

# FROM THE VAULTS

Newsletter of the Georgia Archives



[www.GeorgiaArchives.org](http://www.GeorgiaArchives.org)



Volume 1, No. 4

October 2016



## The Passing of a Friend

Former Georgia Archives Deputy Director Brenda S. Banks passed away on July 25. Brenda was a national leader in the archives profession and a tribute to her highlighting her national importance can be found on page 8.

Brenda came to the Georgia Department of Archives and History when the new building on Capitol Avenue was only seven years old. Mr. Ben Fortson was the Secretary of State and Carroll Hart was Archives Director. Brenda began work as a three-month summer intern in 1972 in the Restoration Lab. In 1973, following nine months of employment in the student personnel administration offices at her alma mater, Spellman College, Brenda returned to the Archives as a summer employee in the State Records Section. The Archives

newsletter at the time noted that “her B.A. in History makes her ‘Archives prone,’ and it is not surprising that she has an eye on the national archives for her future.” Fortunately for the Georgia Archives and the state of Georgia, Brenda did not go to work for the National Archives, but instead came to work in the State Records Section at the Georgia Archives in late 1973.

Brenda joined the Society of Georgia Archivists and the Society of American Archivists in 1973 and immediately began a lifetime of service to the archives profession. After a series of promotions at the Georgia Archives, Brenda became Archives Assistant Director in 1989; and a little over a decade later, she was appointed Deputy Director just in time to help plan the new building in Morrow. During her long career at the Archives, Brenda worked in almost every area, ultimately retiring in 2006.



## News From Friends of Georgia Archives

### Update from the President

Welcome to fall in Georgia and at the Georgia Archives! Officers and members of the Friends of Georgia Archives are proud to support a variety of activities at the Archives. We hope you will be able to join us for some of the activities and spend some time at the Georgia Archives. The Archives is the perfect spot for researching your genealogy or state history.

A few upcoming activities at the Archives include Lunch and Learn Programs (see schedule on page 4), Genealogy Day on October 22, and the Georgia Historical Records Advisory Council's archives awards program on October 26. FOGAH helps provide refreshments and other support for these programs. Each summer FOGAH offers a scholarship to the Georgia Archives Institute. Scholarship winners are students and people working in archives across the state. A major project of FOGAH is funding conservation interns at the Georgia Archives. This year, FOGAH is funding two interns. We are excited about the learning opportunities for the interns. We are also excited about the amount of work being done by the interns and projects they are completing.

FOGAH raises funds through memberships, donations, and ornament sales. The 2016 Georgia Capitol ornaments are beautiful and make wonderful gifts. More information about ordering ornaments can be found on page 12. We appreciate your support of FOGAH and our activities.

Kaye Lanning Minchew,  
President



## Friends of Georgia Archives Membership Enrollment

### Please enroll me at the indicated level:

- ☐ Individual/\$20
- ☐ Family or Organization/\$35
- ☐ Ancestry/\$100
- ☐ Heritage/\$500
- ☐ Legacy/\$1,000

FOGAH is a not-for-profit organization that supports and assists the Georgia Archives in fulfilling its mission. Membership is open to individuals and corporations.

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-mail: \_\_\_\_\_

**Return with your check to P.O. Box 711, Morrow, GA 30261-0711**  
For more information on membership or volunteer opportunities visit [www.fogah.org](http://www.fogah.org).

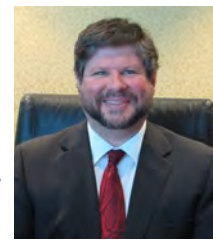
**Thank You For Your Donations!**

## From the State Archivist

I did not have the pleasure of spending much time with Brenda Banks, but I benefited from the time we did spend together. Brenda was always warm and caring and asked how things were going at the Archives. It was a joy to watch Brenda interacting with the students of the Georgia Archives Institute where she shined as a hostess, mentor, and administrator.

