

# FROM THE VAULTS

Newsletter of the Georgia Archives



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



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*Georgia's Christmas Past: A Holiday Exhibit*

## NEWEST EXHIBIT

The Georgia Archives' current exhibit, *Georgia's Christmas Past: A Holiday Exhibit*, focuses on records that document past holiday celebrations in Georgia: from a journal entry written in 1737 describing Christmas in Savannah to a photograph of Atlanta's 2000 New Year's Peach Drop. You'll see an invitation to attend Spelman College's 1933 Christmas Concert and read an 1889 proclamation from the Mayor of Darien about Christmas fireworks. We have a Georgia family's recipes for plum pudding and fruitcake, Christmas and New Year's cards sent to past governors, photographs of Georgians enjoying snowy weather, and an image of a 1973 Children's Hanukkah project in Valdosta. Come and see how Georgians celebrated the season in years past.

## News From Friends of Georgia Archives and History

### Update from the President

Welcome to 2018 in Georgia and at the Georgia Archives. It's my and the board of FOGAH's hope that during 2018 that you will visit and enjoy some of the events at the Georgia Archives during this year. This is especially true during this the centennial year of the Georgia Archives, which will be an exciting and event-packed year.

This year will see the Georgia Archives symposium this spring, and late in the Summer FOGAH will host a dinner event to honor the centennial of the Georgia Archives. The purpose of this event is to celebrate this great institution and raise funds for the many projects that we support at the Georgia Archives. We also hope that this event will allow us to raise additional funds to support public programming at the Georgia Archives, the conservation internship program and much, much more.

FOGAH is happy to support the Georgia Archives in these endeavors including continued support for its many programs. Here's to an excited and busy 2018.

Josh Kitchens, President

We hope you will continue to support FOGAH!



## Friends of Georgia Archives and History 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.

**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!**

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**From the State Archivist**

Christopher M. Davidson, J.D.

Greetings and Happy New Year. With the end of one year and the beginning of another, many of us reflect on the past and look to the future. We think of the highs and lows; of friends and loved ones. Reflection can often help in planning for the future and understanding the past. For those of us who work with historical documents, the “past” can take on a much broader period of time. This upcoming year marks the 100th anniversary of the creation of the Georgia Archives and as such, we have been taking stock of our past.



Looking to the near future, we have many exciting events planned. The Archives was founded 100 years ago this August. On February 3, we will have our annual Black History Month program which is cosponsored by the Metro Atlanta chapter of the Afro-American Historical and Genealogical Society (AAHGS) and the Friends of Georgia Archives and History (FOGAH); our monthly Lunch and Learn on the 9th; and our annual Georgia Day exhibit on the 9th and 10th. Also on Saturday, February 10, we will kick off the celebration of the Archives' 100th anniversary with our new monthly tour: "Georgia Archives, 100 years: Where We Are Now."

While you are here, do not miss “Georgia’s Christmas Past: A Holiday Exhibit,” which closes February 10. The exhibit focuses on records that document past holiday celebrations in Georgia.

In April, we have our Annual History Symposium. This year's event is "Celebrating Archival Record Keeping: The Georgia Archives at 100." In September FOGAH’s annual meeting will commemorate the authorization of the Georgia Archives. More details on both of these events will follow.

In the theme of reflection, I am saddened to announce that two of our staff members are leaving the Georgia Archives: Jaimie Kicklighter, Reference Archivist; and Kim Norman, Conservator and Preservation Manager. Both will be greatly missed.

## Archives Activities

**Upcoming Lunch and Learn Programs at the Georgia Archives:** Sponsored by the Friends of 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. No registration is required.

FOGAH, formed in 2004, is a not-for-profit organization that supports and enhances the programs of the Georgia Archives. By underwriting education programs, public lectures, internships, exhibits, and digitization projects, the Friends enhance public awareness of the treasures to be found at the Archives. 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.



**February 9** -- "Two Ships that Sailed to Georgia in 1736: Conversations Between the Wesleys, the Moravians, and the Salzburgers," by Dr. Richard "Bo" Manly Adams, Jr., Director of Pitts Theology Library at the Candler School of Theology, Emory University and the Margaret A. Pitts Assistant Professor in the Practice of Theological Bibliography. In 1736, two ships sailed from Europe to Georgia. On board were representatives of what would become three major Protestant traditions: John and Charles Wesley, the Moravians, and Lutheran Pietists called the Salzburgers.



