Workbook edited by Paul H. McCarthy is the Society of American Archivists' newest publication. The volume is designed to help you organize information about your repository, systematically evaluate it, and develop plans to improve your program. The publication is soft covered with 84 pages. It is available from SAA for \$19, SAA members; \$24, nonmembers.

Subject Cataloging Manual: Subject Headings makes it easier to discover the Library of Congress's "secret rules" for forming subject headings. Not all valid headings actually appear in Library of Congress Subject Headings. Many must be constructed by combining main headings with subdivisions chosen from various appropriate lists--lists that appear only in the Subject Cataloging Manual. The manual also contains rules for formulating headings for events and geographic features (lakes, rivers, etc.) that may be required for locally cataloged archival material. You can subscribe to the Subject Cataloging Manual (two volumes looseleaf edition) for \$65 from: Library of Congress, Cataloging Distribution Service, Washington, D.C. 20514. (202) 707-6100.

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TENNESSEE ARCHIVIST PRESERVATION COMMITTEE REPORT

Preservation has been an issue of rising importance for archivists and librarians over the last decade. Although it is basic to the care of the documentary heritage and encompassed in such concerns as climatological control, the removal of staples and clips in processing, and archival foldering and boxing, specific consciousness and planning has been lacking until relatively recently. Now the preservation field is extraordinarily active and productive with helpful informational and cooperative projects.

The imperative of timeliness was paramount, but an additional impetus to the appointment of a Tennessee Archivists Preservation Committee by President Sara Harwell was our participation in the Southern Archivists Conference meeting in Oxford, Mississippi in Spring, 1988. At that meeting a representative from the National Endowment for the Humanities spoke on the national newspaper microfilming projects and reported his expectations of an enormous increase in NEH funding for preservation in the next fiscal year and thereafter. Exploring possibilities for cooperative regional programs later in the meeting, SAC participants recognized the promise of preservation - related work and agreed that each state organization would appoint a three member Preservation Committee to pursue possibilities.

Tennessee Archivists' Preservation Committee -- Steve Cotham of the McClung Historical Collection, Carol Roberts of the Tennessee State Library and Archives, and Marice Wolfe of Vanderbilt University (Chairman) -- met at the Fall meeting of the organization in Gatlinburg for initial discussions. Information on the current state of preservation in Tennessee appeared to be first priority and a set of several questions was drafted to determine levels of awareness and activity in archival agencies throughout the state. Sara Harwell will add these questions to her ongoing state-wide survey of repositories and programs. Members of the Committee will approach individually those archives she has already visited and will employ the brief questionnaire at the Spring Tennessee Archivists meeting in Nashville in order to get as complete coverage as is possible.

The program for the Spring meeting includes two important preservation elements in the pre-conference workshop on the management and conservation of photographs and State Librarian and Archivist Edwin S. Gleaves presentation on national efforts to inspire and support state planning. The survey will solicit from members opinions on the direction of programs for the future.

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Preservation Committee Report -continued-

Although we have not had word of appointments to preservation committees in Alabama and Mississippi, the other members of SAC, some informal conversations took place at the 1988 Society of American Archivists Meeting. The committee has identified Tennessee map collections as having potential for a union listing and microfilming project which might be paralleled in the other states.

Members of Tennessee Archivists are expected to indicate their priorities among efforts directed toward establishment of a disaster relief network, a central information resource, basic workshops, hands-on training, cooperative conservation facilities, and microfilming, standards and techniques presentations, and to suggest any other topics of interest. The committee will seek the best ways to implement as many projects as possible, for which there is a demand, in future workshops and meeting sessions.

