

Louisiana Archives and Manuscripts Association

NEWSLETTER - MARCH 1992

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The Research Libraries Group Archives and Manuscripts Retrospective Conversion Project: Louisiana State University Participation

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The LSU Libraries is one of ten Research Libraries Group (RLG) institutions currently participating in a joint retrospective conversion cataloging project. The focus of the project is the conversion of manual cataloging records for manuscripts and archival materials into machine readable catalog records in the RLG national bibliographic database, RLIN.

The current project was organized in 1990 by Steven L. Hensen, chairman of the RLG Archives, Manuscripts and Special Collections Program Committee. Focusing on collections at ten RLG archives and manuscripts repositories, a proposal "to improve access to collections that offer strong support for research in a number of humanistic disciplines and make information about unique research materials better known to scholars" was submitted to NEH. \$200,000 was subsequently awarded by NEH for work to be carried out at the following repositories: American Antiquarian Society, Cornell University, Emory University, Hagley Museum and Library, Louisiana State

University, State Historical Society of Wisconsin, University of Minnesota, University of Pennsylvania, Virginia State Library, and the Beineke Library of Yale University. During the grant period approximately 7000 new records will be added to the RLIN AMC file by the participants.

During the project, LSU's goal is to convert some 700 manual records for its manuscripts and archival materials into RLIN machine readable records. This work is being carried out by the technical services staff of the Louisiana and Lower Mississippi Valley Collections (LLMVC) of the LSU Libraries. LLMVC was created in 1986 by the merger of two former library departments, the Louisiana Collection and the Dept. of Archives and Manuscripts.

Preliminary work such as the organization of appropriate tools, the preparation of forms, and the copying of inventories was carried out by the Head of Technical Services and a student worker during the fall of 1990. The actual work on the creation of the machine readable records in the RLIN database was begun by the Project Cataloger in 1991. LLMVC was fortunate that it was able to hire as the Project Cataloger someone had previously processed manuscript collections for the department and who was familiar with LLMVC collection, procedures and records. A quick summary of the various

steps of the work flow follows. Numerous inventories describing the collections were copied. These were then reviewed by the Project Cataloger and selected for input, keeping in mind RLG's guidelines regarding the scope and importance of the materials to be included, the optimum length of time which should be devoted to a single record (approximately two hours), and the fact that this was a retrospective conversion project not a reprocessing project. Preliminary cataloging forms were filled out, following the principles set forth in Steven L. Hensen's *Archives, Personal Papers and Manuscripts*, 2nd edition, as well as the requirements of the MARC Archives and Manuscripts format developed by the Library of Congress and delineated in the *RLIN Supplement to the USMARC Bibliographic Format*. Appropriate forms of names and subject headings were selected and verified in the various authority sources, e.g., the online Name and Subject Authority Files, the printed *Library of Congress Subject Headings*, the related "Rule Interpretations," and other LC handbooks. Records were created in the RLIN database and stored for review and proofing by the Head of Technical Services and final entry. Once the cataloger became more skilled in the conversion work, she worked

directly on the online record from the inventory, thus eliminating the preliminary cataloging form stage.

The RLIN record consists of two distinct parts: the basic bibliographic record of fixed and variable fields and the ARC segment, which contains institutional data on acquisition, processing, etc. In the AMC file of RLIN, the ARC segment is not accessible by the public; it can be seen only by the inputting institution.

Project participants are reimbursed on a per record basis, and because we had not completed the full 700 records by mid-June as originally hoped, we were granted an extension to continue through the end of the year.

Various problems encountered during the project affected our ability to convert all 700 records in the time originally planned. As anticipated, production was low during the initial months due to training and learning. Also, in the early months, equipment and system problems proved frustrating; when we were "dropped" or disconnected from the RLIN due to communications or other technical problems, we usually lost the record in progress, which could represent an hour or two of work. Probably the most persistent and frustrating

problem was related to the selection of records which could be converted in two hours. Because our inventories varied considerably in completeness and accuracy, the amount of work required for each record could not always be determined easily by a cursory review. Although it was originally planned that a record be converted without reexamination of the collection, this was not always possible; inconsistencies and conflicts of information in the manual records often required that the collection be examined, at least briefly. Occasionally it was necessary to "abandon" a record after a fair amount of work had been expended on it. Determining the correct AACR2 form of personal names was also timeconsuming, as this often required direct examination of items in a collection; it is not unusual for a person's name to appear in numerous, varying forms throughout the materials in the collection. A personnel change in the Project Cataloger's position in May also necessitated retraining and learning.

Work on the project continued throughout the summer and will, on a limited basis, continue through the end of the year. Our participation in this project has been quite beneficial for us. Although LLMVC had been creating records in the RLIN AMC file

for several years, we did not yet have a large number of records in the file. Thanks to this project, we have added significantly to the number of records we have in the AMC file, thereby increasing substantially the access scholars have to our rich collections of primary materials. In addition, we have greatly improved our skills for continuing to produce such records.

HNOC Fellowships

The Historic New Orleans Collection announces the creation of annual fellowships of up to \$750 to encourage research using its holdings. Five Williams Senior Research Fellowships are intended to assist postdoctoral projects and three Williams Graduate Research Fellowships are meant to support pre-dissertation research by graduate students. Contact Jon Kukla, Director, The Historic New Orleans Collection, 533 Royal Street, New Orleans, Louisiana 70130-2179.

What God Would Do If He Had Money: Move the Natchez Trace to Texas?

Materials documenting life in the Lower Mississippi Valley are on display in "Windows to the Old South: Social History and the

Natchez Trace Collection," a new exhibit at The University of Texas at Austin's Center for American History. The exhibit will be on display through May 2, 1992.

The collection reflects the lives and activities of people in the parishes and counties of Louisiana and Mississippi, particularly in the area around Natchez, Mississippi.

The materials are part of the center's extensive Natchez Trace Collection, which measures more than 450 linear feet and spans the era between 1790 and 1900. The exhibit showcases only a portion of the collection. Assembled in the 1920s by a Mississippi collector, the collection was valued in excess of four million dollars when it came to the University of Texas in 1985.

Technical Leaflets

Tom Claeson, head of the AMIGOS Preservation Service, has available the first in a series of "Preservation Basics" technical leaflets published by the National Cooperative Information Project. Titled *Preservation of Scrapbooks and Albums*, the leaflet is a revised and updated version of a piece originally written by Barbara Fleisher Zucker for the Congress of Illinois Historical Societies and Museums in 1984.

