

FROM THE VAULTS

Newsletter of the Georgia Archives



www.GeorgiaArchives.org



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February 2017



The Georgia Archives Building

State Historian and Archives Director Louise Hays thought that the Georgia Archives would be preparing to move to a new building on the Capitol Square with the State Library and perhaps the Supreme Court as soon as World War II was over. It took another twenty years, a new State Archivist (Mary Givens Bryan), and a new Secretary of State (Ben W. Fortson, Jr.) to complete the white marble structure on Capitol Avenue.

The Archives had moved from the fourth floor of the Capitol in 1929 and 1930 to the twenty-room mansion donated by the heirs of furniture magnate Amos G. Rhodes at 1516 Peachtree Street NW. From the beginning it was obvious that a fireproof building designed as an archives would be preferable to Rhodes Hall. Governor Lamartine Griffin Hardman in 1931 proposed carving a giant records storage facility into the core of Stone Mountain.

Continued on page 8



News From Friends of Georgia Archives

Update from the President

Welcome to Spring in Georgia and at the Georgia Archives! Officers and members of the Friends of Georgia Archives hope you will be able to join us for some of the activities at the Georgia Archives. Plus, the Archives is the perfect spot for researching your genealogy or state history and getting ready for family reunions!

This newsletter is filled with information about activities at the Georgia Archives. Read through and mark your calendar now to attend some or all of them. We are especially excited about the work being done by conservation interns at the Georgia Archives. This year FOGAH is funding two interns. Their projects are fascinating, plus this is a great learning opportunity for them. Remember that funding for the interns and all of FOGAH activities come from your membership dollars and sale of the ornaments. The 2016 Georgia Capitol ornament has been one of our most popular ornaments. If you did not get one, be sure to order now.

Finally, we want to take a minute to remember Gene Hatfield, who was the first President of FOGAH and was a history professor at Clayton State. He was always a gentleman and was always enthusiastic about understanding and preserving the history of Georgia and the South. We thank him for his years of service and for his friendship.

In Memory: Eugene Adair Hatfield, August 28, 1944-January 12, 2017.

As always, we appreciate your support of FOGAH and all of our activities.

Kaye Lanning Minchew



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 _____

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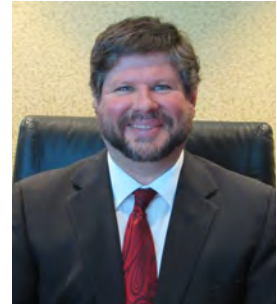
E-mail: _____

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.

Thank You For Your Donations!

From the State Archivist

The Ben W. Fortson, Jr. Archives and Records Building has been a part of the Atlanta skyline for over fifty years, but soon it will be gone. The feature article in this issue of *From the Vaults* does a great job of detailing our previous home, its functions, and its ultimate demise. Some of the records of the planning and construction of the building, as well as evidence of the eventual structural issues, are currently on display at our present location in Morrow. I encourage you to come visit the Georgia Archives and check out the new exhibit before it too is gone.



Christopher M. Davidson, J.D.

**The Georgia Archives will be closed
May 27-29 for Memorial Day**

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.

March 10 *Preserving Your Photographs: Handling, Caring for and Storing Your Family Photographs*, Stephanie Watkins, Conservator

April 14 *Georgia's Rural Churches: Historic Treasures or Relics of the Past?*, Sonny Seals and George Hart, co-authors, [Historic Rural Churches of Georgia](#)

Archives Activities

GHRAC

The Georgia Historical Records Advisory Council (GHRAC) works to ensure that Georgians are made aware of historical records statewide, enhances the preservation and care of these records, and strives to improve public access to them. In an effort to promote the educational and historic use of Georgia's documentary heritage, GHRAC sponsors an annual program that recognizes outstanding efforts in archives and records work.