Brenda retired from the Georgia Archives six years before I arrived, but her mark on the department and the current facility continues. Even more important is the mark she left on everyone who called her friend or mentor. As a tribute to Brenda, please consider making a donation to FOGAH.

Christopher M. Davidson, J.D.



---

**The Georgia Archives will be closed**  
**November 24-26 for Thanksgiving**  
**December 23-24 for Christmas**  
**December 31 for New Year's Eve**

### Lunch & Learn at the Georgia Archives

Sponsored by FOGAH, this is a great program on the second Friday of each month from noon to 1:00 p.m. Visitors are welcome to bring a lunch to enjoy during the free program.

- |             |   |
|-------------|---|
| October 14  | <i>Fiber and Pulp, Molds and Deckles: Papermaking Yesterday and Today</i> , Virginia Howell, Education Curator, Robert C. Williams Museum of Papermaking, GA Tech |
| November 11 | <i>Preserving Family Recipes: How to Save and Celebrate Your Food Traditions</i> , Valerie Frey, Author   |
| December 9  | <i>Franklin Delano Roosevelt in Georgia</i> , Kaye Minchew, Author  |

## Archives Activities

### 4th Annual Archives and Genealogy Day

On Saturday, October 22, 2016, the Georgia Archives will present a genealogy program with something for everyone, beginning at 9:00 am with sign-in, coffee, and light snacks and ending at 3:00pm.

Two program tracks will then be offered. One will be geared towards beginning genealogists and those unfamiliar with the holdings of the Georgia Archives, and the other for more advanced researchers.

The Georgia Archives Orientation Track will be two parts: an online resources orientation and a reference room tour and orientation. These two sessions can be combined to create a detailed introduction to the collections at the Georgia Archives that can be of the most use to the genealogist.

The Advanced Track of the program will feature presentations by professional researchers on a variety of little-known and/or little-used Georgia Archives holdings that might fill in a few gaps in your family tree. We will also have Atlanta professional genealogist Kenneth H. Thomas Jr., who will speak on DNA testing as a way to supplement your research.

The 2016 History and Genealogy Day program requires no registration and is free and open to the public.

*Images from  
Archives and  
Genealogy Day.*





## Children's Program

On July 23, the Archives hosted a program for kids. Pamela Baughman, an archaeologist with the Georgia Department of Transportation, talked about her job at GDOT and showed off some examples of items found on digs. Audience members were able to touch pottery and other artifacts as Ms. Baughman discussed their significance. Susan Rosson Spain discussed her book, *The Twelve Days of Christmas in Georgia*, which highlights attractions throughout Georgia.

After a pizza lunch, the children were able to explore a firetruck and emergency response vehicle, and interact with members of the Morrow Fire Department. The Society for Georgia Archaeology's ArchaeoBus had mechanical difficulties and could not make the trip to the Archives, but we were fortunate that MFD was willing and able to come to our rescue. The children really enjoyed getting to see some of the lifesaving equipment up close. Thanks to all our speakers and the Morrow Fire Department.



## Exhibits

### Official Copy of Declaration of Independence Displayed

The Declaration of Independence is a fact “submitted to a candid world” from Philadelphia on July 4, 1776 as evidence of the “repeated injuries and usurpations” of American liberties by King George III of Great Britain.

He has called together legislative bodies at places unusual, uncomfortable, and distant from the depository of their public Records, for the sole purpose of fatiguing them into compliance with his measures.

On Saturday, June 26, the Georgia Archives placed one of the state’s oldest and most valuable official documents, a handwritten copy of the Declaration of Independence, on display at our Morrow facility in advance observance of the Independence Day holiday. The public celebrated a chance to see this rare and beautiful item that formally recorded Georgia’s support of the American Revolution against British colonial rule.

