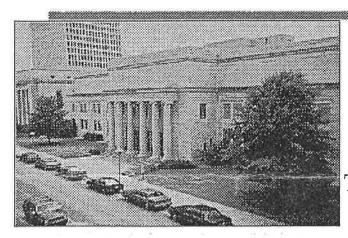


In this issue:	• • • • • • • • • • • • • • • • • • • •
Spotlight on Tennessee State Library and Archives	p. 4
Southern Archivists Conference Report	p. 6
Tennessee Newspaper Project Update	p. 10
National News	p. 12
State News	p. 13
Tennessee Bicentennial Update	p. 15

#### **Tennessee Archivists Newsletter**

Summer 1996

## TENNESSEE SECRETARY OF STATE Riley C. Darnell, Secretary of State



# WELCOME TO THE HOME PAGE OF THE TENNESSEE STATE LIBRARY AND ARCHIVES





- The Organization of the State Library and Archives
- Tennessee State Library and Archives Internet E-Mail Addresses
- The Library for the Blind and Physically Handicapped
- The Tennessee Regional Library System
- Preserving Tennessee's Heritage
- Services to State Government
- Boards and Councils
- Registers of Manuscripts and Records Collections
- Historical and Genealogical Resources



Guides to the Use of the Collections (Under construction)

#### **Editorial**

In this Summer edition of Archivists, we focus attention on the Tennessee State Library and Originally the responsibility of this agency was to provide reference support for state government. It was not until the present structure opened in 1953 on Seventh Avenue North in Nashville that appropriate storage and access to records were available. Today, the clientele involved in research are more likely to be persons searching for ancestors instead of a state agency official investigating the origin of some government policy. Recent evidence of the new research emphasis can be found in the registration of almost 2,000 researchers during the recent National Genealogical Conference. Nonetheless, the agency still bears the major responsibility for the preservation of records that document the activities of state government. More recently, the State Library and Archives offers records management assistance and security microfilm copies of permanent value local government records.

This year, 1996, in many respects may be remembered as a major benchmark in the development of effective archival activities and programs. Many of these projects are the product from the special partnership between the State Library and Archives and Tennessee 200. First of all, a series of archival training workshops offered at eight different sites across the state has been developed. Information on establishing archives and on the care, storage and access to records has been made available at 24 different sites across the state.

A second major achievement of this year has been the action taken by the 99th Tennessee General Assembly in making large scale funding available for local archives for the first time. Museum programs received similar legislative grants in previous years.

A third accomplishment of this bicentennial year has been the development and distribution of a World War II veterans questionnaire survey. Tennesseans who served in the armed forces during the critical years of this century are encouraged to share their unique experiences. These completed survey forms shall be collected and compiled at the State Library and Archives as part of the permanent holdings that provide unique data on the most important single event of the twentieth century.

A fourth activity, still in the planning stages, is to officially recognize the importance of archives and historical records through means of a gubernatorial proclamation for an "Archives Week in Tennessee." As archivists are well aware, the work we do and the records we seek to preserve for posterity to a great extent is unknown to the general public. Therefore, if we could have but one major success it would be to become effective advocates for historical records. Our message would be that archivists preserve the documentary heritage of our state and nation.

John H. Thweatt Newsletter Editor

#### MEMBERSHIP UPDATE PLANNED

Plans are underway to update the membership listing for Tennessee Archivists for publication in a future issue of the newsletter. Any members having changes or additions to addresses, phone numbers, fax numbers, e-mail, World Wide Web addresses, etc., should contact as soon as possible Newsletter Editor John Thweatt at the State Library and Archives, phone (615) 532-4601 or Ned Irwin, Archives and Special Collections, ETSU, Box 70665, Johnson City, TN 37614-0665, phone (423) 929-6990, e-mail irwinn@sherserv.east-tenn-st,edu, or fax (423) 461-7026.

**Ned Irwin** 

#### From The President

May 29, 1996

Greetings Tennessee Archivists!

Tennessee will soon celebrate the 200th Anniversary of statehood. I strongly encourage you to be thinking of what contributions your Archives can make to the celebrations that will undoubtedly continue throughout the year.

As the Keepers of the State's History, we are one of the most important resources available to support bicentennial celebrations. Let your governing body, county executive, or resource allocator know the wealth of information you can contribute. In this regard, we should recall what Tip O'Neal said, "All politics are local."

The resources you have for family history can be of great interest to those in your county who can help you to collect and maintain the corporate memory of your city or county.

Also, keep in mind the World War II Veterans Survey. The survey is extremely important for future Tennesseans to understand and appreciate the sacrifices of those who experienced the greatest conflict Tennesseans have ever known. Please help the State Archives as it endeavors to provide a survey to every living veteran in Tennessee.

Tennessee 200 and the State Archives are studying the concept of an "Archives Week" in Tennessee sometime in the Fall of 1996. As plans develop, *Archivists*, will keep you informed of activities that are being planned. Please participate as much as you can in these activities. We must educate and inform the people of Tennessee about one of their greatest resources—their own heritage.

See you at the Fall Meeting,

Kenneth Fieth

#### MINUTES OF BUSINESS MEETING AT SAC CONFERENCE NEW ORLEANS

April 12, 1996 Members present:

Jim Neal--Gore Research Center
Clara Swann--Chattanooga-Hamilton County
Library
Ned Irwin--Archives and Special Collections, ETSU
John Thweatt--TSLA
Ralph Sowell--TSLA
Cathi Carmack--TSLA
John Dougan--Memphis-Shelby County Archives
Mary Barnes--Metro Nashville Archives
Ken Fieth--Metro Nashville Archives
Jim Lloyd--Special Collections, UT Knoxville

Items Discussed:

The Tennessee Archivists meeting is to be held November 6-7-8, 1996 in Nashville. The meeting will be sponsored by the Friends of the Metropolitan Nashville Archives.