Winners are recognized at the awards program held at the Georgia Archives each October. Henry M. Huckaby, Chancellor of the University System of Georgia, helped Toby Graham, GHRAC Chair, and Christopher M. Davidson, Director of the Archives, give awards to the 2016 winners as follows:

AWARD FOR EXCELLENCE IN:

Student Research Using

Historical Records - Graduate Level

Alice Clifton, Georgia Tech

Tonya McNealey, West Georgia

Dawn Sari Wiley, Georgia State University

Student Research Using

Historical Records - Undergraduate Level

Russ Gardner, Georgia College and State
University

Deborah Vaughan, Gordon State College

Student Research Using

Historical Records - Grades 6-8

Emma Goff and Zach Goff, Thomas County
Middle School

Laila Pettigrew, Putnam Middle School,
Eatonton

Megan Turner, Ola Middle School, Jackson

Student Research Using

Historical Records - Grades 9-12

Liberty Schultz, Providence Christian Academy,
Lilburn

Madison Kesel and Jessica Thompson,
Lakeside High School, Atlanta

For Legislative Advocacy

Senator Jeff Mullis

Documenting Georgia's History

Cultural Resources Section, Georgia

Department of Transportation

Dan A. Aldridge, Jr.

Buckner F. Melton, Jr. and Carol Willcox
Melton

Local History Advocacy

Alex Lee

Robert H. (Bobby) Kerlin

Bowdon Area Historical Society Museum
Committee

David M. Owings

Archival Program Development

Congregation Mickve Israel

Cobb County School District

Center for Public History at University of
West Georgia

Digital Library of Georgia at University of
Georgia Libraries

Research Using the Holdings of an Archives

Jonathan M. Bryant

Kaye Lanning Minchew

Paul S. Sutter

William W. (Billy) Winn

Ashley Callahan

Educational Use of Historical Records

Athens Academy Humanities Department

City of Savannah Research Library and Municipal Archives; Georgia Southern University

Department of Sociology and Anthropology; The Shinhoster Youth Leadership Institute

Georgia Historical Society

Richard B. Russell Library for Political Research and Studies, UGA Libraries

Lifetime Achievement Award

Clifford M. Kuhn

Christine de Catanzaro

History Symposium—Georgia's Convict System

The Annual History Symposium will be held at the Georgia Archives on April 15th, 2017. Follow us on Facebook for more details.

Reconstruction in Georgia: African Americans in Research and Records Held February 4, 2017

Presented by the Georgia Archives and the Afro-American Historical and Genealogical Society (AAHGS) Metro Atlanta Chapter, this year's version of the Archives' Annual Black History Month event included:

Overview of Reconstruction, Sharon McMeans-Lukiri, Member, AAHGS
Metro Atlanta

Justice! Sweet Land of Liberty: Susan King-Taylor the Activist, Hermina
Glass-Hill, Community Activist

Unearthing Hidden Stories: African American Politics during Georgia's Reconstruction, Dr. Jonathan Bryant, Professor, Georgia Southern
University