The engrossed copy of “The Unanimous Declaration Of The Thirteen United States of America” proclaiming “their duty to throw off such Government” as that of King George dates from March 1777 and is now bound in a large volume together with other state records from the 18th and 19th centuries. On June 26, the book, opened to elegantly written pages of the Declaration, was presented in a case here for the viewing pleasure of our patrons.



Please plan to attend the Georgia Day festivities at the Archives in February 2017, which will include the display of the Declaration alongside Georgia’s original Royal Charter from 1732.

### Schooling in Georgia: From the Colonial Period to the Post-war Era

From July 23, 2016 through Oct 1, 2016, the Archives is showcasing some of its early school records. Items on display include copybooks that students used to learn reading, writing, arithmetic and science, photographs of an early school lunch room, a manual used by Georgia teachers in 1898 and much more.

You’ll learn about early public schools in the state and about the schools that students attended before there were public schools: poor schools, academies, religious schools, and field schools. The exhibit is located in our exhibit hall behind the welcome desk and is open Tuesday-Saturday, 8:30am to 5pm.





### History of Georgia's Parks

Our next exhibit will open on October 22 and focus on the history of Georgia's state and national parks to coincide with their 85th and 100th anniversaries respectively.

### Outer exhibit room.

In early October, we will be updating the outer exhibit room, which will feature information that can be helpful when doing family research.



Black Rock Mountain State Park, Mountain City, GA  
Historic Postcard Collection, hpc1362

## Society of American Archivists/Council of State Archivists Meeting

This summer, the joint annual meeting of SAA and CoSA was held in downtown Atlanta, giving thousands of archivists and records professionals the chance to expand their professional knowledge and interact with colleagues from across the globe. As part of the conference, combined tours of the Georgia Archives and National Archives next door were given and included archivists from Michigan, Missouri, Korea, Thailand, and Taiwan.

Georgia Archives staff representing multiple sections participated through committee involvement, and poster and session presentations including:

- SAA Host Committee, Jill Sweetapple, Reference Archivist
- *But We've Always Done It This Way: Managing in a Time of Transition* session with Christine Garrett, Electronic Records Manager
- *Intrinsic, Added, and Enduring Value: Records Emergency Planning As Advocacy at the Georgia Archives* poster by James Irby, Digital Preservation Technician; Kim Norman, Conservator/Preservation Manager; and Christine Garrett
- *Preservation in Process: Behind the Scenes at the Georgia Archives* poster by Ephranette Brown and Tracey Johnson, Preservation Technicians

These two posters are on temporary display in the lobby, along with *Georgia Military Affairs: Recovering Institutional Knowledge for Successful Processing*, a poster by Caroline Crowell, Reference Archivist, presented at the Archival Education and Research Institute (AERI) 2016 program held at Kent State University, Ohio.



## **SAA Remembers Brenda S. Banks**

The archives profession lost an incomparable, valued colleague on July 25 with the passing of Brenda Banks in Atlanta, Georgia. Brenda's contributions to the profession were significant and far ranging: archival education, diversity in the profession, archival management, and preservation among them. But it was her ability to build consensus, her unending professional generosity, and her engaging sense of humor that colleagues will miss most.

Brenda was a graduate of Spelman College, where she received a BA in History, and she earned a master's in Library and Information Science with a concentration in archival management from Atlanta University. From that time on Brenda devoted herself to mastering and shaping the archives profession.

She spent much of her career with the Georgia Department of Archives and History, beginning in 1972 as an assistant archivist—the only African-American professional on staff at that time. She held progressively responsible positions there, ultimately becoming Deputy Director of the Georgia Archives, where she was responsible for administering the archives program and served as project manager for the construction of a new 172,000-square-foot state-of-the-art archives facility. After retiring from the Georgia Archives, she established Banks Archives Consultants. Recent projects included working with a range of African-American collections and with architecture firms to develop design elements for archives and other cultural institutions.