A motion was heard to draft a resolution to thank Representative John Bragg and Senator Andy Womack for their support of the revision to the Tennessee Open Records Law. The motion was carried unanimously.

Ned Irwin announced that a revised membership list is being prepared and asked that all members who had address, telephone of e-mail changes should send this to his attention.

John Dougan reported that the Shelby County Archives was moving to a new facility. The old jail is being refurbished and is to be used for the archives.

Ken Fieth

#### Spotlight on:

#### Tennessee State Library and Archives

#### State Librarian and Archivist

Dr. Edwin S. Gleaves 615-741-3666

e-mail: egleaves@mail.state.tn.us

#### Address:

403 7th Ave. N. Nashville, TN 37243-0312 615-741-2764 (reference)

#### **Phone Numbers:**

Public Services: 615-741-2764 Technical Services: " 741-2561 R&R: " 741-2997

Local Records

Program: " 532-4601

#### Hours:

8:00 AM to 6:00 PM Monday - Saturday (closed regular state holidays)

#### Parking:

Approximately 12 spaces immediately in front of the building and 5 more on driveway to the Capitol.

#### **INTERNET** connections:

#### homepage:

www.state.tn.us/sos/statelib/tslahome.htm

#### e-mail (reference):

refernc@mail.state.tn.us

#### Areas of emphasis in collection:

State agency records, legislative reference materials, Supreme Court case files, materials pertinent to and of interest to Tennesseans, regularly published community newspapers, local county governmental records, genealogical materials, maps, photographs and other items.

#### **Number of Employees:**

95

The Tennessee State Library and Archives (TSLA) is a paradox in many ways. It is well known in some circles and yet some Tennesseans have never heard of it. It is a state organization and yet it is responsible for many private collections and materials at the same time. It is a large library and archival repository in some aspects and yet small in the number of employees and clientele in comparison to some public libraries. This spotlight will be an attempt as a reminder of what TSLA is and what some of its newest projects are.

TSLA is responsible for over 550,000 bound or printed forms of material; 400,000 items of various microforms; 30,000 cubic feet of original archival and manuscript materials; 50,000 items of audiotape; 104,000 items of photographic media; and many items that simply do not fit in any one category. Established in 1854 as the state library, the agency was reorganized as the state library and archives in 1919. Since 1982 TSLA has been administered by the Library and Archives Management Board as a division of the Department of State. It must by

law emphasize the record keeping responsibilities of the legislature. As part of this responsibility it must also provide reference services to all state agencies, preserve permanent value records, state agency records, and assist local governments in the preservation of their records. Since 1927, TSLA has maintained custody of the extensive library and manuscript holdings of the Tennessee Historical Society.

It is a very broad and extensive responsibility that TSLA must fulfill for the state government, local governments, and especially the citizens of Tennessee. TSLA is divided into four sections to carry out all the responsibilities and activities necessary to fulfill these needs. The four sections are; Administration, Technical Services, Public Services, and Restoration and Reproduction. An example of how these sections work together can be seen by following a collection through the acquisition of record groups or collection by the archives or new book through the library of TSLA.

A collection or book comes to TSLA from many sources, gifts, acquisitions, and or purchases. Activities begin in Technical Services where a collection is given an accession number, assigned a location in the stacks to live, and then an archivist is assigned to follow through to do the actual processing. A book begins a similar process in Technical Services with the librarians where it is cataloged according to OCLC, labeled and sent to the stacks. These librarians catalog as many as 100 to 125 books per month, a large portion of which are originally cataloged in OCLC format because they are totally unique to Tennessee. Once a collection has been inventoried, processed and targeted, the collection goes to Restoration and Reproduction for microfilming if necessary (and in most cases it is, for security, preservation, and improved access reasons). Also any immediate preservation needs are addressed in the R&R conservation lab while in this section. Once these techniques are completed then the registers, finding aids, inventories, and/or microfilm, and new books and catalog updates are sent to Public Services. At this point the staff assists the patrons with research and written requests for research. Administration assists in the guidance in all areas of the program such as budget, collection development, and keeping our programs up to date in such areas as computers and technology for libraries and archives and well as local records programs.

TSLA has several other adjunct sections that carry out necessary library and archival programs. The Library for the Blind and Physically Handicapped carries out a most popular program of providing books and library materials to anyone unable to hold or use the traditional library media. Their books on tape and discs go all across the state to patrons who would not otherwise have the opportunity to read.

TSLA's Planning and Development Section works with the regional library system. It provides guidance in the library programs of the regional and local public libraries for example the summer reading program for children. This section also helps administer federal funding to the public libraries and special institutions such as prisons and hospitals.

Another unique program with widespread public support that operates through R&R is the Local Records Microfilming Program. It is a continual microfilming project that sends into the counties to film on site the bound vital permanent value local government records This has been extremely valuable to counties in the event of emergencies and disasters in the courthouses. It also is valuable to researchers with improved access to valuable yet fragile original documents.

TSLA's collection of bound volumes extends from the original core library collection of the state library once housed in the Capitol to the most modern fiction based in Tennessee. This earliest collection of rare volumes contains some wonderful jewels of early world history, art, architecture, and many other topics. Some of the early librarians were able to take extensive purchasing trips with donations from citizens of Tennessee and to the Tennessee Historical Society. Recent acquisitions include any fiction in paperback with a remote Tennessee connection.

Our archives and manuscripts collection begins with the earliest materials pertaining to the government of the territory that made up Tennessee (the Territory South of the River Ohio). The most recent acquisitions include examples of senatorial papers (Matthews and Sasser), gubernatorial papers (Alexander and McWherter), and genealogical collections, as well as some unusual maps, political cartoons, and photographs available through purchase.