Preservation of Scrapbooks and Albums includes information on collection policies, accession and

disposition, environment, physical storage and shelving, handling, treatment, and reformatting. The leaflet also contains a list of preservation supply and equipment providers and recommended further readings.

The AMIGOS Preservation Service will be a distribution point for this and future National Cooperative Information Project publications. Please contact Tom at 800/843-8482 for your copy of this leaflet.

The National Cooperative Information Project is a cooperative group of professionals with a commitment to the preservation of cultural and information resources. It also includes regional and national leaders in preservation services, education, and consultation. The "Preservation Basics" series is intended to provide simple, dependable information on common preservation questions in libraries, archives, and other information resource collections.

You bring the popcorn

The AMIGOS Preservation Service is making videotapes on archival issues available to libraries and archives.



According to Tom Claeson, head of the AMIGOS Preservation Service, videotapes are excellent tools for staff education and patron bibliographic instruction.

The video collection at AMIGOS represents just a small selection of the many video programs available on preservation issues.

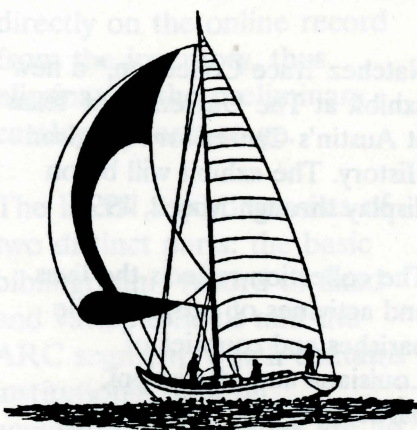
Videotapes in the AMIGOS video library include *Materials at Risk* (OCLC #24466803); *Slow Fires* (18862980); *Caring for Your Microform Collection* (24240839); *Providing a Future for the Past* (22334765); *Library Binding* (22875562); and *Contingency Planning* (24957837).

To borrow any of these videotapes, send your request via the OCLC Interlibrary Loan Subsystem to symbol IIC and be sure to include the OCLC Control Number. Additions to the video library will be listed in the *AMIGOS Agenda & OCLC Connection*. For descriptions of the tapes' subjects or more information, contact Tom at 800/843-8482.

Water Water Everywhere

Tulane University's Manuscripts Department has a new flow of information about inland water transportation, courtesy of a donation of records of the American Waterways Operators, Southern Region. The records contain minutes of the regional and national office of the American Waterways Operators since 1945.

The addition of the American Waterways Records makes the department a national center for research about water transportation. In the past several years the Manuscripts



Department has been given the records of the National Waterways Conference and the Gulf Intracoastal Canal Association, as well as of the Mississippi Valley Association and the River and Harbors Congress and its successor, the Water Resources Congress. In all, the department now holds over two hundred linear feet of books and documents detailing the growth of the system.

Archives and Europe Without Boundaries: The Royal Netherlands Society of Archivists

Reported by Alfred E. Lemmon
Historic New Orleans Collection

To celebrate its one hundredth anniversary, the Royal Netherlands Society of Archivists sponsored the symposium "Archives and Europe Without Boundaries." Held in Maastricht, Holland from 2 to 5 October 1991, the meeting attracted

archivists from 39 countries. The conference examined the challenges of European Archives in view of the opening of borders inside the European Community following 1992 and in light of recent technological advances that affect the control and use of archives. The symposium examined those two challenges in a series of five plenary sessions. In turn, parallel sessions further explored particular a aspect of each plenary session.



The opening plenary and its subsequent parallel sessions were devoted to the relation of "the citizen

and administration." Democracy was characterized as dependent upon well organized, properly preserved, and accessible public records. The archivist, as keeper of the community's memory, was presented as holder of "the keys to power." In the selection of which records to retain and destroy, the archivist was seen as a guardian of the records of both state agencies and cultural patrimony. In the critical capacity of appraiser, the archivist was clearly viewed not only as a *keeper of records*, but as a *creator of records* capable of altering history and answerable to posterity.

"Antiquarianism or information service" was the second symposium theme. The necessity for the archival profession to take all practical steps to care for records, including coordinating arrangements for the proper

selection and preservation of those that deserve retention, as well as making them readily available, was clearly outlined. Mindful that the percentage of the populace that consults archives remains small, archives are nonetheless a powerful information service. Archival services are challenged by the necessity to provide access both to data in bulk and an individual document. As a result of that challenge, whether as *guardian of the past* or *servant of the future*, archives can supply a unique view of the world due to the variety of documentary media. To manage often diverse media, archivists must remain abreast of emerging standards and new technology.

The third plenary and subsequent sessions examined the image of the archivist, and harmonizing training. Archives, as resources for education and for determining crucial issues, are a source of authenticity for the community. With the explosion of available media, the archival profession must be characterized by personal commitment and selection criteria. Sentiment and tradition are not acceptable criteria for the acquisition and maintenance of records. As archives are centers of historical culture, archivists should be viewed as information mediators with sound training in history and archival practice. At the same time, while each archivist may have a specific expertise, archivists must be openminded, dynamic, and multitasked individuals. While a wide variety of training in Europe is available, archival training must be based upon emerging standards needed to control the

current massive, global flow of information.

"The archivist and archival Europe" was the topic of the conference's fourth plenary and parallel sessions. They examined the question of cultural versus political borders and the need to harmonize legislation and regulations concerning archives. The necessity to safeguard the archival heritage of Europe (at both local and national levels) in light of preservation and conservation, legislation, and technology was specifically addressed. Speakers noted that it was not only necessary to face those issues, but also to nurture the interests of practicing archivists amidst a changing world and technology.

"Archival Europe and the archival world" was the topic of the final sessions. The internationalization of research and the role of professional archival organizations in Europe were addressed, as well as the relation of European powers to former colonies. The colonial



system provided a means for communication and caring for documentation. One of the effects of decolonization was the creation and entrenchment of new boundaries. The need of the parent country for documentation about former colonies, and viceversa, has led to joint technological and education programs.