Brenda made significant contributions to the archives profession, focusing in particular on archival education. She served as the 51st President of the Society of American Archivists (1995-1996), chaired the SAA Diversity Task Force, and brought her keen insights and hard work to a range of committees. From 1999 to 2005 Brenda administered and coordinated a nationwide archives education and training program for Historically Black Colleges and Universities and as Board chair had a major role in guiding the Georgia Archives Institute, which this year receives SAA's Distinguished Service Award. As an educator she was responsible for furthering the careers of hundreds of young professionals, many of whom looked to her as a mentor throughout their careers.



Brenda served as president of the Society of Georgia Archivists and on the boards of the National Association of Government Archives and Records Administrators and the International Council on Archives. Because of her substantive expertise, she was also appointed as a transition team leader for the Clinton Administration to conduct a management review of the National Archives and Records Administration.

Honors include: Fellow of the Society of American Archivists, Governor's Award in the Humanities, Archives Advocacy Award (Georgia Historical Records Advisory Board), Individual Achievement Award in Archives and Records Management (Georgia Records Association), Society of American Archivists Council Exemplary Service Award, Fellow of the Society of Georgia Archivists, Distinguished Alumnae Award (National Association for Equal Education Opportunity), Alumnae Achievement Award (Spelman College), and Beta Phi Mu. She also was featured in *Black Enterprise* and *Ebony* magazines.

Above all, her countless friends will remember and mourn the passing of a spirited colleague who shared generously of her time and knowledge, who could stand her ground with passion but preferred to build consensus instead, and who exemplified the kindness, joy, and humanity that is found in the very best colleagues and friends.

— Prepared by David Carmicheal and Kathleen Roe

From the Society of American Archivists ([www2.archivists.org/news/2016/saa-remembers-brenda-s-banks](http://www2.archivists.org/news/2016/saa-remembers-brenda-s-banks)), July 29, 2016. Reprinted with permission.



## **Georgia Archives Institute**

The annual Georgia Archives Institute is co-sponsored by The Georgia Archives Institute, Inc., the Georgia Archives, the Society of Georgia Archivists, and the Friends of Georgia Archives & History. It is a two-week experience that synthesizes the best practices, core concepts, and internship/practicum of an archival program. Alec Hawthorne and Ephranette Brown, employees of the Georgia Archives, attended this year's Institute.

### **Alec Hawthorne**

I've been at the Georgia Archives for three and a half years working to provide access to records for the public and have wrestled with the core concepts that make up the foundation of our work without ever knowing the words that define them and with no true understanding of why these concepts were in place. Why were these records grouped in this specific order? Why was this specific group of records here? Over time I learned the answers to these questions. We keep records in original order. The records are here because they are important. These records could be used to exonerate someone falsely imprisoned, expose a company's improper use of hazardous materials, help create precedent for future laws, or find ancestors going back to Georgia's very creation in 1732. The list goes on and on and that is why everyone in the state should care about and cherish everything that is protected here.

With these answers in mind, I knew I wanted to eventually learn the core concepts of archival science that created the foundation for my work here. Offered the chance to attend the GAI, I was hesitant at first not because of a lack of experience (working here had offered plenty of that) but rather because I assumed that my classmates would know much more than me. I was surprised to discover that my knowledge of archives was well rounded and what I really lacked was terminology.

I will remember my experience attending the Georgia Archives Institute fondly, in part due to the exceptional instruction from Kathleen Roe, formerly of the New York State Archives. Her witticisms and honest opinions on the matters of outreach and public understanding of archives were refreshing. Outreach to the public and lawmakers are the lifeblood of keeping operating hours. I observed the consequences of this first hand when I was hired in December of 2012.

I've watched the archives grow and I hope to continue serving the people of Georgia in preserving and researching their history. I am thankful for the opportunity to attend the prestigious and educational Georgia Archives Institute.