The staff of TSLA is proud of the work accomplished in the past year. In addition to the traditional library and archival projects and day to day work; we have been very busy on special projects. The most involved project of this year has been preparing for the addition of a new section, the Tennessee State Planning Library (formerly the State Planning Office Library). To incorporate this once separate library collection, almost every volume in TSLA had to be moved. A great deal of out of state material was sent to its respective state, and duplicates were disposed of in order to make room for this new section. Taking advantage of this move, the stacks were cleaned thoroughly and reorganized for better and easier staff access. Also Public Services was reorganized and remodeled for more efficient work space which will be incorporating the State Planning Library.

TSLA staff has also been involved in special state Bicentennial projects. These archival projects centered around educational programs to encourage establishment of small archives across the state. In cooperation with TN 200 we have prepared programs and worked with presenters across the state. We are also assisting Lauren Batte with the World War II Questionnaire project. All of these projects will benefit the archival work of the state and advance the awareness of archival programs.

We have also completed many research tools as part of improving access to our collections and other collections across the state. These projects center around the TSLA INTERNET homepage. (This homepage is easy to access through the state system, is currently under construction, and will be continually updated as we improve these technological systems.) This homepage will add easy access to many of our collections as time passes. These projects include; bibliographies of Tennessee authors, Tennessee histories, fact sheets on each of the 95 counties, up to date microfilm registers, and listings of special collections across Tennessee and many other items including the Tennessee Blue Book.

We are all quite proud of the work we do at TSLA. The staff feels that we have brought the State Library and Archives into the modern computer era, and yet have not lost sight of the traditional library programs and services for the traditional patrons who continue to use the collections last hey once did in the late 1850's when we first began.

Carol Roberts
Tennessee State Library and Archives

Report: Southern Archivists' Conference

New Orleans, Louisiana April 10-12, 1996

A total of 92 archivists from the states of Alabama, Louisiana, Mississippi and Tennessee convened for their biennial meeting at the Hotel St. Marie at 827 Toulouse Street in the heart of the French Quarter of New Orleans. The conference was preceded by a workshop on Tuesday, April 9, "Cyberspace for Archivists" conducted by Lee Miller of Tulane University at the Historic New Orleans Collection.

An additional pre-conference activity on Wednesday, April 10 was the Welcome to New Orleans Reception at 927 Toulouse Street, a privately owned Creole Townhouse. This event was catered by the Vieux Carre Property Owners, Residents and Associates. A tour of the Greek Revival townhouse was provided. This is the birthplace of Virginie Avegno Gautreau who inherited the house at the age of three along with her sister Valentine in 1862 when their father, Anatole Avengo, was killed at the Battle of Shiloh. She was taken to Paris where she was

raised and educated where she became known as the most celebrated beauty of the nineteenth century. John Singer Sargent asked to paint her portrait to which she finally agreed in 1883. The painting was shown at the Paris Show of 1884 which caused quite a scandal in Paris. Because of objections from Madame Gautreau and her mother Sargent entitled the work "Madame X" so as not to reveal the real identity of the subject. The original painting is owned by the Metropolitan Museum of Art which loaned a color negative of the original painting which now hangs in the first floor of the original ballroom of the main house.

Of the 92 archivists registered for this conference, 18 were from Tennessee and included Ken Fieth, this year's president of Tennessee Archivists, from the Nashville-Davidson County Archives; Mary Barnes, also from the Metro Archives; Marice Wolfe and Sara Harwell from Special Collections, Vanderbilt University; Jim Neal from Gore Research Center at MTSU, Ned Irwin, Vice-President of Tennessee Archivists from Special Collections at ETSU; Brad Cannon and Michael McCusker from the Knox County Archives; Jim Lloyd from Special Collections at the University of Tennessee, Knoxville; Clara Swann and Suzette Raney from the Chattanooga-Hamilton County Library; John Dougan from the Memphis-Shelby County Archives; and the following staff members from TSLA: Cathi Carmack, Greg Poole, Julia Rather, Carol Roberts, Ralph Sowell and John Thweatt. The conference was formally opened on Thursday April 11 with a welcome and introduction of states'officers by Marie Windell of the University of New Orleans who is currently president of the Louisiana Archives and Manuscripts Association. Ms. Windell concluded this part of the meeting with an introduction of the Local Arrangements Committee and the SAC Planning Committee.

Session I included a section on Research Methodologies in New Orleans History which was chaired by Wilbur Meneray of Tulane University who posed a series of research topics to members of the panel which included Sally Reeves of the New Orleans Notarial Archives, Gary Van Zante of the Southeast Architectural Archive, and Wayne Everard of the New Orleans Public Library. From the discussion on a variety of topics relating to early settlement in New Orleans, economic conditions, architecture in the city including that of the French Quarter, the development of commerce on the Mississippi River, one realized the possibilities for finding a wealth of information from the research collections available. A concurrent section addressed various issues related to the civil rights movement with a program entitled Thirtieth Anniversary of the Civil Rights Struggle in the American South which was chaired by Clarence Hunter of Tougalo College. Speakers included Lester Sullivan of the Xavier University Archives and Kim Lacy Rogers, Director of Delta Oral History Project at Dickinson College. Session two included one section on Electronic Access chaired by Bruce Turner and had as presenter Mickey Ann Hinojosa of SOLINET. A concurrent session was concerned with Legal Issues in Archives which was chaired by Mary Barnes of the Nashville-Davidson County Archives. Jim Neal of the Gore Research Center at MTSU reviewed cases involving the open records laws in Tennessee and referred to the Miller case in Knoxville and the disposition of the papers of former Congressman Jim Cooper and former Senator Jim Sasser. Neal's presentation was similar to the one made at the Spring 1995 meeting in Memphis with some updates including the bill before the Tennessee General Assembly to allow restrictions on access to records donated or sold to public archives sponsored by Representative John Bragg and Senator Andy Womack. This bill HB 2060 (SB 2141) was adopted by both houses of the General Assembly and signed into law by the Governor on April 9, 1996. Sara Harwell of Special Collections at Vanderbilt University spoke on Literary Legalities from her experience in dealing with manuscripts collections and the various problems which arise in trying to steer a course between individual donor's privacy and the public's desire for information. Hank Holmes, Mississippi Department of Archives and Historical spoke on problems relating to housing the records of the Mississippi Sovereignty Commission records and the resolution of the cases dealing with use of records in civil rights cases. Providing access to these records has been difficult and expensive but a computer index is to be available very shortly so that persons who suspect that their civil rights may have been violated may institute appropriate legal proceedings.