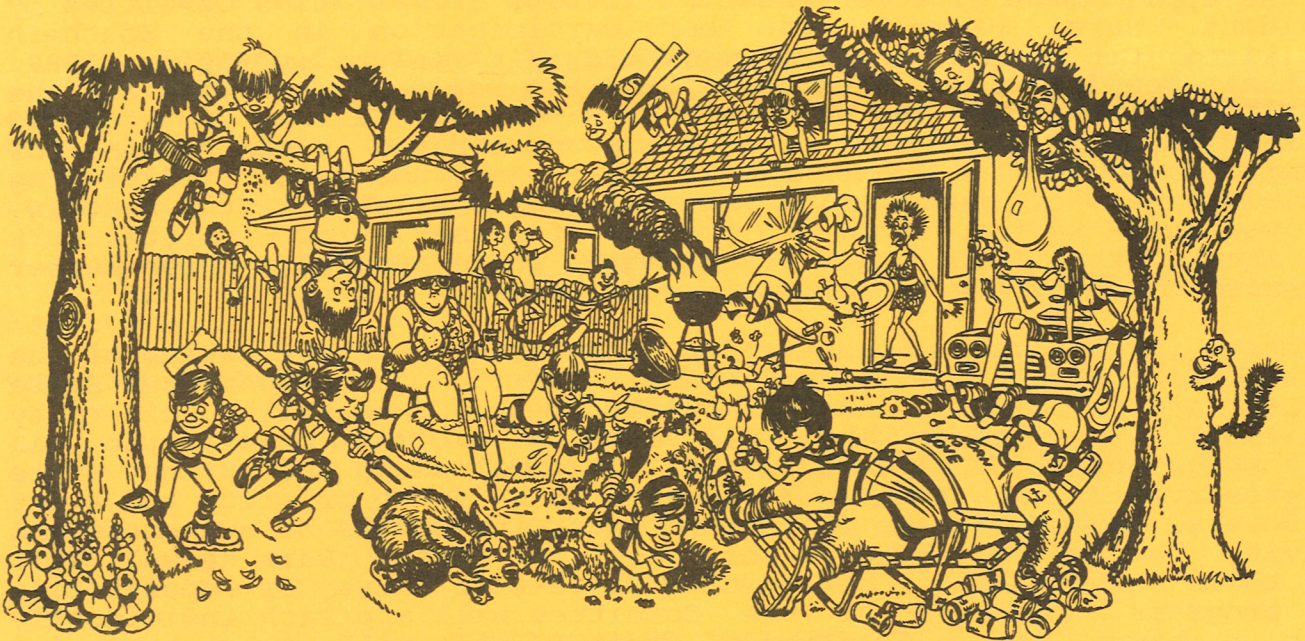
Marice Wolfe, Chairman, Preservation Committee

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PLAN TO ATTEND THE TENNESSEE ARCHIVIST FALL MEETING

TENNESSEE STATE LIBRARY AND ARCHIVES

NOVEMBER 16-17, 1989



TENNESSEE ARCHIVISTS DIRECTORY

The next issue of the Tennessee Archivists Newsletter will contain an up to date membership directory. Complete the information below (as you wish it listed in the directory) and return it to the editor. Several members have asked that we include telephone numbers in our next directory.

Name _____ Position _____

Address _____

Institution _____

Telephone number _____

DUES REMINDER: If you have not paid your dues for this year or if you wish to join Tennessee Archivists, you may use the form listed above. Membership is open to any individual or institution interested in the work of records preservation. There are three classes of membership-institutional, regular and associate. Regular members are those persons who are employees or workers in an archives, manuscripts collection, or records management area. Associate members are those interested persons in allied disciplines, students and others who do not qualify for regular membership; they enjoy all the privileges and benefits of membership except holding office. Institutions may maintain membership in order to receive publications. Membership is effective upon paying dues during each calendar year.

_____ \$5 regular member _____ \$3 associate _____ \$10 institution

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MEMBERSHIP SURVEY

Enclosed in this issue of the newsletter is a membership survey form. This was made available to the membership at the spring meeting. If you have not completed this survey, please do so, and return it to Juli Stewart, chairperson of the Membership Committee.

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HISTORICAL COMMISSION, SBC OFFERS STUDY GRANTS

The Historical Commission of the Southern Baptist Convention announces the availability of limited funds for study grant awards for 1990. The grants are to assist researchers in the field of Baptist history and encourage the use of the resources of the Southern Baptist Historical Library and Archives. Applications must be received by April 1, 1990 for consideration by the Study and Research Committee of the Commission. For application forms and more information write: Historical Commission, SBC, 901 Commerce St., Suite 400, Nashville, TN 37203-3620, (615) 244-0344.

TENNESSEE ARCHIVISTS NEWSLETTER EDITOR NEEDED

I have served as the editor of the Tennessee Archivists newsletter for the past three years. It is now time to let this privilege and responsibility fall to someone else. If you are interested in assuming the editorship of the newsletter, please contact Sara Harwell, Norma Thomas or me. I will continue to work on the newsletter until a new editor is named.



The deadline for the Fall issue of the newsletter is September 15, 1989. Members of the Society and other interested persons are encouraged to submit brief articles, information on acquisitions, openings, publications, staff news, exhibits, special programs, and grant projects for inclusion in the newsletter. A special thanks to Tom Turley, Ed Gleaves, Connie Burkhalter, Marice Wolfe and Sara Harwell for providing information for this issue of the newsletter.

Bill Sumners, Editor
Tennessee Archivists Newsletter
(615) 244-0344

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Historical Commission, SBC
901 Commerce St., Suite 400
Nashville, TN 37203



Marice Wolfe
Special Collections
Vanderbilt University
419 21st Ave., South
Nashville TN 37240-0007