The five plenary, and subsequent parallel sessions, were united by the themes of respecting the past with concern for the future, and the matching of responsibilities with appropriate resources. Archivists were not viewed as individuals living in an ivory tower, but rather as custodians of vital resources necessary for the examination and resolution of crucial issues. As custodians, they do more than operate a storage facility, but are *l'hommes de culture* enthusiastic in their dissemination of information.

Kukla Named HNOC Director; New Exhibit and Update

Dr. John Kukla has been appointed the new director of the Historic New Orleans Collection. Kukla was formerly Curator of Collections at HNOC. Prior to coming to HNOC in May 1990, Kukla directed research and publications at the Virginia State Library and Archives. Born and educated in Wisconsin, he received a Ph.D. in history from the University of Toronto.

HNOC also announces a new exhibit, *Over Here! The New Orleans Home Front in World War II*. It will be on view through July 3.

During the war, patriotic sentiment dominated everyday life in New Orleans. A sampling of wartime activities is featured in the exhibition in a photographic display of local recruiting,

rationing, bond drives, blood drives, aircraft spotting, USO dances, and jazz bands playing for draftees. Also on view, colorful propaganda posters alerted the public to social problems and military dangers inherent in the war.

The exhibit highlights Higgins Industries and its major contributions to the Allied cause. One of every five New Orleanians worked for Higgins, and the extraordinary creative energy of these men and women resulted in more than twenty-nine thousand landing craft, PT boats and Liberty Ships. Distinguished historian and biographer Dr. Stephen E. Ambrose will speak during the exhibit, which is presented in cooperation with the Eisenhower Center of the University of New Orleans.

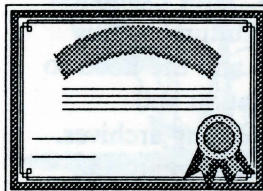
HNOC also announces *Manuscripts Division Update X* (1991) is now available. Dedicated to the colonial and territorial holdings of the manuscripts division, 94 manuscript collections and 1388 reels of microfilm are described. For a free copy, contact the manuscripts division of the Historic New Orleans Collection, 533 Royal Street, New Orleans, Louisiana 70130.

The manuscript division also has available copies of the *Catalogo de Documentos del Archivo General de Indias (Seccion V, Gobierno. Audiencia de Santo Domingo) sobre la Epoca Espanola de Luisiana* (Madrid and New Orleans: 1968). The two volume guide to Louisiana material in the Santo Domingo

papers of the Archive of the Indies is available for \$40.

Congratulations Sally!

Sally Reeves, Archivist of the Notarial Archives in New Orleans, has passed the qualifying examination to become a Certified Archivist.



Sally K. Reeves is Archivist of the New Orleans Notarial Archives in New Orleans, Louisiana. She is a noted authority on local history and is a much sought-after speaker on local history topics. Sally is supervising an NEH grant involving preserving oversized architectural drawings, and gave a paper at the September, 1991, SAA meeting on the grant's progress. She has a Master's Degree in History with a specialty in archives and records management administration from the University of New Orleans, and is the current President of the Greater New Orleans Archivists.

Seventy-nine individuals applied to take the 1991 Certified Archivist examination. Vice President Deborah Skaggs and two members of the Board of Regents, Linda Evans and Mary Jo Pugh, independently evaluated the applicant's qualifications.

Seventy applicants met the eligibility requirements for the test (B.A. degree with three years qualifying professional experience;

M.A. degree with two years qualifying professional experience; or M.A. degree with nine semester hours in archival administration and one year qualifying professional experience). This number represents a significant increase over the thirty-five applications received by the Academy last year. A steady growth in the number of applications is an encouraging sign that the Academy is meeting the needs of the profession.

This year the Academy through the Professional Examination Service (PES) offered the exam on Wednesday, September 25th. Of the seventy qualifying applicants, forty-six took the test in Philadelphia; seven in Chicago; seven in Atlanta; three in Los Angeles; and five in Arlington, Texas. PES is now scoring the candidate answer sheets and will issue individual score reports.

Professional examiners administered the test at each site. The Academy thanks the following institutions for providing a site for the exam: the SAA; the Chicago Historical Society; the Georgia Department of Archives and History; the University of Southern California, School of Medicine; and the University of Texas at Arlington, Special Collections Department.

The next examination will be held September 14, 1992, in conjunction with the 1992 Society of American Archivists meeting in Montreal. Additional exam sites will be Atlanta, Chicago, Salt Lake City, Washington DC, and Arlington, Texas.

The 1993 examination will be given in conjunction with the Society of American Archivists meeting in New Orleans, with additional exam sites in Boston, San Francisco, and Chicago. The ACA Candidate Handbook and an application form are available from the ACA Secretariat, c/o Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605.

? Urgent: Have you received your regional directory questionnaire?

LAMA members should have received by now the questionnaire for the Society of Southwest Archivists regional directory. The directory will list institutions preserving archival and manuscript documents in the SSA's region (Louisiana, Arkansas, Oklahoma, Texas, New Mexico, and Oklahoma), along with holdings and use information. It should be ready late this year.

The directory will be an important resource for researchers, archivists, and all people interested in the region's documentary heritage, and LAMA hopes Louisiana archives and manuscripts departments will be well-represented in the volume. However, the success of the project depends upon your completing and returning the questionnaire. Please return the questionnaire for your institution as soon as possible. If you know

of institutions holding archival documents which did not receive the questionnaire, please photocopy it and pass a copy along to them.

The Louisiana editor for the project is Alfred Lemmon of the Historic New Orleans Collection. If you did not receive a form or if you have any questions, please contact Alfred as soon as possible at HNOC 533 Royal Street, New Orleans, Louisiana, 70130-2179, 504/523-4662 or contact the general editor of the directory, Kathryn Stallard, at 512/863-1634.

Degas Inventory Published

The recently inventoried Degas-Musson Papers, in the Manuscripts Department of Tulane University's Howard-Tilton Library, provide a penetrating view of the life of Edgar Degas, the French impressionist painter who had strong New Orleans family ties.

The papers were presented to Tulane by the late Mrs.

Edmund B. Martin, nee Dora Odile Musson, daughter of Gaston Edgar Achille Musson who was the son of Rene Degas and Estelle Musson, brother and cousin of Edgar Degas. (The family name was spelled "DeGas" in French, and Gaston Edgar Achille Degas' name was changed to Musson



through adoption by an uncle, Michel Musson.)

