

FROM THE VAULTS

Newsletter of the Georgia Archives



www.GeorgiaArchives.org



Volume 2, No. 2

September 2017



Exhibit: *The Darker Side of Nature: Georgia's Historic Storms, Earthquakes, Fires and Droughts*

NEWEST EXHIBIT

The Archives' newest exhibit opened Friday, August 11, 2017 and will close Saturday, November 11, 2017. The exhibit includes records documenting natural disasters that struck the State of Georgia. Examples of records on display include an 1805 survey map showing tornado damage in Baldwin County, and a letter from a Savannahian who experienced the 1886 earthquake centered near Charleston, SC. The display also features examples of a variety of collections that can be found in the Georgia Archives, such as photographs showing disasters from the 1898 hurricane that struck Brunswick, and flooding from Tropical Storm Alberto in 1994. Audio and video tapes of disasters, a plat, a broadside, bulletins, executive orders, statistics, and personal letters are also part of the exhibit. Come and see records of historic disasters that struck this state and how Georgians responded to the calamities. Free and open to the public, the exhibit is located in the exhibit area behind the welcome desk at the Georgia Archives.

**The Georgia Archives will be closed: November 23-25,
December 23, 26, 30, 2017 and January 13, 2018**



News From Friends of Georgia Archives

Update from the President

We are excited about fall arriving in Georgia. Cooler weather, changing leaf color, and football are a few things that I always get excited about. For the Friends of Georgia Archives and History, fall is an especially busy time.

FOGAH's annual meeting was held on Saturday, September 23 at the Georgia Archives. The program spotlighted Georgia's role in World War I. Jamil Zainaldin, Executive Director of Georgia Humanities, spoke on "Georgia Stories from the Great War." Lamar Veatch gave an update about the Georgia World War I Commission. 2017 is the 100th anniversary of the United States' entrance in World War I.

Our new Christmas ornament for 2017 is available for purchase (see below). The grand staircases at the Georgia Capitol in the two wings flanking the central rotunda are featured on the ornament. For decades, groups of citizens who visit the capitol have gathered on the grand staircases to have photographs made with the Governor, Lieutenant Governor, or their representatives or senators. The ornaments are FOGAH's major fundraiser. They are \$25 (or \$21 if ordered and picked up at the Archives). They will be for sale at the Georgia Capitol.

FOGAH is happy to have the opportunity to work with allied groups as we support the Georgia Archives and exemplary historical and genealogical projects.

We hope you will continue to support FOGAH!

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

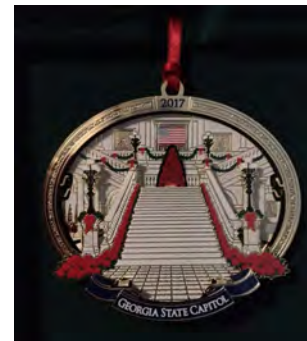
Name _____

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. **Thank you for your donations!**

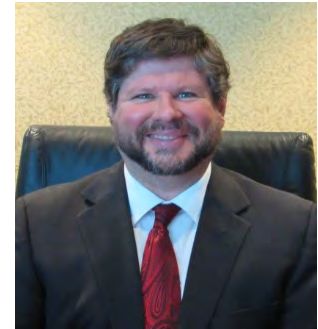
FOGAH is a not-for-profit organization that supports and assists the Georgia Archives in fulfilling its mission. Membership is open to individuals and corporations.

From the State Archivist

Christopher M. Davidson, J.D.

Disasters are a very real threat to Georgia, as the recent hurricanes have highlighted, and we at the Georgia Archives are committed to helping others prepare and recover records from disasters.

Emphasizing the need for such action, our current exhibit, *The Darker Side of Nature: Georgia's Historic Storms, Earthquakes, Fires, and Droughts*, showcases some major weather-related natural disasters that have taken place in Georgia. Additionally, we continue to offer two workshops each year on disaster preparedness and/or recovery.