Following this session the conference adjourned to Ralph and Kacoo's Seafood Restaurant where a buffet luncheon was served. The keynote address was given by Robert S. Martin, Director of the Texas State Library and Archives, whose spoke on the topic "Managing Government Information in the Digital Age." He observed that most organizations have adopted electronic information systems to conduct most of their day-to-day work. Archival literature has nonetheless continued to focus on issues related to managing the discreet products of

electronic communications and informations systems rather than the functionality of the systems themselves. Among the important changes in digital information technology is a shift from decentralized to more highly centralized records keeping systems. This technology has made possible the development of Data Base Management Systems (DBMS) which significantly alter this structure. Among other things, it calls into question some of our most basic archival assumptions and theories: provenance, respect du fonds, original order and series.

According to David Bearman, the concept of provenance is best understood as a means of documenting function since we are less interested in the place a transaction took place as we are in documenting the transaction. From this perspective, it appears that most of our cherished theories and principles revolve around content, context and structure of records. This means that we need to develop new interest among archivists in records keeping and records systems and become more involved with the design and implementation of records systems. The capture of information already in the system and its transformation into archival description is the conceptual basis for the Government Information Locator System developed by the federal government which several states are attempting to emulate.

Archivists must be intimately involved with the design and implementation of records systems and must be included in the discussion and decision regarding the development of such systems. In short, archivists must become involved in organizational policy, system design and program implementation to ensure that records are created, that their integrity is preserved, and that access is provided to the records and information they contain. This is best accomplished through collaborative efforts across departments or agencies.

Martin concluded that networked digital information technology has fundamentally changed the nature of record-keeping systems forcing archivists to re-examine some of our most cherished assumptions, concepts and theories and to focus on the essence of the archival enterprise. Unless archivists are engaged and involved in the design and implementation of record-keeping systems, they can have no claim or expectation of a meaningful role in the future and will become merely the custodians of old paper that will become more ephemeral and peripheral to the documentation of organizational activities and functions.

The conference resumed at the Hotel St. Marie for Session III which included a section on Southern Colonial and Territorial Period Resources chaired by Ned Harkins of Mobile Municipal Archives who discussed resources from this period in Alabama. Other speakers included Alfred Lemmon of the Historical New Orleans Collection who talked about resources of Louisiana and Charles Weeks, New Orleans area historian who spoke on Mississippi colonial and territorial resources. Victor Bailey of the Mississippi Department of Archives and History chaired the session of Collection Development Policies. Pat Galloway from the Mississippi Department of Archives and History reported on collecting policies an shaping the past while Faye Phillips of Louisiana State University talked about collection policies at the Louisiana and Lower Mississippi Valley Historical Collections. The topic considered by Section A of Session IV was Special Focus Paper: Conservation of Letter Press Copies presented by Barbara J. Rhodes, Conservator from the Department of Library Sciences at the American Museum of Natural History. This was a repeat of a session at the meeting of the Society of American Archivists in Washington which was entitled "The Copy Press in America: Historical Overview, Materials and Methods." Section B was concerned with twentieth century military history which was chaired by Ned Harkins of the Mobile Municipal Archives. Speakers for this session included Lynn Gamma from the U.S. Air Force Historic Research Agency at Maxwell Air Force Base in Alabama. Ms. Gamma told of projects underway by the Air Force and some of the problems relating to this including budgetary ones from time to time. Ken Fieth from the Nashville-Davidson County Archives and I explained the World War II survey with Ken talking about the early developments from 1987 and contacts with military organizations. I picked up the story from the point in which Tennessee 200 became involved down to the development of the questionnaire form and its distribution at the present time. There were quite a number of questions raised by the group in attendance at this session which Ken and I attempted to answer as best we could. It was quite apparent that this entire project has been well received by the regional archival community. The final speaker at this session was Dr. Neil McMillen from the University

of Southern Mississippi who read a paper which was drawn from the oral history project on black service men and women who served in the armed forces during World War II. The thrust of this paper was to demonstrate the irony of requiring blacks to serve during this global conflict to fight the forces of tyranny overseas while at home they were denied these same freedoms which they fought to preserve along with their white American comrades. On Thursday evening a reception was hosted by the Historic New Orleans Collection at the Williams Research Center on Chartres Street. The building housing the center had formerly served as Police Headquarters. The facility was well appointed with numerous display cases, paintings and most of all an exquisite library reading room which had been built originally as a courtroom. A tour was provided for the visitors which showed off this excellent facility. We learned that Mai Duffer is now employed by the Historic New Orleans Collection with duties that include security activities. It was good to see an old friend at work in this archival environment. Following the reception the archivists moved en masse to the Palm Court Jazz Cafe and Record Center which was located some 20 blocks or more away on Decatur Street. The party of archivists was introduced to the other diners in the cafe at the Jazz Archives which was a new twist on what we are about. In any event, we were seated near the bandstand where the Crescent City Joymakers performed with a number of jazz renditions. The dinner arrived in courses with something like 45 minutes or more between courses which included oyster soup, tomato salad, a Creole fish dinner and egg custard. - We were also treated to a performance by Lauren Wilson the last survivor of the Ink Spots who sang several numbers including "If I Didn't Care" "Lovely Way to Spend an Evening" and "Only You."