**Ephranette Brown**

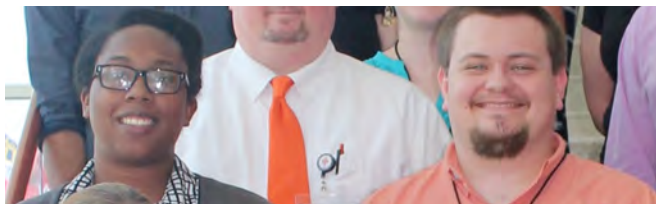
The Institute was taught primarily by Kathleen Roe, the now retired Director of Archives and Records Management Operations at the New York State Archives, and attended by nineteen other archives professionals of varying career levels.

Over the course of the first five days, I participated in information sessions, case-studies, group discussions, and hands-on modules, designed to introduce concepts and practices of managing collections in an archives. The personal goal of my participation was to give my position context. Currently as a preservation technician, I have specific and limited influence over the collections I come in contact with. I wanted to get a better sense of the bigger picture: Why is this collection ordered in this manner? What is important about this collection? Why is this collection a priority?

By the start of the second week, I was experiencing information overload and I feared I could not fit more new information into my brain. Fortunately, a day focused on preservation was a welcome refresher on care and handling, item assessment, and different format treatments. The three-day internship allowed me to use the knowledge I had gained over the first seven days. Placed in the Archives Research Center at the Robert W. Woodruff Library of the Atlanta University Center, I was able to process a small collection from start to finish. I arranged, described, preserved, rehoused, and entered the collection into their online catalog. It was a gratifying experience to be involved in all aspects of processing a collection. It reinforced my role in a collection's life-cycle and gave me a better perspective on the work of others and why certain decisions are made about a collection and how each one is different.

In participating in the Institute, I was able to meet nineteen other distinct individuals who shared their challenges and experiences in working in the archives profession. It was comforting to realize there are some things that are universal no matter where you work or at what level, and illuminating to hear and see how each institution varied from another. By the end of these two weeks, I obtained my goal of context and understanding, and through this experience I have been inspired to create new goals.

**For More Information on the Georgia Archives Institute, see**  
**[www.georgiaarchivesinstitute.org/](http://www.georgiaarchivesinstitute.org/)**



## Partner Profile

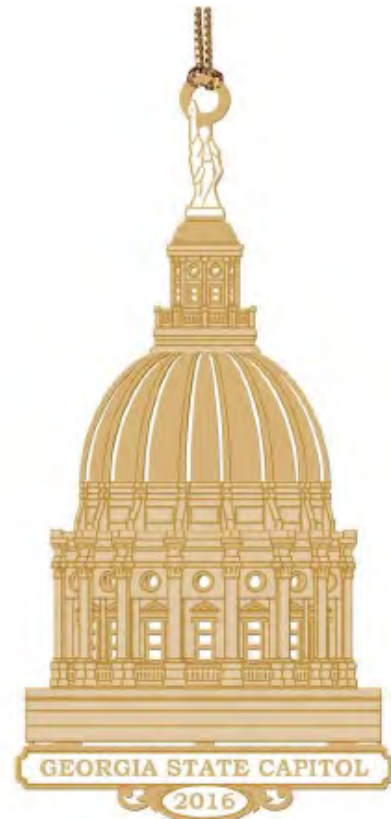
### Friends of Georgia Archives and History Annual Meeting September 24

The Friends of Georgia Archives and History will hold its annual meeting at the Georgia Archives on September 24 from 10:00 until 12:00. Refreshments will be followed by the business meeting at 10:30 and then the program. The business meeting includes an update on FOGAH activities, a discussion of proposed bylaw changes, and an update on the Georgia Archives by Christopher Davidson, State Archivist. Please plan to attend and bring a friend. FOGAH members attend for free while nonmembers can attend the lecture for only \$5.