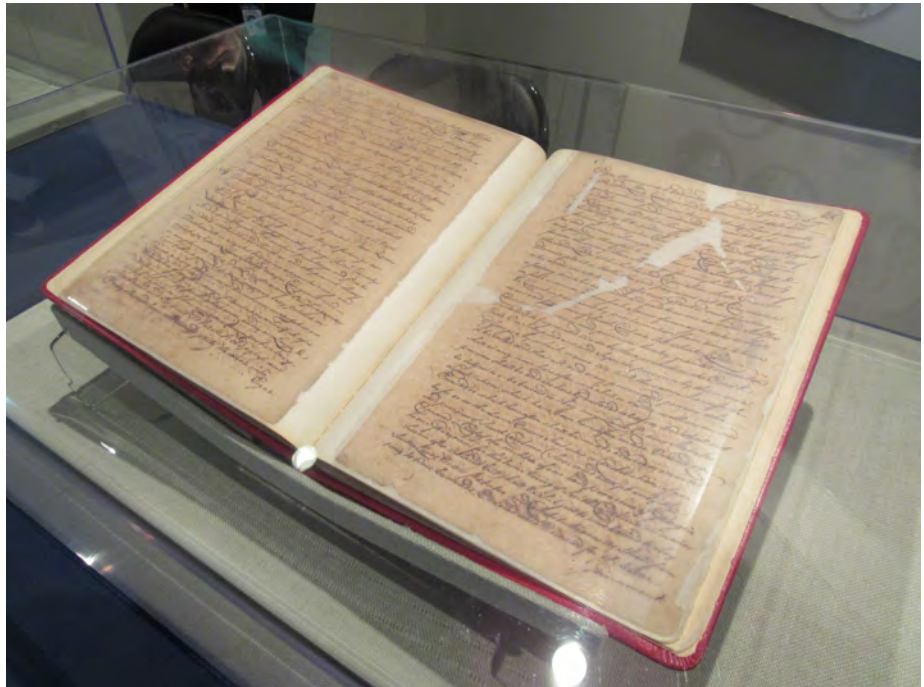
Reconstruction Records at the Georgia Archives, Steve Engerrand and Kayla
Barrett, Staff Members, Georgia Archives

Freedmen's Bureau Records, Emma Davis Hamilton & William Durant,
Members, AAHGS Metro Atlanta

Exhibits

Official Copy of Declaration of Independence and Charter Displayed

In celebration of Georgia Day, the Georgia Archives had a special exhibit of the engrossed copy of "The Unanimous Declaration Of The Thirteen United States of America" alongside Georgia's original Royal Charter on February 10 and 11.



New Semi-Permanent Exhibit in Outer Exhibit Room Opens

The new exhibit in the outer exhibit room, which will be on display on a semi-permanent basis, features information that can be helpful when doing family research. New researchers to the Georgia Archives are encouraged to view and read the panels to familiarize themselves with what is available at the Georgia Archives and get tips on research. The exhibit is open during regular business hours.

Archives Building Exhibit Open

As we say good bye to the old Archives building in Atlanta, due for implosion soon, the Georgia Archives invites you to tour our newest exhibit, The Ben W. Fortson, Jr. Archives Building, which focuses on the process of designing the old building and why the Archives finally had to move to our current location in Morrow. This exhibit will be open until March 25.

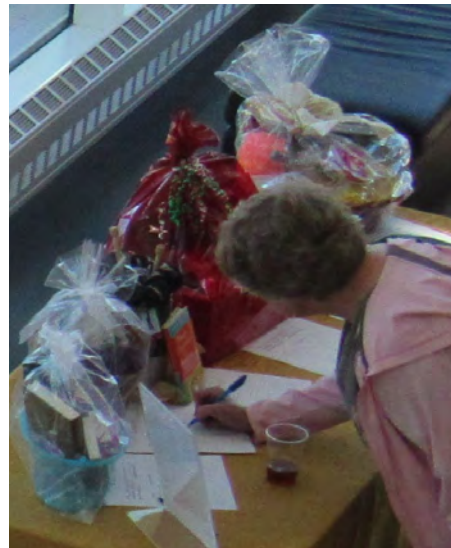
Prison System Exhibit

Our next exhibit will open on April 15th to coincide with the annual history symposium.

State Charitable Campaign

Each year the University System of Georgia (USG) participates in the State Charitable Contributions Program (SCCP) which raises money for a variety of charities. As part of the USG, the Georgia Archives contributed to this year's SCCP in three ways: individual staff members donated money, the Archives donated items to the USG's Silent Auction, and staff members held a basket auction.

The items donated to the Silent Auction included two maps, a tour of the Archives, and a gift basket with Archives memorabilia. The basket auction included baskets with themes such as Girls' Night In, Date Night, Taste Jamaica, Graham Cracker House, Tea Anyone?, and Wisdom Through Knitting. The baskets were on display in the first floor lobby for two weeks to allow time for patrons and staff to bid, and the auction raised \$181. Money raised by items donated to the auctions went to need-based scholarships.