On Friday morning the individual states met for their business sessions. The Tennessee Archivists met in the Plantation Room with Ken Fieth presiding. We talked about the forthcoming meeting of Tennessee Archivists in Nashville in November. Ken told us about some of the tentative plans. A resolution was adopted to send a resolution of thanks to the sponsors of the archives bill recently adopted by the Tennessee General Assembly to permit restrictions on records given or sold to pulic archives in the state.

At the final plenary session on Friday, April 12, Victor Bailey of the Mississippi Department of Archives and History served as chairman and introduced speakers from three of the four states represented at the conference. Tracy Brezanski from the Alabama Department of Archives and History told about activities in Alabama including some reductions in programs but increased use of electronic media in their programs. Hank Holmes of the Mississippi Department of Archives and History told about some of the projects underway in his state and mentioned the development of an improved local government records program through the recent creation of the Advisory Commission on Local Government Records which made a number of recommendations to the Legislature in January 1996. He also told about the processing of the records of the Mississippi Sovereignty Commission in response to court orders and mentioned that a researcher who had used historical records in several states had been arrested and convicted in Kansas for stealing certain records from the University of Kansas. The party in question is Robert H. Smith who is also wanted in Arkansas and in Memphis. I have subsequently learned from Bobby Flanary that some 75 documents were removed from the holdings of the manuscript collection at the Memphis Public Library and from the Memphis-Shelby County Archives where a number of Franklin Roosevelt documents were taken from the Kenneth McKellar Collection. Dr. Flanary plans to go to Kansas on May 10, 1996 to identify and recover a good number of these documents.

My talk on the archives programs in Tennessee included our cooperative ventures with Tennessee 200 together with some of the statistical data provided from the sections at TSLA. I also talked about our Bicentennial Edition of the Blue Book and some of the highlights from the current session of the 99th Tennessee General Assembly. At the final session before adjournment, Ned Harkins from the Mobile Municipal Archives announced that the 1998 SAC meeting would be in Alabama. Louisiana archivists would be in charge of the program, Mississippi archivists would be responsible for the printing and distribution of the program and Tennessee Archivists would handle the registration for the meeting. Sally Reeves spoke on behalf of the Local Arrangements Committee and thanked everyone for their their participation in the conference which was most informative and an excellent means for exchange of ideas with colleagues from other programs in the South.

John Thweatt, Tennessee State Library and Archives

#### Preconference Workshop

"The Cyberspace for Archivists" workshop met in New Orleans on April 9, 1996, at the Historic New Orleans Collection building in the heart of the French Quarter. Workshop instructors were Lee Miller, Manuscript Librarian, Tulane University, and Peter Hirtle from the National Archives. Nineteen archivists from as far away as Santa Fe, New Mexico, and Washington, D. C. participated in the full day session on the fundamental features of the Internet.

Archivists were given an overview of basic Internet functions and ideas and techniques for using the Internet in our own archives. We learned about how to connect to the Internet, e-mail, and client-server applications. Participants were given an overview of the World Wide Web and basics about Web page construction. We were also shown how to find things on the Web. Finally, we covered legal and policy issues.

Overall, it was a good session. Most of the archivists had little or no exposure to the Internet. Since we were on a basic level and there was so much material to cover, confusion was common. However, most of the participants felt the Internet was a valuable research and reference tool.

Julia Rather
Tennessee State Library and Archives



#### **Tennessee Newspaper Project Update**

Much has happened since Jim Lloyd (the project director) and I spoke about the Tennessee Newspaper Project (TNP) at the Tennessee Archivists' fall meeting at Paris Landing State Park back in November, 1994. At that time we had just begun our participation in the United States Newspaper Program (USNP) with a one year planning project funded by a grant from the National Endowment for the Humanities (NEH). Our purpose that year was to establish the groundwork for the project and determine the general outline for implementation. To accomplish that we needed information about newspaper holdings in Tennessee so we conducted a statewide survey of almost 900 possible newspaper repositories. Using the information from the survey and input from advisors, we submitted a grant proposal for the first part of the implementation project. The proposal was successful and we were awarded a twenty-two month, approximately \$250,000 grant which began July 1, 1995 and runs through April 30, 1997.

The general goals of the TNP, like all USNP projects, are to locate, catalog, and preserve American newspapers from the earliest colonial times to the present, thereby helping to ensure that America's historical newspapers will be available for current and future generations. All fifty states, Puerto Rico, and the Virgin Islands are currently involved in or have completed a USNP project. Each state project is responsible for cataloging all American newspapers held in its state and preserving, by microfilming, selected newspapers published within the state (though issues are commonly borrowed from repositories in other states to fill in gaps). The projects are supported with financial, administrative, and technical assistance from the National Endowment for the Humanities and the Library of Congress in addition to cost sharing by the host institutions.

The projects are generally organized in three phases: initial planning and survey, cataloging and inventory, and preservation microfilming, with each phase sometimes taking a couple grants to complete. Although the phases often overlap to some extent, it is often better that the inventory and cataloging phase of the project precede the preservation phase so that gaps in newspaper runs at one institution can be filled in with

holdings from other institutions sometimes only discovered during cataloging site visits; this helps to ensure that titles are as complete as possible before microfilming.