Although the staff members of the Georgia Archives focus on protecting the permanent government records of the state, much of the advice we provide to government agencies can be used by citizens to protect their own records. To inform the public about the best ways to protect personal records, the Archives is offering a free special Lunch and Learn presentation for the “Emergency Preparedness and Disaster Planning for Personal Records,” from 12-1:00 on November 17. It is important to take steps to prepare before a disaster hits. The first step in protecting records is to identify Essential Records. These include records necessary for emergency response; to resume or continue operations; to protect health, safety, and rights; would require massive resources to reconstruct; or that document the history of communities, families, and agencies.

The next step is to identify where Essential Records are stored and analyze the locations for potential threats. While records are often stored in attics, basements, and sheds, these are not ideal locations. Records need to be stored in locations with climate control, including a consistent temperature between 65 and 75 degrees and a relative humidity of 45—55%. Be aware of the location of pipes and other systems that risk water damage, and store records at least six inches off the ground.

Electronic records need to be protected as well, with the biggest threats being technological obsolescence and media degradation. Technological obsolescence occurs when older software and hardware becomes incompatible with newer versions, and media degradation happens when the physical storage media breaks down over time. The best way to prevent either threat is to be proactive. Keep software updated, migrate records to new software and hardware prior to obsolescence occurring, and periodically check files to ensure that they remain usable, accessible, and authentic. Make copies, paper and electronic, of Essential Records and store them in separate locations.

After a disaster, a quick response will increase the likelihood of records being salvaged. If only a few records are affected, the response may be handled by onsite personnel. For larger disasters, recovery specialists can assist with salvage. A list of valuable resources for use in emergency preparedness and disaster recovery is available on our website at www.GeorgiaArchives.org/caring_for_records.

For further information on disaster planning and response, government agencies should contact Christine Garrett, christine.garrett@usg.edu, 678-364-3782 or Kim Norman, kim.norman@usg.edu, 678-364-3842.

Archives Activities

Lunch and Learn at the Georgia Archives

Sponsored by the Friends of the Georgia Archives and History (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.

FOGAH, formed in 2004, is a not-for-profit organization that supports and enhances the programs of the Georgia Archives and the Georgia Capitol Museum. By underwriting education programs, public lectures, internships, exhibits, and digization projects the Friends enhance public awareness of the treasures to be found at the Archives and Capitol. The Friends strive to bring life to the documents through programs that focus on those who created them, the significance of their creation, and the impact they had on the lives of ancestors and modern-day citizens.

October 13 – "The Second Creek War, 1836-1837: Records and Sources," Michael A. Ports, Independent Researcher. Mr. Ports will first address the conflict itself, highlighting the historical background, the actual campaigns, and their aftermath. He will then shift focus to the federal, state, local, and other sources and records concerning the war. In conclusion, Mr. Ports will suggest a research methodology for learning more about your ancestors who fought in the war or were affected by it.

November 10 – "Georgia Reference Archivists' Favorite Collections: Interesting, Unusual, and Underutilized Records." Allison Hudgins, Amanda Mros, Caroline Crowell and Jaimie Kicklighter, Georgia Archives Staff.

November 17: Special Lunch & Learn – Christine Garrett, Electronic Records Manager at the Georgia Archives will present "Emergency Preparedness and Disaster Planning for Personal Records." She will discuss identifying essential records – records of historical and sentimental value to families and those needed to recover from a disaster – and how to protect records from a disaster before one happens.

Other Activities

October 7: Archives and Genealogy Day. For information go to www.georgiaarchives.org.

October 14: National History Day Roundup (for students involved in National History Day)

October 28: Georgia Genealogy Round Table sponsored by the Georgia Genealogical Society

October 31: Records Emergency Planning and Response (IPER Program) See page 9.

November 2-3: Society of Georgia Archivists Annual Meeting

December 9: Georgia Genealogical Society Annual Meeting

Lunch and Learn Lessons

About that Native American Grandmother -- July 14

"Use family stories with caution," stressed certified genealogist Yvonne Mashburn Schmidt throughout her lecture. On July 14 at the Georgia Archives' Lunch and Learn, over 40 attendees listened attentively to Schmidt's program: *About that Native American Grandmother: Clues that Help & Hinder Our Family Stories*. Maps, pictures and scans of original documents were combined in her PowerPoint presentation with stories of genealogical search case studies that further engaged an already interested group. Schmidt noted that the families of the three case studies had given their consent to be used in her presentation. At the end of her program, Schmidt gave several suggestions to follow when researching a potential Native American Ancestor: research just like for any other ancestor to document family stories, analyze the sources, compare ancestor birth vs. removal date, forget physical attributes, use the genealogical proof standard, understand DNA testing has limitations, and finally to use common sense.