**New Reference Archivist**

The Georgia Archives is pleased to announce that Jaimie Kicklighter is the newest reference archivist. Jaimie has a BA in History and an MLIS from Valdosta State University, and an MA in History from the University of Massachusetts. She comes to the Georgia Archives from Auburn University Libraries.

The Georgia Archives Building continued

By World War II, Rhodes Hall was already cramped, in part because Directors Ruth Blair and Louise Hays had given rooms to several patriotic societies. Lack of maintenance during the Depression led to infestations of rodents and serious leaks. When Mary Givens Bryan succeeded Mrs. Hays in 1951, she began an extraordinary lobbying campaign for a new building. Supported by Secretary of State Ben Fortson, Jr. [known by generations of Georgians as Mr. Ben], her letter writing campaign, and strategically placed newspaper and magazine articles had a powerful effect. The articles included photos of records damaged by squirrels and flooding, and Mrs. Bryan stressed the risk of fire. The General Assembly authorized a study committee in 1956 and 1957 chaired by Mr. Ben. Committee members made trips all over the country to study the designs of other important archives buildings. Initial plans were to create a fireproof annex next to Rhodes Hall, but by the time funds were allocated in 1960, the design was for a free-standing building south of the Capitol at 330 Capitol Avenue SE.

Thomas Bradbury and Associates was the chosen architectural firm. Bradbury had designed most of the buildings surrounding the Capitol and later designed the Governor's Mansion. Groundbreaking took place on 7 June 1962. The Archives was being constructed simultaneously with the “downtown connector,” the last segment of I-75 and I-85 where the north/south interstates intersect I-20. Atlanta Stadium was built just south of the Archives and opened the same year as the Archives in 1965. Except for delays caused by a crane collapse and frequent complaints of respiratory distress of residents of nearby Capitol Homes caused by the dust, construction was relatively uneventful.

The new Archives had 17 floors including four underground. It had state-of-the-art environmental systems, a microfilm lab, and a “restoration lab” where repairs to documents and archival lamination took place. The building was designed for efficiency. Records came in through the ground floor loading dock, were inspected, and taken to a fumigator. Any treatment, sorting, describing, or filming took place on the ground floor offices or laboratories. Public floors were the main floor and the second floor.

The main floor was designed to impress. The large two-story entrance hall lined with marble and walnut was designed for exhibits. The Search Room had custom designed desks and bookcases. Red velvet ropes set off the original documents reading area in the center of the search room. Mechanized louvers screened the morning sun that poured in through the floor-to-ceiling windows on the east side of the search room. The main floor also had a reception room, a rare book room, and an auditorium with painted windows moved from Rhodes Hall that depicted scenes from the Civil War mounted above a carved mahogany staircase on the stage at the front. Administrative offices made up the northwest and north sides of the main

floor. The microfilm library took up much of the second floor which also had the Georgia Sports Hall of Fame and a large reception room. The rest of the building contained records storage. The odd floors in the above ground vaults were made of concrete and were fully shelved, and the even floors were made of metal. Shelving posts were mounted to the concrete floors and ceilings and passed through the metal floors. Cantilevered shelves were mounted to the posts. The even floors were not fully shelved because they contained work space for employees. The 2nd vault was covered with map cases and rolling shelves for the map and plat collection of the Surveyor General. Basement vault floors began as parking floors and shelving was added as needed. An additional storage area was located on the lower roof above the 2nd floor. It contained racks holding the portraits that came from the Confederate Soldiers Home when it closed. The top floor of the building, contained the HVAC equipment.

The Archives staff grew from about 20 in 1965 to 100 in 1982. The biggest increases came when Saturday hours were adopted in 1970 and later in the 1970s with the growth of the new records management program. The volume of records held by the Archives increased as records held by the Secretary of State and other agencies were transferred. The original collection that came from Rhodes Hall was only about 7,600 cubic feet. Another 3,000 items came from the State Library. A year after it opened, the Archives held over 14,000 cubic feet of records.