Speaking this year will be Kaye Minchew, discussing her new book *A President in Our Midst: Franklin Delano Roosevelt in Georgia*. Despite the fact that Franklin Roosevelt visited Georgia 41 times between 1924 and 1945, historians have paid little attention to the significance of the time the 32nd President of the U.S. spent in the Peach State. Georgia helped restore his sense of well-being and provided a launching pad for his Presidential campaigns. Here, the Harvard graduate became friends with common men, had his active lifestyle of hunting and fishing photographed by the national press and fought with local politicians. Through images, audio and video clips, and oral histories, Kaye Minchew explores this fascinating chapter of Georgia and America's history.

### 2016 FOGAH Ornament Now On Sale

FOGAH is now selling its 2016 ornament for \$21.00 if picked up or \$25.00 if shipped. Order online through your PayPal account at [www.fogah.org](http://www.fogah.org) or contact [friendsofgeorgiaarchives@yahoo.com](mailto:friendsofgeorgiaarchives@yahoo.com) or 678 364 3732. Ornaments from previous years are also available.





**The Afro-American Historical and Genealogical Society, Inc. (AAHGS)**

AAHGS's 37th National Conference will be held at the Westin Atlanta Airport on October 13-16, 2016. Entitled *Ancestors On My Mind: Discovering Our Ancestors, Ourselves-Together*, the conference will have an exciting and informative series of workshops and programs geared towards assisting African Americans in search of their roots. On Tuesday, October 11, there will be preconference Archives Orientation and Research Opportunities at the National Archives at Atlanta and the Georgia Archives for \$45.00 (lunch included). The full brochure for the conference is available at [www.aahgs.org](http://www.aahgs.org).

The Metro Atlanta Chapter of AAHGS supports several events at the Georgia Archives including the annual Black History Month Program in February. More information on the chapter can be found at [aahgsatl.org](http://aahgsatl.org).

**Society of Georgia Archivists**

The 2016 Joint Meeting of the Society of Georgia Archivists and the Society of Florida Archivists will be October 13-14 in Savannah. The title for this year's meeting is *Defining Archives: Ingenuity, Innovation and New Perspectives*. More information can be found at [soga.org](http://soga.org).

**Georgia Genealogical Society Annual Meeting**

The Georgia Genealogical Society will hold its annual holiday luncheon and awards ceremony on Saturday, Dec. 10 at the Georgia Archives.

Valerie J. Frey, author of *Preserving Family Recipes: How to Save and Celebrate Your Food Traditions* (UGA Press), will be the speaker. She will explore various aspects of family heirloom recipes in a talk entitled "Family History Through Your Recipe Box."

Valerie J. Frey is a writer and archivist from Athens with projects focusing on genealogy, local history, storytelling, material culture and the everyday home life of our ancestors. A former archivist at the Georgia Archives, she now writes full time. Her book on recipes and traditions will be available for sale at the meeting.

The cost of meeting registration is \$25 for members and \$35 for non-members, which includes lunch. The registration deadlines are Wednesday, November 16 (postal mail) and Friday, November 25 (online with PayPal). For more information, see the GGS Website, [gagensociety.org](http://gagensociety.org).

### Primary Pursuits Teachers Workshop

On July 13 and 14, the Archives co-hosted a workshop for middle and high school teachers entitled *Primary Pursuit: Local Sources for the Social Studies Classroom*. This is the second year that the Archives has co-hosted this workshop with the National Archives at Atlanta, the Federal Reserve Bank of Atlanta, and Auburn Avenue Research Library. The workshop offers a unique opportunity for attendees to visit each of the four repositories.

While at the Georgia Archives, the group of 15 teachers toured the building and examined original records from our collections. In keeping with the workshop's theme of *America in the 1950s and 1960s*, the teachers explored records related to school desegregation in Georgia, including the records of the Georgia Commission on Education and the League of Women Voters, Georgia.

---

### September 16-17 Public Health Symposium with NARA

On September 17, the National Archives at Atlanta hosted a symposium on public health, *Ethics, Epidemics, and Education: Public Health and the Federal Government*, to encourage research in its diverse collections of records relating to the history of public health. These records document the impact the federal government had on public health. The symposium featured scholars whose published works were based on these holdings.