While the papers were deposited in the library in 1973, not until this year were they fully inventoried, by Marilyn R. Brown, associate professor in the Tulane Art Department. The collection is in six boxes divided into folders holding 435 letters and documents, and the inventory is being published this fall by the Tulane Library. They are available to scholars and researchers, providing a treasury of information on the famous artist.

The letters, written by a number of members of the family, give insight into life in Louisiana during and after the Civil War, tell of Edgar Degas' struggle to overcome poor eyesight, and note, among other things, Degas' resentment of the intrusion of the telephone because it induced people to talk rather than write what was on their minds.

"Several letters have a bearing on the Musson family's cotton business and its financial relations with the transAtlantic exportimport company operated by Degas' brothers Rene and Achille, as well as with the banking firm headed by Degas' father, August, in France," writes Dr. Brown. "They indicate, among other things, the considerable involvement of the DeGas-Musson clan in an illfated scheme of investing in Confederate bonds during the American Civil War."

The letters also document a family scandal, relating that Rene DeGas deserted his wife and children in New Orleans in 1878, eloping and marrying his nextdoor neighbor, Mrs. Leonce Olivier. The elopement caused a schism in the family, involving Edgar as well as others.

The DeGas family's involvement in the cotton business during the Civil War undoubtedly led Edgar to paint his famous work, *The Cotton Office in New Orleans*, which hangs in a museum in Pau, France. There are reproductions hanging in New Orleans. Edgar, who visited New Orleans in 1872 and 1873, did a portrait of his cousin, Estelle Musson, while here. The painting hangs in the New Orleans Museum of Art.

Failure of the DeGas banking firm in Paris caused the family to fall upon hard times, their fortunes sagging with the troubles of the South's cotton market. Edgar found himself inextricably involved in the demise of the bank.

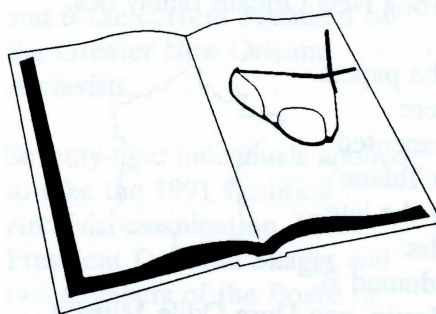
Research support for the inventory was provided by the American Council of Learned Societies. Assisting in the project were Dr. Wilbur E. Meneray, director of the Special Collections Division; Harry Redman Jr. of the Tulane University French Department, Theodore Reff, Henri Loyrette and George Schackelford.

The Degas-Musson archives, notes Dr. Brown, contains much information of interest to historians of the society, politics and economics of the American

South, and of FrancoAmerican relations. The fiftyseven page inventory, including bibliography, is available for four dollars. For more information, contact Bill Meneray, Special Collections, Howard-Tilton Memorial Library, Tulane University, New Orleans, Louisiana 701185682, ☎ 504/865-5685, FAX: 504/865-6773.

Bordelon Finishes Book Project

Kathie Bordelon, head of Archives and Special Collections at McNeese State University in Lake Charles, Louisiana, has been leading a project to publish two books concerning Southwestern Louisiana. Recently published by the Southwest Louisiana Historical Association and McNeese's Friends of the Library, the two books concern local history and are titled *Southwest Louisiana in the War Between the States* and *Citizen Soldiers: Southwest Louisianians Defend the Nation*.



Bordelon led a project staff of eight people. Both books are compilations of historical articles written by *Lake Charles American Press* Staff Writer Mike Jones

between 1978 and 1989. Bordelon's staff indexed each article and arranged them chronologically by publication date. A third volume will be published later this year and will be a compilation of his other miscellaneous historical articles, including pioneer stories, the seafaring history of the area and Jean Laffite.

A public unveiling of the books was held September 16. The author spoke on his favorite anecdotes of the Civil War and signed books. Bordelon said the members of the Southwest Louisiana Historical Association and McNeese Library believe Jones' articles are of great historical significance to the area.

Volumes I and II are available for fifteen dollars, and volume III for twenty dollars, and shipping and handling costs are \$1.50 per volume. For more information or to order, contact Kathie Bordelon, McNeese State University, Frazar Memorial Library, P.O. Box 91445, Lake Charles LA 70609, ☎ 504/475-5734.

Preservation Needs Survey

AMIGOS member libraries in Louisiana received the AMIOGS Preservation Needs Assessment Survey in October. The survey was part of AMIGOS's effort to conduct and analyze preservation needs for AMIGOS members and selected nonmember institutions (AMIGOS is a regional network of OCLC).

The survey measured current preservation activities and future preservation needs of libraries and archives in the region. It will help determine activities during the second year of the AMIGOS Preservation Service. It was distributed to the Directors of all AMIGOS institutions and Directors of Institutional Members of Society of Southwest Archivists (which includes Louisiana). Distribution to Directors of SSA Institutional Members was intended to ensure that archival concerns in the region were addressed.

A full report of the results will be developed in early 1992, and will be made to AMIGOS members. For more information, contact Tom Claeson, AMIGOS Preservation Service Manager, ☎ 800/843-8482.

Center for Oral History opens at LSU

Louisiana State University recently announced the official opening of the T. Harry Williams Center for Oral History. The February opening, held in Hill Memorial Library on the Baton Rouge Campus where the Williams Center is located, drew nearly 300 people. They came to honor the memory of the popular history professor and pioneer oral historian for whom the center is named and to learn more about oral history.

The first major project, according to Williams Center Director Pamela Dean, will be a series of

taperecorded interviews on the history of LSU. "Over the next two to three years we expect to interview more than 100 faculty, administrators, and alumni," Dean said. This series is a project of the University Commission on the History of LSU. The Commission, which was established in 1989 by then Provost Caroline Hargrave, initiated the oral history program and obtained startup funds for it from the Chancellor's office. "Once we have completed the University history series," Dean said, "we will begin working on other projects to document the rich and varied social, cultural, economic and political history of Louisiana."

The Commission hired Dean in August 1991. She is an experienced oral historian with a long standing interest in the history of higher education. Her B.A. and M.A. in history are from the University of Maine where she worked with the Northeast Archives of Folklore and Oral History. She is completing her PhD in history at the University of North Carolina-Chapel Hill with a dissertation on the history of higher education for southern women. While at Chapel Hill she served as acting director of the Southern Oral History Program.