We have begun our cataloging and inventory phase at the Tennessee State Library and Archives in Nashville, which holds the largest collection of Tennessee newspapers, and at the University of Tennessee Libraries in Knoxville, the home base for the project and the repository of the largest number of American newspapers in the state. Since receiving the grant last summer, we have hired staff, set up offices, gone through training, and are now deep into the cataloging process. In a few years, as we finish the cataloging at those two sites, we will begin the fieldwork portion of the project during which catalogers will travel to the many other newspaper repositories in the state to catalog and inventory their newspaper holdings.

The bibliographic and holdings records we are creating or updating are part of OCLC's database that is available at libraries and other institutions around the world. This information in combination with interlibrary loan ability of the microfilm greatly improves access to Tennessee's newspaper holdings and to the history of the people and places recorded in them. Information from the survey data is kept in a local database at the project office and is used in planning and carrying out the project and in assisting researchers locate newspapers before the information becomes available through OCLC. We are looking into the possibility of making our local database available on the Web.

This summer we will be submitting a grant proposal for the May 1997 - April 1999 grant period to continue the cataloging and inventory of the estimated 8000 unique American newspaper titles held in Tennessee. The level of funding of future grants will determine, in part, how quickly we get to various areas of the state and how many titles will be preserved on microfilm; many of the newspaper projects in other state will be finishing up within the next year or two which will hopefully allow for stepped up progress through an increase in funding for the remaining projects such as the TNP.

Our project staff recently returned from the annual meeting of the USNP at the Library of Congress. In addition to learning from and commiserating with staff of other projects we discussed the program's progress at the national level. Although NEH went through some rough times during the federal budget process this year, the US Newspaper Program came through fairly well; NEH will continue to fund and administer the program and the Library of Congress will continue to provide staff for technical training and oversight. As things stand now, national program coordinators are projecting that the program will be winding up in the year 2004. By the end of the program it is estimated that about 239,000 newspaper titles will have been cataloged and about 54,500,000 pages of newspaper preserved on microfilm. Approximately \$33 million will have come from NEH funds and about \$14 million from cost sharing.

For more information about the project feel free to contact us at the address below. 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.

Joslyn Quinn Klein Project Manager

TENNESSEE NEWSPAPER PROJECT James B. Lloyd, Project Director Joslyn Quinn Klein, Project Manager Special Collections, Hoskins Library

The University of Tennessee Libraries Knoxville, TN 37996-4000 (423) 974-4480 FAX (423) 974-0560 Email tnp@aztec.lib.utk.edu



#### GRACY GIFT SUPPORTS ARCHIVAL STUDIES AT UT-AUSTIN

Austin, Texas The Graduate School of Library and Information Sciences (GSLIS) at the University of Texas at Austin has been named the recipient of the Alice Duggan and David Caldwell Gracy Endowed Presidential Scholarships.

The award, donated by Dr. David B. Gracy II, the Governor Bill Daniel Professor of Archival Enterprise of the GSLIS and his sisters, Ms. Ruth Gracy Wise and Ms. Lucile Gracy Harmon, will be given to deserving students with an interest in the administration of archives and records and the preservation and access to information of enduring value.

The Gracys have a long association with the University of Texas. Their father was the founder of Gracy Title Company of Austin and a University of Texas graduate. Alice Duggan Gracy attended the University and was a descendant of the Littlefield family, the largest benefactor to the University during its first fifty years.

"Our parents believed in the value of education and the importance of good record-keeping in the present and for the future. In appreciation of the education that our parents provided us and to further education with records, we wanted to provide this award to deserving students," said the Gracy heirs in a letter announcing their intention to establish the awards.

#### **National News**

"Dr. Gracy and his family have been vital contributors to this school for many years. We are honored to memorialize the Gracy family with this generous and important gift," said Brooke Sheldon, Dean of the GSLIS.

Shelley Sweeney Teaching Assistant University of Texas at Austin

SOCIETY OF AMERICAN ARCHIVISTS 60TH ANNUAL MEETING AUGUST 25 – SEPTEMBER 1, 1996 SAN DIEGO, CALIFORNIA

Among the meeting highlights are nearly 90 educational sessions, thirteen preconference workshops, the International Archives and Information Technology Expo, a variety of tantalizing tours and special events, including an opening banquet and awards ceremony, as well as a farewell reception.

SAA's Program Committee has put together an exciting selection of sessions exploring the relationship of the archival field to an increasingly diverse nation and the challenges presented in documenting such diversity in U. S. history and culture. There will be sessions devoted to the continued development of technology and its impact on the archival profession as well as sessions examining the more traditional topics of education and

professional development, description, and preservation.

The 1996 annual meeting marks the diamond jubilee anninversary of the Society of American Archivists and promises to be a celebration of the growth and evolution of the archival profession. For six decades, archivists and colleagues in allied fields have gathered annually with enthusiasm to learn and to share experiences and expertise, and to recognize achievement and initiative in the profession.

To request a program for the Society of American Archivists' 60th annual meeting, contact the SAA Membership office at (312) 922-0140 or e-mail: info@saa.mhs.compuserve.com.

SAA News Release

### ORAL HISTORY ASSOCIATION

The Oral History Association Annual Meeting will be held in Philadelphia, October 10-13, 1996, at the Holiday Inn Select Center City. The meeting's theme will be "Oral History, Memory, and the Sense of Place." Among the featured speakers are Robin D. G. Kelley (New York University) and Spencer Crew (Smithsonian Institution). For registration information, contact the Oral History Association, P. O. Box 97234, Baylor University, Waco, Texas 76798-7234. Phone: (817) 755-2764; Fax: (817) 755-1571; email: OHA Support@Baylor.edu

## FRANKLIN COUNTY HISTORICAL SOCIETY PROJECT PRESERVATION

Old records from the court house brought were to Project Preservation in February 1996 dating from 1814-1815-1860 some of which were rejected pension applications for several Civil War veterans who lived in Jackson Alabama. These County. documents were very brittle and yellow and most were in their original envelopes. Also received was an old deed book for the 1815 period.