Changes came quickly to the building. The first basement vault was adapted to be the new State Records Center replacing the holding area in the Secretary of State's Annex on Mitchell Street. The number of boxes increased so quickly that the Center moved to a leased warehouse in Hapeville in 1976. The State Computer Center took up residence on the first basement after the records center moved, and the fountains outside the building were made into planters to cut down on the leaks into the computer areas. A two-story parking deck was constructed on Memorial Drive in 1974.

In 1979, special HVAC equipment was installed to keep the fourth basement cold and dry to store the collection of master microfilm rolls. Rapid growth of the records management program led to the relocation of the microfilm library from the second floor to an area adjacent to the Search Room on the main floor.

"Freeing the Freeways." Highway construction comes right up to Archives building foundation in 1987.



The auditorium changed when the painted glass windows and carved mahogany staircase were restored to Rhodes Hall. The Georgia Sports Hall of Fame moved to a new building in Macon and the second floor area became a training room.

Mr. Ben had always wanted to name the Archives for Mary Givens Bryan. At their 1966 meeting, the Society of American Archivists and the Association for State and Local History installed a plaque honoring her. It was located next to her portrait in the main entrance to the building. She had been responsible for the new building but had died in 1964 before it opened. After Mr. Ben died in 1979, the structure at 330 Capitol Avenue SE officially became the Ben W. Fortson, Jr. Archives and Records Building.

As the building aged, there were more frequent leaks and electrical problems, and the HVAC systems needed a complete overhaul. In a building designed for a few electric typewriters, the thick concrete and steel walls made running additional outlets and network cables very difficult. Pieces of the exterior marble had fallen off as the concrete backing expanded and contracted with heat and cold. In 1980 and 1981 a third of the white Cherokee marble panels were replaced, and additional fasteners were added before the 1996 Olympics.

Although the freeways had provided extraordinary access to the Archives from the beginning, they also undermined the building. Beginning with the “Freeing the Freeways” project of Georgia’s Department of Transportation in 1987, the parking deck was removed and the areas around the Archives were excavated. Staff could feel the building shake when pilings were driven into the ground on the north and west sides. Cracks developed in basement floors and walls allowing additional water leaks to occur. Eventually, by the 1990s, engineering studies showed that the building was actually shifting and sinking. Making the building safe and bringing it up to date had an estimated cost of over \$40 million, so the decision was made to move the Archives to another location. In 2003, the Archives moved to Morrow, Georgia, adjacent to Clayton State University and the proposed National Archives—Atlanta branch.

By Steven Engerrand, Deputy State Archivist

Archives building with Capitol Avenue crepe myrtle tower during 1996 Olympics.



Reference Room Roundup



New Books

We are always adding new books to our collection. Please stop by the reference room to peruse these and other new additions!

Kilbourne, Elizabeth Evans. Athens, Georgia, Newspaper Clippings (Southern Banner), Vol. IX, 1855-1857. Savannah, GA: T. Evans, 2016.

Kilbourne, Elizabeth Evans. Athens, Georgia, Newspaper Clippings (Southern Banner), Vol. X, 1858-1859. Savannah, GA: T. Evans, 2016.

Kilbourne, Elizabeth Evans. Fitzgerald, Georgia, newspaper clippings. Savannah, GA: Elizabeth Evans Kilbourne, 2016.

Noble, David A. and Richard P. Marsh. Patriots in Georgia Revolutionary War Engagements, 1776-1782. [Atlanta, GA]: Atlanta Chapter, Sons of the American Revolution, 2016.

Phillips, Patrick. Blood at the Root: A Racial Cleansing in America. New York; London: W.W. Norton & Company, [2016].

Poss, Faye Stone. Jackson County, Georgia, Newspaper Clippings, Jackson Herald, 1891-1895. Snellville, GA: Faye Stone Poss, 2016.