**March 9** -- "Etched in Stone: The Language Carved in Victorian Cemeteries," by Penny Cliff, Education Specialist, Georgia Archives. Are the ornate carvings on 19th and early 20th century headstones and monuments just decorative? No. Monuments and carvings convey a language of symbolism that interprets the lives of loved-ones who have passed away. What does Napoleon and his Egyptian campaign have to do with the language in stone? What does a rose bud, or an arch convey? Why are there so many obelisks? If you are a genealogist visiting ancestors' graves and want to know more about their lives, it may be in front of you, written in stone. For anyone who has ever enjoyed walking through cemeteries and reading these ornate headstones, this presentation is for you.



**April 13** -- "Documenting John Henry Holliday in Griffin, Georgia" by Cindy Barton, Archivist Griffin-Spalding Archives. Griffin, Georgia, is the birthplace of one the most infamous characters in American history – the legendary Dr. John Henry "Doc" Holliday. Young "Doc" Holliday was a child of a fine and respected family and raised to be a Southern gentleman. However, Fate intervened – and the rest, as they say, is history. This program is about Doc's historic footprint in Griffin and Spalding County.



## Recent Lunch and Learn programs from 2017

**September 8** -- "Georgia Archives: Recent Building Upgrades" by Kim Norman and Adam Parnell, Georgia Archives staff members. Kim and Adam discussed recently upgraded building functions, improved environmental monitoring, heightened security, operational efficiencies, and overall collection care. They ended their presentation with a tour.



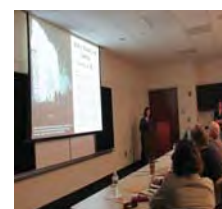
**September 15** -- A Special Lunch and Learn program: "World War I Centennial Commission Program" by Dr. Lamar W. Veatch, Georgia World War I Commission and Assistant Director for Archival Services, Kayla Barrett, on the "WWI holdings at the Georgia Archives."



**October 13** -- "The Second Creek War, 1836: Records and Sources" by Michael A. Ports. Mr. Ports focused on the conflict itself, highlighting the historical background, the actual campaigns, and their aftermath.



**November 10** -- "Georgia Archivists' Favorite Collections." Reference Archivists Caroline Crowell, Allison Hudgins, Jaimie Kicklighter, and Amanda Mros introduced interesting, unusual, and underutilized records such as the "Mines Mining and Geology Collection," "County and Historic Maps," "Local Superintendent's Annual Reports," and "Property Research and Land History."



**November 17** -- A Special Lunch & Learn program: "Emergency Preparedness and Disaster Planning for Personal Records" by Christine Garrett, Electronic Records Manager at the Georgia Archives. Christine discussed identifying essential records – records of historical and sentimental value to families.



**December 8** -- "The History of the Candler Field Museum and the Youth Aviation Program: Where History Comes Alive and Education Lights the Future" by Dave Moffett, Scott Coile, and Jacob Gates. The three speakers shared the history of the Candler Field Museum and the importance of the Youth Aviation Program.



## 5th Annual Archives and Genealogy Day

The 5th Annual Archives and Genealogy Day was held at the Georgia Archives on Saturday, October 7 from 9:00 a.m. to 4:50 p.m. Archives and Genealogy Day was a free event sponsored by the Georgia Archives and the Friends of Georgia Archives and History (FOGAH). This event offered two tracks. Track 1 was an all day class, Beginning Basics of Genealogy by Laura W. Carter. The class focused on the basics of genealogy and included using resources such as census records, proper source citations, document analysis and evaluation, and filling out pedigree charts and family group sheets.

Track 2 offered several presentations. The first was "Faith of Our Fathers: Using Baptist Church Records for Family History Research" by Kathryn Wright, Mercer University Special Collections. The second presentation was "Newspapers: A Treasure Trove of Information" by Tamika Strong, (then) Librarian and Genealogist, Georgia Public Library Service. Next was "Fleshing Out Your Family Tree: Manuscript Collections at the Georgia Archives" by Georgia Archives' Reference Archivist Caroline Crowell. The final presentation was "Resources for Genealogists in the UGA Map and Government Information Library" by Hallie Pritchett, Head of the Map and Government Information Library at the University of Georgia.