An oral history program can be a valuable adjunct to a library or archives, Dean pointed out. The Williams Center will work closely with the staff of the Louisiana and Lower Mississippi Valley Collections, the manuscripts repository also located in Hill Library. "All of our tapes, transcripts, photographs, and other material will be deposited in

LLMVC and available to researchers. We also make a point of collecting and creating the kind of documentation the LLMVC staff needs to prepare accurate and easy-to-use finding aids. This includes legal releases, tape indexes or verbatim transcripts, abstracts, and biographical sketches of both interviewee and interviewer. We also do interviews that help fill the gaps in LLMVC manuscript collections and encourage our interviewees to deposit their papers in an appropriate repository."

In addition to collecting oral history material, the Williams Center also offers technical assistance and support to those who wish to use this research methodology. Dean conducts workshops on interviewing that are open to the public as well as to LSU faculty and students. "We will be coordinating our efforts with those of other collectors and holders of oral material in Louisiana," Dean said. "There is a lot of interest in Louisiana in using taped interviews for local and family history, as well as scholarly research. We want to encourage this in any way we can." For more information contact Pamela Dean, Director, T. Harry Williams Center for Oral History, Hill Memorial Library, LSU, Baton Rouge, LA 70803, ☎ 504/388-6577.

Louisiana Local Government Records Project update

From November of 1991 to February of 1992, a number of

crucial tasks have been completed for the Louisiana State Archives' NHPRC Local Government Records Project. The survey form has been selected and approved by State Archives staff and by the Louisiana Clerks of Court Association's Committee on Historic Records. Sample retention schedules and a presentation regarding the need for a coherent records management program were given to the Louisiana Supreme Court Records Management Committee in January. The approved survey form and questionnaire was handed out to the Clerks of Court at their annual Clerks Association meeting in Lafayette and at the Clerks of Court Institute in cooperation with Louisiana State University in Baton Rouge.

In a special meeting in Baton Rouge, the Clerks of Court Association's Committee on Historic Records approved the questionnaire and survey form on January 8, 1992. The form was also reviewed by Keith Fontenot, Archivist of St. Landry parish, and by Linda Darensbourg of the East Baton Rouge parish Archives. Extensive testing and fine tuning of the form was necessary to ensure its effectiveness in measuring the legal, administrative, genealogical, and historical value of clerk of court records.

Following adoption of the form, the project staff archivists met with the Supreme Court Records Management Committee on January 17th in New Orleans. After a brief presentation on the project, the project archivists,

Melanie Counce and David Richards detailed the crucial need for a formal records management program. Louisiana currently has laws dictating the retention and preservation of public records, but several of the laws are confusing, contradictory, or outdated. The clerks, lacking a formal guide and intimidated by the laws, must permanently hold all of their records at great expense, inadvertently endangering the truly valuable and historic records.

The Supreme Court Records Management Committee, acknowledging the problem, offered assistance and will be active in approving the final court record retention schedules. Thus the record retention schedules and manual will be endorsed by three groups: a.) the State Archives, representing historians, genealogists, other researchers, and the general public; b.) the Clerks Association's Committee on Historic Records, standing for the clerks of court of Louisiana; and c.) the Supreme Court Records Management Committee, serving the interests of lawyers, judges, litigants, and the court system of Louisiana.

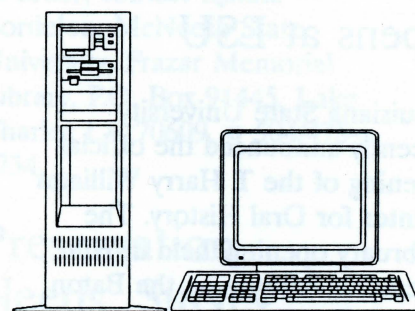
The approved survey form and questionnaire was passed out to the clerks at the annual meeting of the Clerks of Court Association in Lafayette on January 22nd, and at the Clerks of Court Institute in Baton Rouge on February 5th. The surveys were tentatively due back March 31st.

The survey, being the single most important step of the project, will be used to draw up retention schedules and to design a records

management manual. The proposed schedules and manual will be reviewed and edited by the clerks of court at regional workshops later this summer, and endorsed by the Louisiana Supreme Court Records Management Committee. Publication of the manual is scheduled for mid-1993.

Electronic Imaging Lab open

The Electronic Imaging Laboratory in Louisiana State University's Hill Memorial Library formally opened May 1st. The equipment for the laboratory was funded by a grant from the Louisiana Education Quality Support Fund Enhancement Program (LEQSF) administered by the State Board of Regents.



The lab includes computers that optically scan printed materials, maps and photographs into databases with indexes and keyword searching capabilities. The databases will be transferred to CDROMs (compact disk, read only memory) for use by patrons of the LSU Libraries. The CDROMs will also be made

available to other libraries in Louisiana.

A pilot project will produce an electronic copy of the five volume book edited by B.F. French, *Historical Collections of Louisiana, Embracing Translations of Many Rare and Valuable Documents Relating to the Natural, Civil and Political History of that State*, (New York: Wiley and Putnam, 184653). The CDROM publication will be searchable by keyword thus providing broader access to the volumes which are unindexed. A facsimile of each page will also be included for researchers who wish to compare original text to the edited text.

Dr. Richard Condrey of LSU's Coastal Fisheries Department plans a future CDROM of French's book which will include original maps of Louisiana and photographs illustrative of the topics and areas covered by the early narratives. While electronic imaging is not a preservation method, the use of rare books and original documents will be lessened by the creation of such data bases.

Future projects for the Electronic Imaging Laboratory will include facsimile production, text editing and bibliographic research of 18th century literary works; and the optical scanning and indexing of the 300,000 historical photograph collection of the LSU Libraries' Louisiana and Lower Mississippi Valley Collections. The public is invited and project proposals are requested from faculty and staff of Louisiana universities and colleges. For more information

contact Faye Phillips, Louisiana and Lower Mississippi Valley Collections, LSU, ☎ 504/388-6551.