Rose, Michael. Atlanta: Then and Now. London: Pavilion in association with Atlanta History Center, 2015.

News from Our Partners

Society of Georgia Archivists

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

Georgia Genealogical Society Annual Meeting

The Georgia Genealogical Society held 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), spoke. See gagensociety.org for more information.



The new GGS Board.

Clayton State University

Clayton State University's Master of Archival Studies (MAS) is an exceptional program that prepares professionals for careers in government, business, and collecting archives. The program emphasizes digital archives and electronic records. Because the program concentrates on archives and records, it offers more in-depth study than students would receive in a library, information science, or public history program. Its innovative blend of traditional archival knowledge with information technology responds to the need for professionals who understand contemporary records and recordkeeping systems.

The program has students enrolled from across the US, with most being from Georgia. The current program focuses exclusively on graduate education, but there are plans to create an undergraduate component that emphasizes record management and archival studies. The program offices are located in the Georgia Archives, which fosters a collaborative relationship between the Archives and Clayton State. For more information, contact Josh Kitchens at JoshuaKitchens@clayton.edu.

Preservation Program Update

Sapelo Island Maps Treatment

At the end of September, the preservation program received damaged maps from Sapelo Island. Due to inadequate storage space and environmental controls, the maps arrived brittle and broken. The maps are surveys of the island over several years that chronicle the shifting property lines, vegetation, and structures throughout the island. At the request of the Department of Natural Resources (DNR) and the local community, the maps were repaired, digitized, and sleeved. A digital record of the maps was given to the DNR and Sapelo Island National Estuarine Research Reserve for onsite research and reference. The originals will remain at the Archives, adding a unique and important set of maps to our collection.

Jeff Peachey Class

In October, bookbinder and independent book conservator, Jeff Peachey, hosted a week-long workshop on the history and repair of cloth case books. Focusing on pre-20th century books, Peachey led morning sessions on the broad history of book production and repair before leading afternoon hands-on demonstrations. The workshop was well attended by thirteen individuals of diverse backgrounds and varying degrees of experience. The attendees had unfettered access to Peachey's knowledge and expertise, walking away with a wealth of theoretical understanding and physical examples of repair techniques.

Archives to Host SERCA March 3-5, 2017

The archives will serve as host to the Southeast Regional Conservation Association (SERCA) for their annual meeting, March 3-5, 2017. SERCA is an organization that provides and sponsors workshops, initiatives, and programs on awareness and support of conservation and emergency response/preparedness for cultural institutions.

VSU/CSU Tour

Students from Valdosta State University and Clayton State University toured the Georgia Archives together. The tour, which was led by Kim Norman, head of the Preservation Section of the Georgia Archives, gave students a chance to see the operations of the state archives including the conservation lab, shown below.



Emergency Preparedness and Response Seminar

On October 6, the Georgia Archives presented the Records Emergency Planning and Response IPER Course Overview Seminar. The eighteen participants represented state agencies, local governments, and University System of Georgia institutions. Topics covered in the training included planning, developing, and maintaining a Records Emergency Action Plan as well as assessing damage to records, developing and implementing a response, and recovery procedures. The seminar built on information covered during April's Essential Records IPER Course Overview.

The material for both courses was adapted from the Intergovernmental Preparedness for Essential Records (IPER) program developed by the Council of State Archivists along with the National Archives and FEMA. The overall goal of IPER was to educate and prepare agencies to identify, secure, protect, access, and recover their records in the event of a disaster. IPER was created as a response to the widespread destruction caused by Hurricane Katrina. At the time, many government agencies' disaster plans did not include records. In the aftermath of the storm, agencies discovered that the loss of records, particularly those essential to their operations, hampered their recovery efforts. Although the IPER project is no longer active on a national level, the material covered in its courses remains relevant, as shown by recent disasters such as the 2015 Columbia, South Carolina floods and 2016's Hurricane Matthew.