We appreciate all of our speakers and participants.



Presenter: Tamika Strong



Presenter: Laura W. Carter



Photograph left: Presenter: Caroline Crowell. Right: State Archivist Christopher Davidson presented Jonathan Williams, the winner of the silent auction with Kaye Minchew's autographed book, *A President in Our Midst: Franklin Delano Roosevelt in Georgia*.

## Other Upcoming Events

The Georgia Archives was founded 100 years ago this August. We will be having special centennial events, an exhibit, social media posts, and hosting tours throughout the year, highlighting stories from the Archives' past. Stay tuned for more information!

February 3: African American Genealogy Day: "The Enslaved and Free People of Color in Antebellum Georgia." All day presentations begin at 9:00 a.m. (More information will be available on the Archives webpage).

February 9 and 10: Georgia Day: We celebrate the commemoration of the founding of Georgia. On February 12, 1733, James Oglethorpe landed the first settlers from the ship Anne at what was to become Georgia's first city and later the first state capital, Savannah. In celebration of Georgia Day, Georgia's Royal Charter and Georgia's recorded copy of the Declaration of Independence will be on display in the exhibit room behind the Welcome Desk. These documents spend most of their time safely in our vaults, so do not miss your opportunity to view these important pieces of Georgia's history.

February 10: First Anniversary Tour -- "Georgia Archives, 100 years: Where We Are Now." 10:00 a.m. to 11:00 a.m. Free. No pre-registration required.

March 10: Anniversary Tour -- "Georgia Archives, 100 years: Where We Are Now." 10:00 a.m. to 11:00 a.m. Free. No pre-registration required.

March 17: Georgia Genealogical Society Spring Seminar. (More information will be available on the Archives webpage.)

April 7: Archives Symposium "Celebrating Archival Record Keeping: The Georgia Archives at 100." The Symposium will include four 50 minute sessions, plus an extended lunch session featuring student posters. (More information will be available on the Archives webpage.)

April 14: Anniversary Tour -- Georgia Archives, 100 years: Where We Are Now. 10:00 a.m. to 11:00 a.m. Free. No pre-registration required.



### L-R: Homes of the Georgia Archives through a Century

**Atlanta, 1919. Georgia State Capitol Building** (ful0043). Former home of the Georgia Archives 1918-1930. Vanishing Georgia, Georgia Archives, University System of Georgia. **Rhodes Hall** was the home of the Georgia Archives from 1930 to 1964; Ad Hoc Collection (ah00127). **Ben W. Fortson Jr. Records and Archives Building**. The Georgia Archives occupied this building from 1965 until May 2003 when it moved to a new building in Morrow, Georgia. Large Print Collection, RG 48-2-2, Georgia Archives (lpc172d); Ad Hoc Collection. **Current location in Morrow** 2003-present.



**Georgia Historical Records Advisory Council Award Winners:** Executive Vice Chancellor Tristan Denley and the Georgia Historical Records Advisory Council (GHRAC) presented 19 awards during the fifteenth annual GHRAC Archives Awards ceremony at the Georgia Archives on Thursday, October 26, 2017. The GHRAC Awards recognize outstanding efforts in archives and records work in Georgia.

**Award for Advocacy**

**Deborah Prosser** (University of North Georgia). Dr. Prosser established the University of North Georgia Special Collections and Archives following the consolidation of Gainesville State College and North Georgia College and State University in January 2013.

**Pellom McDaniels III, Emory University** (Exhibit) Still Raising Hell: The Art, Activism, and Archives of Camille Billops and James V. Hatch

**Award for Local History Advocacy**

**Cindy Barton** (Griffin). Ms. Barton identified 15 soldiers who had not been recognized on a WWI memorial. Their names were added to a memorial plaque.

**Gainesville High School** 125th Anniversary Celebration: Alumni planned the celebration of the school's 125th Anniversary.