LAMA well-represented at SAC meeting

Of the seven sessions held at the biennial meeting of the Southern Archives Conference, five included members of the Louisiana Archives and Manuscripts Association. They were Mary Linn Bandaries, University Archivist of Northwestern State University in Natchitoches; Alfred Lemmon, Archivist, Historic New Orleans Collection, New Orleans, Louisiana; Wilbur E. Meneray, Assistant University Librarian for Special Collections, Tulane University, New Orleans, Louisiana; and Leon C. Miller, Manuscripts Librarian for Tulane University; and Robert Sherer, University Archivist of Tulane University.

The biennial SAC meeting was held May 13-15 in Nashville, Tennessee. Individuals cannot join the Southern Archives Conference; rather, it is an umbrella organization of the state archival organizations of Louisiana, Tennessee, Alabama, and Mississippi. Anyone belonging to any of those state archival organizations is automatically a SAC member.

This year's SAC meeting was held at the Southern Baptist Convention Building in Nashville. It included two preconference workshops, "Arrangement of

Archival Material," by Ellen Garrison (who presented the SAA workshop on Arrangement and Description at the Society of Southwest Archivists meeting June 4 in Norman, Oklahoma), and "Records Management," by Tracey Berezansky. The meeting also included a reception and an informal dinner with entertainment provided by local storytellers. It was hosted by the Special Collections Department of Heard Library, Vanderbilt University.

LAMA members made diverse and constructive contributions to the SAC meeting program. Mary Linn Bandaries moderated the session *Friends, Volunteers and Interns: Developing Support for Archives*; Alfred Lemmon chaired the session *Music Archives*; Bill Meneray acted as moderator of the session *Archives and Historic Preservation*; Lee Miller presented the paper "Combining Professional Development and Membership Development: the *Southwestern Archivist* and the *LAMA Newsletter*," as part of the session *The Joys and Pitfalls of Newsletter Editing*; and Rob Sherer moderated the session *Documenting Southern Religion*.

New Editor!!!

Sally Proshok will take over the LAMA Newsletter starting with the Fall issue. Sally is Processing Archivist with Special Collections at LSU, Baton Rouge. She can be reached at 504/388-6554, or Special Collections, Hill Memorial Library, LSU, Baton Rouge, LA 70803. Thanks Sally!

Portrait of a Professional Sally Reeves

Archivist, New Orleans Notarial Archives

Since 1988, Sally Kittredge Reeves has been archivist of the New Orleans Notarial Archives, located in the Civil District Courts Building in downtown New Orleans, Louisiana. At the time she joined the Archives' staff, Sally was already very familiar with its collections, having done research there for seventeen years. "My interest in the Archives began in 1971 when I started doing research there for the first volume of *New Orleans Architecture* (7 volumes, Pelican Press, Gretna, 1971-1987). I've been at it ever since. I loved the place from the beginning. Even during graduate school, when I had little time to go there, I always made sure I visited the Notarial Archives on my birthday."

Sally graduated from Newcomb College of Tulane University with an undergraduate degree in English. "In high school and college I thought I wanted to do creative writing, but I realized later my mind was more analytic than creative. The tremendous education I got in art history at Newcomb, coupled with my experience with the *New Orleans Architecture* series, propelled me in the direction of architectural history. This led to greater and greater use of archives, particularly the Notarial Archives. In time the opportunity to professionalize my act came along, and I received an MA in history, specializing in Archives and Records

Management, from the University of New Orleans."

Along the way, Sally has authored or coauthored eight published books and two articles on Louisiana subjects, and has written innumerable unpublished studies for private clients. She finished graduate school in 1983, but it was not until 1988 that the Louisiana legislature created the job of Archivist at the Notarial Archives. "As soon as I heard about it, I applied. I felt from the beginning that I could supply what the office needed: archival management, reference assistance for

language the terms of agreements made by parties who appear before him. He is a disinterested third party who represents both sides in a transaction. You will never see anything other than an amicable transaction in a notarial record. The civil law notary also acts as an archivist of the document he creates. Both colonial and postcolonial law in Louisiana provided for private notarial practice in Orleans Parish, and so a great body of notarial work grew here. Other Louisiana parishes did not have a private notarial system in the early years. This is why we are the nation's only notarial archives."

"I loved the place from the beginning. Even during graduate school, when I had little time to go there, I always made sure I visited the Notarial Archives on my birthday."

The archives holds about 38,000 notarial volumes dating from 1731 to the present, and continues to receive forty to fifty thousand new acts each year. Some of these have been microfilmed, but about 25 million pages of documents still remain unfilmed. The Archives

now has two inhouse and two service bureau micrographics projects, treating both 19th and 20th century notarial series.

all kinds of people from students and scholars to abstractors and lawyers, preservation of documents, grant writing, public advocacy for the office, and so on."

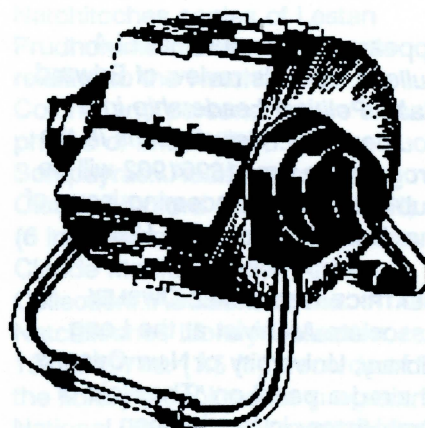
The New Orleans Notarial Archives is the only archives of its kind in the United States. "We are a civil law institution, and Louisiana is the nation's only civil law state. The civil law notary is a trained professional who sets down in documentary

In 1990 Sally landed an NEH grant to assist in rehousing the Archives' nationally famous collection of 19th century civil engineers' drawings of Louisiana houses, lots and tracts of land that needed to be stabilized and rehousing in plat cabinets. That project is ongoing at this time.

Sally also does a lot of public lecturing, both on the archives and on subjects on which she has done research or writing. She does this as outreach for the Archives. On September 27 at the SAA meeting in Philadelphia she gave an illustrated presentation entitled "A Case Study in Preserving a Collection of Oversized Archival Drawings." The session, organized by George F. Farr, Jr., of the National Endowment for the Humanities, was entitled *The Difference a Grant Makes: Four NEH Supported Projects for the Preservation of Archival Collections*. In August of this year she gave an illustrated presentation to the Lafourche Heritage Society in Thibodaux, Louisiana, entitled "Research Opportunities in the New Orleans Notarial Archives on the Lafourche Region." In October she lectured to the Louisiana Landmarks Society on

"The Remarkable History of Indian Camp Plantation and the Carville Leper Hospital in Iberville Parish, Louisiana," and was guest lecturer at a threehour class in Historic Preservation at Southeastern Louisiana University. In early November she participated in the "Roots of St. Alphonsus" symposium, lecturing on "Research Opportunities in the Notarial Archives on the St. Alphonsus Neighborhood;" and later that month she lectured to the Round Table Club on the history of City Park, in observing the centennial of the City Park Improvement Association.