Protecting the Treasures of Oakland Cemetery -- August 11

When Ashley Shares, Preservation Manager for the Historic Oakland Foundation, was a child, her parents took her to see Bachelor's Grove Cemetery near Chicago, Illinois. Known as one of America's most haunted places, it wasn't the stories of hauntings that made an impression, it was the vandalism in the cemetery. From this experience began a life-long love of preservation.

The Historic Oakland Foundation, established in 1976, is the non-profit friends group for the cemetery. The Foundation manages the walking tour program and raises funds for the beautification and restoration of the cemetery.

Ashley shared the history of the nineteenth century rural garden cemetery, described how the cemetery was divided, and focused on preservation problems and projects. "The two most important things to remember," she told the full Lunch and Learn group, "is to 'do no harm,' and 'make sure work is reversible'." To learn more about Oakland Cemetery, and the Historic Oakland Foundation including tours, go to their website: <http://www.oaklandcemetery.com/>.



About that Native American Grandmother



Preserving the Treasures of Oakland Cemetery

Staff Updates

The Rising Star Award

Congratulations to James Irby, Georgia Archives Digital Preservation Technician! James is the recipient of The Council of State Archivists (CoSA) 2017 Rising Star Award. CoSA acknowledges institutions, individuals, and programs that have enriched and strengthened our nation's state and territorial archives. It rewards innovative efforts and provides encouragement for the development of new and remarkable projects. James worked for CoSA on the *Intergovernmental Preparedness for Essential Records* (IPER) grant project from 2009-2012 and has since worked for the Georgia Archives. The Georgia Archives continues to present the IPER curriculum. The Records Emergency Planning and Response workshop is scheduled here for October 31. State, local, territorial, and tribal government employees who are responsible for creating and maintaining records of any kind and in any format, both paper and electronic should take this course.



New Education Specialist

The Georgia Archives is pleased to announce that Penny Cliff is the new Education Specialist. Penny has a BA in History with a minor in Communication from Mercer University, and an MA in History with a Concentration in Archives from Georgia College & State University. Penny's outreach as Education Specialist will focus on universities, schools and other organizations. Her prior professions have been as an assistant professor of history at Gordon State College and as the director of the Thomaston-Upson Archives in Upson County.



Did you Know? -- Historic Tidbits and Hints

Did you know that you can look for newly processed collections on our website? We have a new online collection in the Virtual Vault, Colonial Conveyances. The announcement is on the website with a link: <http://www.georgiaarchives.org>.

Colonial Conveyances are the recorded property transactions between private citizens in the Colony of Georgia. Colonists who received land grants from the Trustees or the Crown could sell or otherwise convey their land or other property to other private citizens. The conveyances consist primarily of property transfers, usually land purchases. For more information visit the Virtual Vault.

Exhibits at the Georgia Archives

Patrons and visitors admire the yearly rotation of exhibits displayed in climate-controlled cases at the Georgia Archives, though many may not realize the organization required to mount each display. There are important steps involved as the exhibits change quarterly and often include shorter, interspersed presentations throughout the year. Knowing the details of this process may shine some light on it.

To begin, a very small group of staff members chooses themes and subject matter for exhibits for the year. This group also chooses the collection items for each. A separate committee meets to plan the implementation of the calendar, preparation of the items, and production of graphic elements for the exhibit. Chosen items are treated and scanned as needed. One exhibit removed makes way for the new one.

Staff members prepare the exhibit material, mend damaged items, and support fragile pieces for a three-month view in the display cases. Simultaneously, other staff members write item label text, poster information, and press releases about the exhibit.

Photographs chosen for background panels in the cases, informational flyers, and posters are also material sent to the press to promote the next display.