**John Lynch** (Senoia). 45th year of service in leadership positions for the Fayette County Historical Society

**Middle Georgia Archives** (Macon). Documents, preserves, and makes available the rich history of Middle Georgia.

**Judge J. Wade Padgett** (Augusta). Author of *From Court in the Wilderness to Court in the Metropolis: A History of the Augusta Judicial Circuit*

**Beth Pye** (Barnesville). Ms. Pye documented Gordon College's football program for a reunion of the football players.

**Laurel Wilson** (Decatur). Documentary: *5 Generations: From Enslavement to Public Service in Atlanta*

**Award for Excellence in Archival Program Development by a Local Government Repository**

**Warner Robins Oral History Project:** 85 files containing 43 hours of video interviews with families in the Warner Robins community

**Award for Excellence in Documenting Georgia's History**

**Sonny Seals and George Hart** (Atlanta). *Historic Rural Churches of Georgia* (2016)

**Kenneth H. Thomas Jr.** (Decatur). Over 40 years of columns in the AJC.

**Award for Excellence in Research Using the Holdings of an Archives**

**Vincent Joseph Dooley and Samuel Norman Thomas, Jr.** (Athens). *The Legion's Fighting Bulldog: The Civil War Correspondence of William Gaston Delony, Lieutenant Colonel of Cobb's Georgia Legion Cavalry, and Rosa Delony, 1853-1863* (2017)

**Monica R. Gisolfi** (Wilmington, NC). *The Takeover: Chicken Farming and the Roots of American Agribusiness* (2017)

**Award for Excellence in Student Research Using Historical Records, Undergraduate Level**

**Benjamin Joiner** (Gordon State College) "Science Education and the Seminary Movement of Central Georgia, 1820-1840"



## GHRAC Awards: Winners in Student Research



Pictured L -R: Christopher M. Davidson, JD, State Archivist and Assistant Vice Chancellor, Award Winner Megan Turner (Ola High School), and Award Winner Eleanor Clary McCoy (Columbus High School).

### Award for Excellence in Student Research Using Historical Records, Grades 9-12

**Megan Turner** (Ola High School) for her National History Day project “Samuel Worcester: A Missionary's Stand Against the U.S. Government's Removal of the Cherokee Indians from Georgia.”

**Eleanor Clary McCoy** (Columbus High School) for her National History Day project “Mercy Otis Warren and the Idea of America.”

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### 2018 GHRAC Nominations

The Georgia Historical Records Advisory Council (GHRAC) established the Outstanding Archives Awards Program in 2003 to recognize outstanding efforts in archives and records work in Georgia. By publicly recognizing excellent achievements, the Board strives to inspire others. Nominations for the Georgia Historical Records Advisory Council (GHRAC) are from February 1 through June 1, 2018. The form is located at [https://www.georgiaarchives.org/documents/ghrac/2015\\_Nomination\\_form.pdf](https://www.georgiaarchives.org/documents/ghrac/2015_Nomination_form.pdf)

## GHRAC Awards: Lifetime Achievement Award Winners



Pictured L-R: Dr. Tristan Denley, Chief Academic Officer and Executive Vice Chancellor of Academic Affairs, University System of Georgia; Mary Ellen Brooks; and Dr. Toby Graham, Chair, Georgia Historical Records Advisory Council (GHRAC).

**Mary Ellen Brooks:** For nearly 40 years, Mary Ellen Brooks has cared for the historical, literary, and artistic treasures of Georgia's heritage that are housed in the University of Georgia Hargrett Rare Book and Manuscript Library.



Pictured L-R: Dr. Tristan Denley, Mrs. Lynn Wolfe, and Dr. Toby Graham.

**Dr. Walter Javan Fraser, Jr.:** Dr. Fraser received all of his academic degrees in history: his BA from the University of Virginia in 1958; his MA from East Carolina University (then, College) in 1964; and, his PhD from the University of Tennessee, Knoxville in 1970. This award was given posthumously and accepted by Dr. Fraser's widow, Mrs. Lynn Wolfe.

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## Staff Updates

### New Reference Archivist

The Georgia Archives is pleased to announce that Tamika Strong has been hired as a Reference Archivist. Prior to coming to the Georgia Archives, Tamika was an IT Program Manager with the Georgia Public Library Service. She previously had over 11 years' experience with the DeKalb County Library System. She graduated with a B.A. in African American Studies from Emory University and a Masters in Library and Information Studies from the University of Pittsburgh, and is currently working towards a Masters of Archival Studies at Clayton State University.