In addition to being an active member of the Society of Southwest Archivists, Sally is a member of the Academy of Certified Archivists and of the Louisiana Archives and Manuscripts Association. She is currently president of the Greater New Orleans Archivists Association.



Louisiana People

RAYMOND BERTHELOT, JR. has assumed the new position of Archives Associate in the Xavier University Archives and Special Collections Department, New Orleans.

WAYNE EVERARD, Archivist, New Orleans Public Library, participated in the session *The Nuts and Bolts of Grant Writing* at the February 20, 1992 meeting of the Louisiana Archives and Manuscripts Association.

COLIN B. HAMER, JR., Head of the Louisiana Division and City Archives, New Orleans Public Library, has been reelected to a two-year term as Treasurer of the Louisiana Archives and Manuscripts Association.

STEPHEN J. HUSSMAN, Archivist of Louisiana State University, Shreveport, published "Archivy in a Cold Climate: The Archival Profession in Norway" in the Fall 1991 *Southwestern Archivist*.

FLORENCE M. JUMONVILLE, head librarian of the Historic New Orleans Collection, has been

appointed editor of *LLA Bulletin*, the quarterly journal of the Louisiana Library Association. Florence serves as chair for LLA's Subject Specialists Section and continues to chair the Louisiana Historical Association's General L. Kemper Williams Prizes Committee. She also contributed two articles to the Summer 1991 *Louisiana History*, "Frenchmen at Heart: New Orleans Printers and Their Imprints, 1764-1803," and (with Winston De Ville) "Denis Braud's Petition to Ulloa: An Addendum to Early Louisiana Imprints."

JON KUKLA, Historic New Orleans Collection, chaired and provided commentary for the session *Berkeley and Leisler: A New Look* at the annual meeting of the Southern Historical Association in Fort Worth, Texas, November 14. Jon also assisted the Jamestown-Yorktown Foundation in developing a grant proposal to sponsor a summer institute in 1992 on the Bill of Rights for selected Virginia secondary and middle school teachers, and contributed the foreword to *Letter Book of James Abercromby: Colonial Agent 1751-1773*, edited by George H. Reese and John C. Van Horne.

ALFRED LEMMON, Curator of Manuscripts for the Historic New Orleans Collections, New Orleans, Louisiana, has been elected president of "Save our Cemeteries," a local historic preservation organization devoted to saving the unique architecture of New Orleans' cemeteries.

LOUISE MARTIN is now Processing Archivist with the Louisiana/Lower Mississippi Valley Collection, Special Collections, Louisiana State University, Baton Rouge. Louise had been serving as University Archivist for the past two years in a

grant-funded project for the LSU Libraries.

ROBERT S. MARTIN, Assistant Dean of Libraries at Louisiana State University, Baton Rouge, has been appointed to the ALA President's Committee on Preservation Policy. Bob also participated in the session *The Nuts and Bolts of Grant Writing* at the February 20, 1992 meeting of the Louisiana Archives and Manuscripts Association.

WILBUR E. MENERAY, Assistant University Librarian for Special Collections, Howard-Tilton Memorial Library, Tulane University, New Orleans, has been elected honored with nomination to the Executive Board of the Society of Southwest Archivists.

LEON C. MILLER, Manuscripts Librarian for Howard-Tilton Library, Tulane University, New Orleans, Louisiana, presented the keynote address at the Spring Meeting of the Council of Inter-Mountain Archivists in Las Vegas, Nevada, May 28. Lee spoke on archival certification and the current plans for certification maintenance.

M. HERMENIA MULDRY, Archivist of the Mercy Research Library and Center in New Orleans, presented "Sisters of Mercy and their Black Schools across the 19th century South" at the spring, 1991 meeting of the American Catholic Historical Society. Sr. Hermenia also recently prepared an exhibit and gave a presentation for the "Irish Channel" parish of St. Alphonsus, where the Sisters of Mercy have taught for the past 123 years.

RAY NUSSBAUM, Assistant Archivist, New Orleans Notarial Archives, recently authored two book reviews. His review of *Confederate Neckties: Louisiana Railroads in the Civil War* by Lawrence Estaville

appeared in the summer *LLA Bulletin*, and his review of Edward Haas' *Political Leadership in a Southern City: New Orleans in the Progressive Era, 1896-1902* will be published in an upcoming issue of the *Journal of Southern History*.

BEATRICE RODRIGUEZ OWSLEY, Associate Archivist at the Long Library, University of New Orleans, chaired a panel on "The Role of Oral History in Immigration Studies" at the annual meeting of the Oral History Association in October in Snow Bird, Utah. At that meeting she was also chosen to sit on the Association's Multicultural Committee. Beatrice also spoke before a meeting of Zonta International about "The Hispanic Community in New Orleans."

MORRIS RAPHAEL, New Iberia, Louisiana, has published his ninth book, *Maria-Goddess of the Teche*. The novel uses fantasy and mythology to relate historical sketches of southern Louisiana.

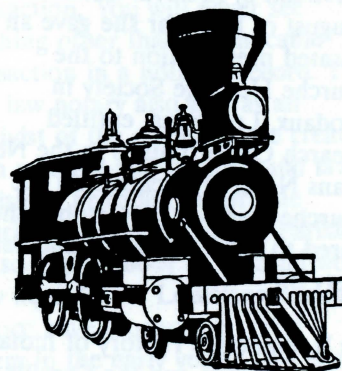
ANDY SIMONS is now Reference Archivist for the Amistad Research Center on the campus of Tulane University, New Orleans, Louisiana. Andy has also been elected Treasurer of the Greater New Orleans Archivists.

FREDERICK J. STIELOW joined the Amistad Research Center as its new director May 1. He previously was Associate Professor and Director of the Religious Archives Institute of the School of Library and Information Science at the Catholic University of America in Washington, D.C.