A week before the exhibit opens, all of these activities come together like a well-oiled machine. Posters and background material mounted on foam core support the visual elements. Exhibit cases arranged with collection items, supporting structures, and individual label text finalize the layout. Additional descriptive panels attached to the sides of each display case further explain the historical impact of the subject and material.

The final review of an impending exhibit happens a day or two before it is finished. Maybe an item shifts its placement. Sometimes one typographic error means reprinting a label. Occasionally, something might slip or drop out of position overnight.

Whenever possible, the Georgia Archives plans occasional programming and presentations related to the newest display. Our staff continually improves this process and, along with our patrons, learns more and more with each interesting exhibit.

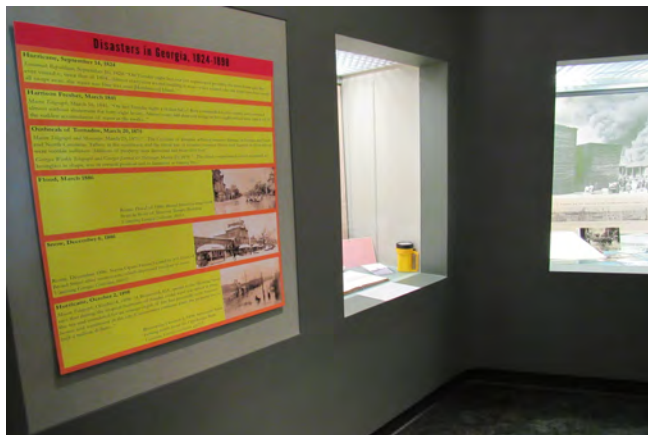


Exhibit: The Darker Side of Nature: Georgia's Historic Storms, Earthquakes, Fires and Droughts

Preservation and Reformatting

The Georgia Archives hosts a pre-program conservation internship, generously supported by FOGAH and hosts a work-study student from Clayton State University (CSU). The conservation internship provides pre-program experience to an individual building an application and portfolio for graduate-level conservation programs. In collaborating with CSU, the Archives hosts students interested in archives or related fields, broadening their interest in our profession while interacting with skilled staff members.

We checked-in with our most recent interns and current work-study student to gather feedback regarding their experience. Celeste Crowe, an Art Design major at LaGrange College, was with us for the 2017 summer. Destiny McLeod, a history major attending Clayton State University, currently works as a work-study student in our Reformatting Lab. Nicole Schmidt, a pre-program conservation intern who was with us in the 2017 spring, now is working at the Williamstown Art Conservation Center outside of Boston, MA.

Why did you choose the Georgia Archives to work/intern?

Celeste Crowe: I became interested in an internship with the Georgia Archives after working as a gallery assistant at my college art museum. I wanted to gain further understanding and insight into the field of museum studies and see if this was an avenue I would like to pursue after college. The ability to work with objects behind-the-scenes directly interested me since I am an Art Design Major. I really enjoyed the opportunity to focus on the detailed and hands-on work that comes with conservation.

Destiny McLeod: I choose the Georgia Archives to work, as I love history. I find looking at documents from the past regarding the state, counties, and Georgia citizens fascinating as you [do not] see many documents in history books or textbooks.

What would you consider a highlight of your time here?

CC: One experience that I am very grateful for was the chance to prepare materials for the August exhibit. I was able to be a part of the whole process from locating the items in the vault, to making repairs, and setting-up the exhibit. That project was very fulfilling to see through to completion, and the skills that I learned I know will be of help to me throughout my career. **DM:** The highlight of my time here would be working on different projects for patrons and learning new information from the projects.

Nicole Schmidt: I really enjoyed the independence of the internship...I really liked that [there was a] list of treatments and I was able to say what I knew how to do and indicate what I wanted to learn while I was there. It was helpful to see immediately what I wanted and could get out of an internship straight from the beginning.



L-R: Celeste Crowe, Nicole Schmidt and Destiny McLeod

IPER Essential Records Course

On May 18, the Georgia Archives presented the *Intergovernmental Preparedness for Essential Records* (IPER) Essential Records course. Preservation and Records Management staff offered the material to twenty-three attendees representing local governments, state agencies, and University System of Georgia institutions. The presentation in May was the full course, unlike the overview given in April 2016 that focused on the key points of the course.