All of the names from the deed book and loose papers have been copied on computer so that these can be found when we SEARCH.

Our volunteers continue to be diligent in the cause of preservation.

Jeanne Ridgway Bigger Project Chair

#### CHATTANOOGA-HAMILTON COUNTY BICENTENNIAL LIBRARY

The Local History and Genealogy Department has recently acquired four collections: the papers of Judge Leslie Rogers Darr, the papers of David Y. Copeland, III, the records of the Chattanooga Engineers Club, and the records of the Hamilton County's Sheriff's Department.

The Darr Papers contain scrapbooks, correspondence, newspaper articles, case descriptions, and other data pertaining to Judge Darr's term as a circuit judge for the 18th Tennessee Judicial District (1926-1939) and as a federal judge for

#### **State News**

the Eastern District of Tennessee (1939-1967).

David Copeland's papers cover his 24 years (1968-1992) in the Tennessee General Assembly as a representative from Hamilton County and his gubernatorial race in 1994. His collection includes campaign memorabilia; newspaper articles on legislative rule, constitutional revision, and correspondence; tax reform; speeches; office files; newsletters; memos; and electronic records such as videotape programs and interviews, and radio broadcasts.

The Chattanooga Engineers Club, which began in 1924 is still active. collection Their (1918-1993)membership contains rosters. financial transactions, photographs of members, minutes, correspondence, newspaper certificates clippings, and programs. Information on the Engineering Task Force, a group organized to assist local government engineering in matters, is included in an addition to the collection.

The Hamilton County Sheriff's Department records (1887-1913) are jail accounts that list the crime, the accused, and the action taken by the sheriff or other official. The list record offenses that are no longer crimes and also reveal that violent crime is not just the bane of the modern era.

We hope to have the Darr, Copeland and Sheriff's Department collections available for public use later this year. The Chattanooga Engineers Club Records are already open for research.

Clara Swann C/HCBL

#### KNOX COUNTY ARCHIVES

Current and forthcoming activities at the Knox County Archives include the following:

February - May, 1996 Doris Martinson helped organize and present a school program, "Black History in East Tennessee: In Their Own Words." The Museum of East Tennessee History and the East Tennessee Historical Society sponsored this education-outreach The Knox County program. Archives' court records, deeds and wills were used to tell students about slavery. This year, hundreds of Knox County school students read and discussed the actual recorded transactions.

April 11-12, 1996 Brad Cannon and Michael McCusker, Knox County Archives' Assistant Archivists, attended the Southern Archivists Conference in New Orleans.

August 24, 1996, The Knox County Archives will sponsor a Bicentennial Workshop focusing on using records in the Knox County Archives. The free workshop will be from 9:00 a m. to 1:00 p.m. A "brown bag lunch" will follow the workshop. The Archives' staff will be available to answer questions on a one-on-one basis.

Doris R. Martinson, CA Head, Knox County Archives State News Continued...

#### WILSON COUNTY ARCHIVES

On May 2, 1996, dedication ceremonies were held for the Wilson County Archives. The program for this event was planned by the Wilson County Tennessee 200 Bicentennial Committee. County Executive Val Kelley made some brief remarks and presented a Tennessee 200 Bicentennial silver cup to the archives. Lakeview Pride, the fourth, fifth and sixth grade chorus of Lakeview Elementary School sang songs celebrating our heritage and freedom as American The dedication was citizens. attended by approximately 125 people.

The archives has new carpet, freshly painted walls, a new computer, but no records as yet! Shelving is still to come, and the

inventory of records has to be completed before records can be moved in and made ready for public use. No target date has been set for opening to the public.

June Swann Archivist

#### BRADLEY COUNTY ARCHIVES

The Bradley County Archives was established in 1983. During the past five years as Archivist, I have become more aware of our heritage and the crucial role which we play in preserving and making accessible to the public those public records created by local government agencies. It is especially exciting to be able to find an information link by locating a unique historical document which sheds light on a particular line of inquiry.

On a recent visit to the Knox County Archives, I learned a lot

from Doris Martinson who really knows how to present the past through the documents housed in that repository. She is to be commended for her work there and her ability to convey the lessons learned in the development of this program to others. I would suggest that other county archivists should consider making a similar visit because Ms. Martinson has many valuable ideas on managing and preserving historical records.

I also attended the archival workshops in Chattanooga from which I came away with a lot of information on archival programs which will keep me busy for some time to come. If other county archivists are interested in contacting me about any aspect of our program, please do not hesitate to call or write.

Audrey K. Evans Bradley County Archivist



#### **Personnel Changes**

#### **Knox County Records Management**

Linda Williams Clark has resigned as Records Manager for Knox County Government to accept the postion as Records Manager for a new private firm, King Business Forms in Knoville where she will begin her new duties on June 3, 1996. Her successor as Records Manager for Knox County will be John H. Woodard, Jr. who has served as Assistant Records Manager. We wish both Linda and John much success in their new assignments.



#### Celebrate Tennessee History: A Weeklong Look at Tennessee's Archives

During this bicentennial year Tennessee 200, the state bicentennial organization, has partnered with the Tennessee State Library and Archives to offer several programs focusing on archives. In addition to a survey of World War II veterans, a project which continues the legacy begun with the Civil War veterans surveys, and a workshop series across the state assisting interested volunteers and professionals in the proper care of the records of Tennessee history, we are planning Tennessee Heritage Days, an Archives event for September 30 - October 5 1996.

Tennessee Hertiage Days will offer a variety of activities throughout the week celebrating Tennessee's history across the state culminating on Friday and Saturday with workshops, lectures and entertainment in Nashville at Legislative Plaza, the State Capitol and the Bicentennial Capitol Mall.