Essential Records Course Webinar May 2017

In order to assist government entities in Georgia to prepare and recover from disasters, the Archives will continue to present the IPER courses. In May 2017, the Archives will offer the Essential Records course in a webinar format. The eight-hour course will be broken into four two-hour sessions over the course of two weeks and cover topics such as identifying essential records, risks and hazards that threaten records, and mitigation strategies to lessen the risks and hazards. The course will include take home activities for which participants will apply the material covered in the course to their agencies' records. Later in the year, the Archives will present the Records Emergency Planning and Response course as a webinar. For more information contact Christine Garrett christine.garrett@usg.edu or Kim Norman at kim.norman@usg.edu.

Conservation Internship Program

Leah Humenuck was the Friends of Georgia Archives and History (FOGAH) Conservation Intern at the Georgia Archives from September 12 to November 18. Before coming to the Georgia Archives, she interned with the Smithsonian and the Library of Congress. Leah is pre-program, meaning she is gathering hands-on skills and theoretical concepts in preservation from various conservation labs in preparation for her graduate school application. During her time here, Leah contributed to the assessment and treatment of various maps and books in the collection, participated in the Jeff Peachey book workshop, and assembled quality portfolio examples for her application.

Leah's internship was unique; she was able to condense a traditionally year-long experience into three months. This created an opportunity for another internship, also sponsored by FOGAH. Nicole Schmidt is also pre-program and will begin her internship in February. Nicole, like Leah, has participated in numerous preservation internships to build up her graduate school application.

These internships would not be possible without the generous support of the Friends of Georgia Archives and History. For more information on FOGAH or to donate to support the FOGAH Conservation Intern, please see www.fogah.org.



Tracey Johnson, Ephranette Brown, and Leah Humenuck installing an exhibit.

Records Management

Program Highlights

The State Records Committee (SRC) met October 20, 2016 and approved new and revised records retention schedules for the Governor's Office, Department of Revenue, Georgia Lottery Corporation, Governor's Office of Student Achievement, Georgia Vocational Rehabilitation Agency, Jekyll Island Authority, Secretary of State – Investigations, University System of Georgia, Office of Child Advocate, and local government agencies. The Local Government Retention Schedule update revised twenty of the twenty-four sections of the schedules. Revisions to the Education, Health Services, Public Safety, and Taxation sections are tentatively scheduled to be on the agenda for the April 2017 SRC meeting.

Agencies planning on creating new or revising existing schedules should contact Karl Simpson (karl.simpson@usg.edu) as soon as possible to begin the revision process and to receive the retention schedule revision template. As a reminder, agencies must review and update all of their records retention schedules at one time; schedules will not be updated piecemeal. Large agencies may update by business unit to make the revision process more manageable.

Two changes have been made to the online retention schedules to better assist government agencies. An option has been added to the Local Government schedules to allow all the schedules to be printed at one time. Additionally, a new field has been added that shows the date that the schedules were last updated. This feature is available for the Local Government, State Agency Specific, and State Common schedules that were created and revised in and after October 2016.

Beginning July 1, 2017, the State Records Center will no longer accept records sent in boxes that are made up of single wall, single floor construction with flaps for the top and bottom. Records must be in double walled, double floor construction boxes, which are sturdier than the single wall/floor boxes. For more information, contact the State Records Center at 404-756-4860.

As a reminder, the RM staff provides a variety of training to records management officers (RMOs) and agency employees. Available training topics include basic records management, duties of an RMO, setting up a records storage facility, records inventorying, implementation of records retention schedules, and electronic records management. In 2017, Records Management staff will hold training for those who have been RMOs for less than two years, for municipal clerks to familiarize them with revisions to the Local Government Retention Schedules, and on disaster preparedness and response (see page 14). Contact Doug Rollo (doug.rollo@usg.edu), Christine Garrett (christine.garrett@usg.edu), or Karl Simpson for more information or to schedule a training session.