## Preservation and Reformatting: Conservation Conversation

Late 18th Century French Binding Structure class with Jeff Peachey at the Georgia Archives

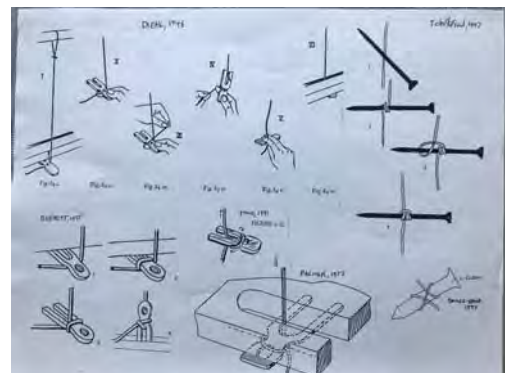
In November, the Archives conservation staff hosted this workshop, focused on reconstructing a typical 18th century full leather French binding by comparing and contrasting three 18th century technical descriptions, examining extant bindings, and using historic tools. In some respects, this French binding structure was the end of 1,200 years of utilitarian leather binding, and years later, the cloth case began to predominate as the most popular binding structure. Applicants for this class submitted a resume and brief statement of intent, outlining educational hopes for the course and a summation of their background in binding. Students brought basic bookbinding tools and prepared by reviewing reading material provided in advance by Jeff Peachey.

The making of the book is very organic and does not rely on numeric measuring. In many respects, this class was a hands-on explication of historic written texts. Techniques covered included everything from using a beating hammer to beat the text block before sewing, sewing on thin raised single cords, and lacing the text block into handmade pasteboards. Additionally, completing the binding structures meant beating the cover boards, trimming all three edges with a plough, and coloring the edges with vermillion. Sewing endbands, finishing the covers in full leather, marbling the leather, and applying simple blind tooled decorations provided each attendee with a finished binding.

Reproductions of 18th century French tools, constructed from plates in Diderot's *Encyclopedie* (1751-1780) were available for use. Participants learned to use and maintain a plough. Everyone investigated the problems in translating written descriptions of bookbinding into the construction of a model. Extensive notations were provided (in English) on Gauffecourt's *Traite de la Relieure des Livres* (1763) and Dudin's *L'Art du Relieur-doreur de Livres* (1772).

Basic bookbinding skills were a prerequisite, but this class also served as an introduction to leather paring. Discussions were held on treatment decision-making for this particular structure in relation to institutions and private clients. This class was open to all levels of experience, from pre-program graduate students, conservation technicians, and mid-career conservators. The variety of participant experience levels resulted in an invigorating exchange of information on binding techniques, institutional protocols, and treatment approaches.

Jeffrey S. Peachey is an independent book conservator and toolmaker. For more than 25 years, he has specialized in the conservation of books and paper artifacts for institutions and individuals as the owner of a New York City-based studio. Jeff is a Professional Associate in the American Institute for Conservation and has taught bookbinding history workshops internationally. More information about Jeff Peachey, his course offerings, and conservation tools is available at: <http://jeffpeachey.com>.



**Documenting Family History: How to Begin**

Found at [https://www.georgiaarchives.org/research/research\\_help](https://www.georgiaarchives.org/research/research_help)

When compiling a family history, remember that any piece of information, oral or written, that links a name, place, and date together may help you in establishing kinship lines. As you begin to gather data, record it on preprinted forms (ancestral charts and family group sheets) or use one of the many commercial computer programs available.

For each ancestor, you will wish to determine as much of the following as possible: birth place and date; parents; when and where they attended churches, synagogues, and schools; occupation; when, where, and to whom married; names of children and when and where children were born; death date, death place, and burial place.

When planning a research trip, arrange the information you have gathered and develop a plan of research. Know for whom you are looking and the type of information you are seeking. Research facility hours are subject to change. Before making a research trip, always check the hours of any repository you wish to visit. Usually this information is available on their website and telephone.