In conjunction with NARA and the symposium, the Georgia Archives hosted presentations by Paul Lombardo and Amy D'Unger focusing on eugenics. Paul Lombardo is the Bobby Lee Cook Professor of Law at Georgia State University. Amy D'Unger is Associate Director of Undergraduate Studies and an Academic Professional in the School of History and Sociology at Georgia Institute of Technology. The presentations were followed by questions from the audience and then a reception sponsored by the Georgia Humanities Council.



## Conservation Internship Program

The Georgia Archives offers a conservation internship program, which trains interns who are pre-program graduate students intending to pursue advanced conservation studies. This opportunity is made possible through funds from the Friends of Georgia Archives and History (FOGAH).

In the spring, the Archives advertised our internship for the first time, and the response was very successful. Applications were submitted from all over the country and five foreign countries. Students conveyed that our internship program is coveted for many reasons, especially because of the flexible schedule and pay.

We are pleased to announce that Leah Humenuck, who completed an internship at the Smithsonian Institution, joins us at the Archives for ten weeks this fall. She will learn to treat and repair items in the state collection, including historic maps, research volumes, and rare paper documents. Leah will work full-time while she is here and participate in a week-long bookbinding class hosted by the Archives in October. After this internship, Leah will return to D.C. to work for the Library of Congress and apply to conservation graduate programs for Fall 2017.

Early next year, a second intern, Nicole Schmidt, will come to work at the Archives from the Buffalo Bill Museum in Cody, Wyoming. Nicole will intern with Archives staff in the conservation lab and fill her schedule with additional training opportunities in the area. Learning to treat and repair items in the state collection is the focus of the internship. In March, Nicole will be able to attend the annual meeting for the Southeastern Regional Conservation Association (SERCA), hosted by the Archives next year.

The Georgia Archives is very proud to have a support network that encourages advanced training and the value of professional internships. Please help us welcome our two new interns this academic year. Congratulations, Leah Humenuck and Nicole Schmidt!



## Records Management

### Outbreak of Records Inventory Deficiency Syndrome (RIDS)

Warning!!! If you have been experiencing the symptoms of filing cabinets bursting at the seams, records overflowing designated areas, information searches delving into the forays of office adventure, information discovery rivaling the expeditions of Columbus, or if the words “where can I find...?” cause great frustration, chances are you are suffering from a case of Records Inventory Deficiency Syndrome. Authorities have noted a recent spate of cases across agencies. Fortunately, modern science has developed a sophisticated cure for this scourge, known locally as the Records Inventory.

What is this strange sounding remedy? In general, a Records Inventory is the systematic process of identifying all of the records in your organization as well as who creates, uses, or receives the records, and where the records are stored.

The Inventory serves as the seminal step in establishing a sound Records Management program, which establishes physical and intellectual control over the records, enables quick responses to Open Records Act Requests, aids in electronic discovery, helps in the creation and revision of Records Retention Schedules, allows for the identification and destruction of obsolete and/or redundant records, and identifies vital and historical records. Agencies that maintain their inventories have greater transparency, accountability, and efficiency in their operations.

The steps involved in an inventory include planning the inventory project (garnering support, assigning responsibilities and time periods), determining scope (what information to collect, examination of files and interview of relevant personnel), and recording detailed and definitive data. For assistance contact our Records Management Section. State agencies should contact Christine Garrett at [Christine.Garrett@usg.edu](mailto:Christine.Garrett@usg.edu) or 678 364 3782 or Karl Simpson at [Karl.Simpson@usg.edu](mailto:Karl.Simpson@usg.edu) or 678 364 3881. Local government agencies should contact Doug Rollo at [Doug.Rollo@usg.edu](mailto:Doug.Rollo@usg.edu) or 404 756 4866.