Attendees learned about identifying essential records, essential business functions, risks and hazards that threaten records, and mitigation strategies to lessen risks and hazards. This course included lectures, discussions, in-class assignments, a post-test, and homework assignments designed to help attendees apply what they learned in order to create an Essential Records Program for their agencies. On October 31, the Archives will present a follow-up course, Records Emergency Planning and Response, which will cover topics such as assessing damage to records and implementing a response. The Archives plans to offer the classes yearly as training available via webinar.

Both courses are part of the IPER Program developed by the Council of State Archivists with assistance from the National Archives and FEMA. The overall objective of the program is to help agencies prepare for, respond to, and recover from records emergencies. As demonstrated by such disasters as hurricanes, tornados, floods, and cyberattacks, the security and maintenance of records is critical in the ability to respond to and recover from an emergency.

For more information on IPER, disaster planning, records management, or upcoming training, please contact Christine Garrett (christine.garrett@usg.edu).



IPER Course, May 18, 2017

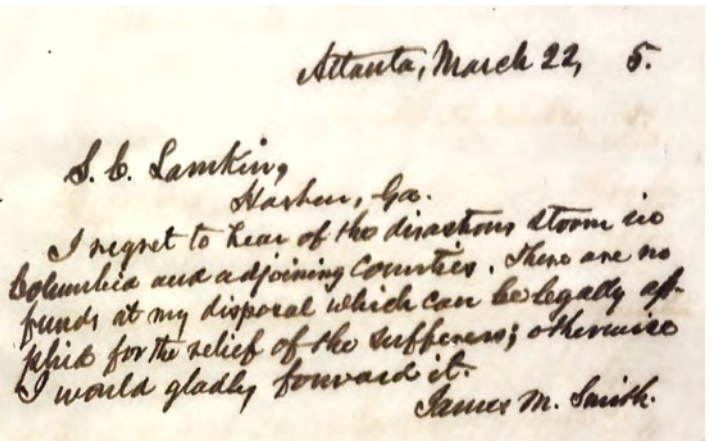
Some Featured Record Groups Used in the Exhibit

Surveyor General, District Plats of Survey, 1805-1832, RG 3-3-24. Original surveys of land districts in counties made prior to distribution of land by lottery, plus resurveys or renewed surveys of districts. Available online at www.GeorgiaArchives.org in the Virtual Vault.

Governor's Letter books, 1786-1899, RG 1-1-1. Bound volumes with record copies of outgoing correspondence from Georgia's chief executive officers (primarily the governor, and occasionally an officer of the Executive Council) to other state, local and federal officials, including military officers, Georgia congressmen, fellow governors, presidents of the United States and cabinet members; plus private citizens in pursuance of state affairs. The letters record the state's official position on various public issues. Select volumes available online (1872-1899) at www.GeorgiaArchives.org in the Virtual Vault.



Image citation: Surveyor General, District Plats of Survey, RG 3-3-24, dm052.



Document citation: Governor's Letter book, RG 1-1-1.

Donations



Left: Elliott Augustine donated a video of the old Georgia Archives' building implosion (March 5, 2017). He has been flying drones since 2012 and has hundreds of hours of flight time with all of the latest drone technology. Elliott is the owner and lead pilot at American Drone Industries (ADI). ADI is an Atlanta drone company that provides drone filming and aerial photography for the film and television industry. ADI became a reality in 2012, as commercial drones began to enter the marketplace. It was one of the first drone companies in Georgia to receive FAA Approval (Section 333 exemption) and one of the first African American owned commercial drone companies in the nation.

Reference Room Roundup



Athens, Georgia, Newspaper Clippings (Southern Banner), vol. XI (1860-1861), vol. XII (1862-1863) and vol. XII (1864-1868) by Elizabeth Evans Kilbourne. Savannah, GA: T. Evans, 2016.

Fitzgerald, Georgia, Newspaper Clippings, vol. II (1902), by Elizabeth Evans Kilbourne. Savannah, GA: T. Evans, 2016.