All of the activities will be open to the public with exhibits, workshops, lectures and entertainment programs designed to include citizens with a general interest in history and citizens with a specific interest in archives. The programs will provide education for those participating and raise the level of awareness of archival programs with the general public.

The great variety and many uses of archival and manuscript collections will be the focus of each offered program whether it be a workshop on the arrangement of archival records, a lecture on the care of family quilts or a play which brings to life the words and stories of former Tennesseans.

Our hope is that this will be the first among many Tennessee Heritage Days to come. In order to ensure the success of this program and succeeding ones we will be seeking support and assistance from Tennessee Archivists. For more information as plans are unveiled please contact Carolyn Brackett at 1-800-200-TENN or Lauren Batte at 615-532-4939.



#### WHO IS TAKING CARE OF YOUR RECORDS?

This article on home records management was previously published in the ARMA Local Government IAC Newsletter last fall. Since then, several other ARMA newsletters have published it.

Who is taking care of your records? Where is your birth certificate, marriage certificate, school record and medical record? From birth to death a "paper trail" of your life is created. You care for your government's records, but have you considered the fate of your own?

Upon entering the world your medical record begins. Nowadays, within the first few days of life, two major documents used for identification are created: a birth certificate and a social security card.

The twelve plus years that you are in a formal education setting are the most documented years of your life. By the age of eighteen, in addition to birth, medical and school records, a person has usually attained a drivers' license, a driving record (speeding ticket), a bank account, a voters' registration card and some form of credit due to the purchase of a vehicle or other item.

Military records, marriage/divorce documents, court proceedings, deeds, tax returns and insurance policies are a few examples of records created during the remainder of ones life. Ordinary daily activities generate bills, receipts, warranties and guarantees. In addition to these items, an assortment of mail arrives at your home everyday. Where do all of things go? Can you find something when you need it?

A well organized and indexed personal filing system can lessen your stress in day to day affairs and your family's stress in the event of an emergency.

- \*Designate a particular drawer for items that require a response (i.e. unpaid bills, correspondence, mail-in rebates).
  - \*Buy an inexpensive filing cabinet for routine items to be filed in (paid bills, receipts, items of interest).
- \*Buy a fire proof storage container to file your permanent important papers in (insurance papers, deeds, birth & marriage certificates, wills). These can be found at WalMart for less than \$ 100.
- \*Basic disaster prevention and yearly destruction of temporary papers (paid bills, etc.) will help to preserve the information you need and keep unnecessary paper from cluttering you home.
- \*\*Last, but not least, inform your spouse, children and/or significant other of the whereabouts of your important papers and your filing system. This information saves a lot of time and worry in the event of an emergency.

Happy organizing!

Submitted by: Linda Clark, Knox Co. Records Mgr., Knoxville, TN

#### DISTINGUISHED SERVICE AWARD

The Awards Committee of Tennessee Archvists composed of the three immediate past presidents of the association announces that it is now accepting nominations for the Distinguished Service Award. This award is presented to the agency determined to have made the greatest contribution to the archival profession during the year. Nominations must be received by the chairman of the committee before the first of August in order to be given consideration for the award to be made at the annual meeting in November.

Members are requested to contact the committee chairman for nominations and/or additional information.

Bobby Flanary; Memphis/Shelby County Archives, 1850 Peabody Avenue, Memphis, TN 38104

(901) 526-1713 or fax (901) 725-7762

#### RECORDS MANAGEMENT SURVEY

I have been approached to write an edition of the Records & Retrieval Report. My subject revolves around records management/archives programs charging their user departments for supplies, services, etc.... I need to cover the public and private sectors both pro and con sides. I am working against a September 1 deadline. Thank you very much for your time and contribution.

#### Do You Charge?

- 1. Does your records management program charge its user departments for anything?
- 2. If so, what do you charge for and how much?
- 3. If you do not charge, why not?
- 4. How did you arrive at the decision to charge/not charge?
- 5. Did you used to charge but, now don't?
- 6. If so, why did you stop charging?
- 7. Are you contemplating charging and why?

Name of Program:  Name & Title of Person Completing
Survey:
Address:
Phone( )
Fax ( )
Please forward responses by July 1, 1996 to:
Thanks for your help!

Linda W. Clark
Knox County Records Management
1000 N. Central St., Box 2
Knoxville, TN 37917
Phone (423) 594-1431
Fax (423) 594-1432
E-Mail: Records@esper.com
(survey will be forwarded to Linda's new position.)

Thanks for your help!

Linda

#### **MEMBERSHIP INVITATION**

Tennessee Archivists invites membership from all persons interested in Tennessee's archives and historical resources. Membership in on a calendar basis. TA currently holds one meeting each year which includes the annual business meeting. TA is a member of the regional association called 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. TA publishes a quarterly newsletter and invites contributions from members and non-members. Officers are elected at the fall meeting.

#### Tennessee Archivists Membership Form

nclosed is my check for memoership in the Tennessee Archivists as a:
ull Member (\$10/year): ☐ Associate Member (\$3/year): ☐ Institutional Member (\$10/year): ☐
enewal? Yes:   No   No
ame:
astitution:
failing Address:
lease make checks payable to Tennessee Archivists and mail to David McWhirter, Disciples of
hrist Historical Society, 1101 19th Ave. S., Nashville, TN 37212-2196
hrist Historical Society, 1101 19th Ave. S., Nashville, TN 37212-2196

Tennessee Archivists Newsletter John Thweatt, Editor c/o TSLA 403 7th Ave. N Nashville, TN 37243-0312

> Marice Wolfe Vanderbilt Univ. Special Co 419 21st Ave. S. Nashville TN 37240-0007