LESTER SULLIVAN, archivist of Xavier University, has been elected Secretary of the Greater New Orleans Archivists.

KEVIN W. WILLIAMS became Assistant Curator of the Southeastern Architectural Archives, Tulane University, New Orleans, Louisiana, in November.

Archives, Louisiana State University in Shreveport
1 University Place,
Shreveport, Louisiana 71115
☎ 318/797-5226



New Acquisitions: Former State Senator Sydney B. Nelson has agreed to donate his papers from twelve years in the Louisiana state legislature; Kansas City Southern, Louisiana and Arkansas Railway architectural drawings and maps, 1896-1951; First Presbyterian Church, Shreveport, 1832-1936.

Events: Steve Hussman, LSUS University Archivist, will be exhibited photographs, manuscripts and other memorabilia documenting the history of aviation in Northwest Louisiana April 9-13 in the Aviation Wall of Honor in conjunction with "Holiday In Dixie." Steve Hussman and Mary Linn Bandaries (University Archivist of Northwestern University) conducted a one-day workshop, "Introduction to Archives," at Southern University-Shreveport, April 2.
Staff News: Laurie Street, Assistant Archivist, is on the 25th Anniversary

Committee of LSUS. Her primary duties will be to exhibit the history of LSUS years as well as develop a time capsule to be opened by the class of 2017. Dr. Robert Miciotto has joined the archives staff as a visiting scholar. He is writing a history of medicine in Shreveport.

Reporter: Steve Hussman

Northwestern State University of Louisiana, Watson Memorial Library, Cammie G. Henry Research Center, Natchitoches, Louisiana 71497

New Acquisitions: Additions to the Elizabeth Lawrence Collection, 1950s-1960s, (1.5 ft.). . . manuscripts of horticulturist and writer, Elizabeth Lawrence. . . Ora Williams Collection,, 1940s-1960s, (1 ft.). . . papers of Louisiana writers Lyle Saxon and Francois Mignon and Natchitoches natives Judge R. B. Williams and Ora Williams. . . Nancy and Billy Harrington Collection, 1915-1964, (6 in.). . . lady's birthday, farmer's, and health almanacs. . . Mattie Lee Singletery Collection, 1950s-1960s, (1.5 ft.). . . vertical file material and short term papers on Louisiana writers... Additions to the Fleur de Lis Club, 1970s, (8.5 in)...records of a Natchitoches garden club... Sterling Cook Collection, 1960s, (6 in.)...letters to Sterling Cook from Francois Mignon concerning Clementine Hunter and Melrose...Louisiana School for Math, Science, and the Arts, Oral History Project, 1991, (8 VHS tapes)... taped interviews with seven Natchitoches residents and one summary tape...Miller store Records, 1911-1986, (6 ft.)...business correspondence and store ledgers of the Miller Store from Touro, Louisiana...Additions to the Irma Willard-Sompayrac Collection, 1920s-1991, (80 ft.)...notes on families related to the Willard-Sompayrac line, notes

pertaining to the history of Natchitoches copies of Lestan Prudhomme diaries, documents relating to the Natchitoches Art Colony, and personal letters and photos of Irma Willard Sompayrac...Additions to the Claude Medford Collection, 1991, (6 in.)...the original catalog to the Claude Medford Indian Artifact Collection...Additions to the Natchitoches Library Collection, 1940s-1970s, (1.5 ft.)...records of the library's bookmobile program, National Library Week participation, library scrapbooks, building and furniture information, and a former Natchitoches home known as the Tucker House...Ethma Odum Collection, 1960s-1980s, (2 ft.)...Chronicles Alexandria's television newswoman, Ethma Odum...National Archives, 1910, (132, 16mm rolls), Index (Soundex) to the Federal Population Census of Louisiana...National Archives, 1930s-1940s, (9 rolls of 35mm)...Selected document from the Louisiana section of the Work Project Administration...National Archives, 1864-1869, (12 rolls of 35mm)...Records of the Superintendent of Education for the State of Louisiana, Bureau of Refugees, Freedmen, and Abandoned Lands...National Archives, 1865-1869, (36 rolls of 35mm)...Records of the Assistant Commissioner for the State of Louisiana, Bureau of Refugees, Freedmen, and Abandoned Lands...Clarence Webb Book Collection, (490 titles)...publications pertaining to anthropological and archeological studies of Louisiana, Texas, Mississippi, and Arkansas...Samuel and Beverly Watkins Collection,, (520 titles and 14 ft. of mss.) publications and a manuscript collection pertaining to Arkansas history... Center for the History of Louisiana Education, 1800s-1980s, (165 ft. of publications and 48 ft. of artifacts

and manuscripts)...materials pertaining to Louisiana's educational heritage...Louisiana Association on Mental Retardation and Region V of the American Association on Mental Retardation (donation signed no records at present).

Events, Exhibits, Meetings: LSU-S Archivist, Steve Hussman and NSU Archivist, presented an Archives workshop on April 2 at Southern University in Shreveport. The workshop was held as part of Southern University's effort to establish a Black Ethnic Archive. Steve Hussman and Mary Linn Bandaries also worked together in order to organize a North Louisiana Archivists interest group. An introductory meeting was held on January 29 at LSU-S. Mary Linn Bandaries will moderate the Southern Archives Conference session entitled "Friends, Volunteers and Interns: Developing Support for Archives" on May 14 in Nashville

Reporter: Mary Linn Bandaries

Southwestern Archives and Manuscripts Collection, USL

New Acquisitions: Edwin Lewis Stephen (1872-1938) pocket memoranda books, 1893-1936, n.d. 46 items; AAUW national committee records, 1980s, 6 ft. (material collected by Wes Cady, USL History Department, who served on several AAUW committees); ERA-United clipping file, 1970s (being microfilmed); Sylvia Roberts Collection, 1970s, 6 ft., working files of material on women's issues. **Exhibit:** *Blacks in Louisiana*, Jefferson Caffery Reading Room, Dupre Library, was on display February-May 1992. **Institutional Publications:** *Bayou State Periodical Index, 1990*, Jean S. Kiesel, Editor.

Bruce Turner, reporter

LAMA promotes the role of archives in the preservation of our national, state and local heritage by cooperating with Louisiana's public and private archival repositories in their work of collecting, conserving, and making accessible to the public manuscript, printed, graphic arts and audio materials of historical significance.

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