Jefferson County, Georgia, Tax Lists, 1796-1803, by Michael A. Ports. Baltimore, MD: Clearfield Publishing, 2016.

Jefferson County, Georgia, Tax Lists, 1804-1808, by Michael A. Ports. Baltimore, MD: Clearfield Publishing, 2016.

Jefferson County, Georgia, Inferior Court Minutes, October 26, 1835-May 20, 1868, by Michael A. Ports. Baltimore, MD: Clearfield Publishing, 2016.

Jefferson County, Georgia, Lottery Drawers for 1827 and 1832, by Michael A. Ports. Baltimore, MD: Clearfield Publishing, 2016.

Baldwin County, Georgia, Lottery Drawers for 1820 and 1821, by Michael A. Ports. Baltimore, MD: Clearfield Publishing, 2016.

Witness to History: A Memoir, Tom Murphy and His Role in Georgia Politics, by Steve Anthony. Boston: McGraw Hill Learning Solutions, 2010.

They Called Them the Immortals: The Last of the Class, by John J. Fennell. Morrisville, NC: Lulu Press, 2017.

The takeover: Chicken Farming and the Roots of American Agribusiness, by Monica Gisolfi. Athens, GA: University of Georgia Press, 2017.

The Legion's Fighting Bulldog: The Civil War Correspondence of William Gaston Delony, Lieutenant Colonel of Cobb's Legion Cavalry and Rosa Delony, 1853-1863, by Vince Dooley and Samuel N. Thomas, Jr. Macon, GA: Mercer University Press, 2017.

Historic Rural Churches of Georgia, by Sonny Seals and George S. Hart. Athens, GA: University of Georgia Press, 2016.

Retention of Electronic Records – Scanned and Born Digital

The Archives maintains the permanent historical records of state agencies and can assist with research on laws, agency policies, and historical questions.

The State Records Committee met April 5, 2017 and approved new and revised retention schedules for the Board of Dentistry, Board of Pharmacy, University System of Georgia, Georgia Aviation Authority, Georgia Building Authority, Department of Transportation, Governor's Office, State Financing and Investment Commission, Vocational Rehabilitation Agency, and local public safety. Additionally, there was a minor revision to the Common Schedules for state agencies. The State Records Committee's next meeting will be in October.

The Archives hosted a meeting of the University System of Georgia's Records Management Officers on June 5. Nineteen representatives from thirteen institutions attended. Topics covered at the meeting included the re-establishment of the USG RMO working committee; the roles of the Georgia Archives, State Records Committee, and the RMOs; updating records retention schedules; and issues facing records management at the institutions.

As a reminder, as of July 1, 2017, the State Records Center will no longer accept records sent in boxes that are made 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.

Digitizing records and storing them in electronic records systems does not negate the need for records retention schedules nor does it absolve the agency from the responsibility of managing same.

Records retention schedules allow agencies to dispose of records once their legal, administrative, and fiscal requirements are met. Without records retention schedules, agencies cannot legally dispose of records (O.C.G.A. § 50-18-102 (b)). Therefore, agencies that do not have retention schedules may not legally destroy any records even if they are scanning everything or have an electronic management system. Consequently, all scanned images, every born digital record and all data stored in the system must be retained and remain authentic, usable, and accessible indefinitely, thereby placing large legal and financial burdens on the agency. An agency must ensure that the records are not lost or altered due to technological obsolescence, media degradation, migrations to new software/ hardware, or accidental or purposeful alterations.

Failure to protect or properly manage the records could result in the agency facing legal repercussions. The longer an agency keeps records, the higher the probability that the records could be lost. Additionally, once the records no longer have legal, administrative, fiscal, or historical value to the agency, they are likely to become liabilities. Besides potential legal risks, agencies keeping records indefinitely face greater records management costs. Although the cost of electronic storage has decreased dramatically over time, it is still an expense. In addition, the fewer records an agency maintains, the easier and less expensive it is to respond to eDiscovery and open records request. Therefore, having records retention schedules allow agencies to destroy records in a timely matter, reducing legal risk and financial costs. Agencies without schedules or with ones that are outdated – more than three years old – should contact Karl Simpson at:

karl.simpson@usg.edu or 678-364-3881.