**Steps to Follow**

1. Start with "known information: record all relevant information about yourself, your parents, and grandparents. Remember: start recent, THEN work backwards.
2. Begin a pedigree, or "ancestry," chart and maintain it as you gather information. Using a pencil will make later corrections or additions much easier. Record additional information for each family on a family group sheet.
3. Search the U.S. Census. Beginning in 1790, the census has been taken every 10 years. Census records are available through 1940. The census is the building block of genealogical research. Unfortunately, the 1790, 1800, 1810, and 1890 Federal census records for Georgia are not available. You can use tax digests from those time periods to locate ancestors. Census records are available through Ancestry.com and other sources.
4. Get birth, death, and marriage certificates. These all contain vital information on your ancestors. Some are kept by the state Vital Records department and others are with the Archives.
5. Look for estate records which may confirm dates of death and family relationships when there are no birth or death certificates (in Georgia, generally before 1919).
6. Locate church records (baptismal, birth, death, marriage, membership), which often contain revealing information.
7. Search for birth, marriage, and death notices in local and regional newspapers. Many are located on microfilm in the Archives and at the University of Georgia Library. Regional newspapers have been scanned and are available through the Digital Library of Georgia.
8. Look for family genealogical folders, family Bibles, and published family histories.
9. Check county histories for information on prominent families within the county. Make a trip to the city/county where your ancestors lived to see if there is a local archive/historical society/special library collection which might contain records pertinent to your research.
10. Try an online search to see if there is information on your family line done by others. ALWAYS VERIFY THE INFORMATION YOU FIND ONLINE!



## Donation to the Georgia Archives

Mr. George Harper, a retired high school counselor from Rome, Georgia, donated two boxes full of the paperwork from his grassroots campaign to get dialysis care reform passed into law, to the Georgia Archives on September 30, 2017. Accepting the donation for the Georgia Archives was Deputy State Archivist Steven Engerrand.

Mr. Harper worked with former Representative “Buddy” Childers (D) of Georgia House district 15 to get dialysis care reform passed into law. Two pieces of legislation were passed in the Georgia Legislature. One statute, passed in 1988 (OCA 31-16-7) controls how dialysis filters may be reused. The other, passed in 2000 (OCA 31-44-3), regulates the entire dialysis industry in the state via a requirement that all dialysis facilities be licensed by the state and subject to regulations to assure the health and safety of patients.

In a Google post, Mr. Harper stated the reason for the donation: “We are downsizing and moving and I needed to do something with the two copy paper boxes of papers relating to how I led a grass roots dialysis patient movement to pass two pieces of legislation in the Georgia Legislature.” Mr. Harper was pleased to learn that the Georgia Archives wanted his papers.

Deputy State Archivist Steven Engerrand explained to Mr. Harper why the collection is significant. Mr. Harper stated that “Dr. Engerrand noted that the State routinely sends over statutes that are passed by the Legislature to the Archives, and they also send minutes of all committee meetings related to the statutes. However the committee minutes are perfunctory documents only noting who attended, the subject of the meeting, and the outcome of the vote on a bill.” He continued, “In our case, these committee records don't document what the patients said in committee, or what our positions were.”

The Georgia Archives is grateful to Mr. George Harper for this invaluable donation.



George Harper (L) with Deputy State Archivist Steven Engerrand with a donation of two boxes full of paperwork from the grassroots campaign. Photograph courtesy of Mr. George Harper, Google Photos.



Deputy State Archivist Steven Engerrand (L) gave Mr. George Harper a donation form to deed the collection to the Georgia Archives. Photograph courtesy of Mr. George Harper, Google Photos.

## **Records Management News**

### **State Records Committee Meeting**

The State Records Committee met on October 17 and approved new or revised records retention schedules for the following entities: Georgia Department of Labor; University System of Georgia; Governor's Office of Planning and Budget; State Agency Common Schedules; and Local Government Schedules. The Committee's next meeting will be in April 2018. The deadline for agencies to submit changes to their retention schedules is February 1. Contact Karl Simpson ([karl.simpson@usg.edu](mailto:karl.simpson@usg.edu) or 678-364-3881) to discuss the records retention schedule update or creation process and to receive the appropriate template.

### **Disaster Planning**

On October 31, the Georgia Archives presented the Intergovernmental Preparedness for Essential Records (IPER) Records Emergency Planning and Response course. Preservation and Records Management staff offered the material to twenty attendees representing local governments, state agencies, and University System of Georgia institutions. The 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 a Records Emergency Action Plan (REAP) for their agencies. A REAP is a plan created before a records emergency occurs that details how an agency will handle its records during the emergency and complements other disaster planning documents, such as a Continuity of Operations Plan (COOP) or Business Continuity Plan. An effective REAP includes information such as responsibilities of staff members in responding to and recovering from a records emergency, a communication plan, location of essential records, and records salvage priorities. The course was the second of the two IPER courses given by the Georgia Archives. In May, the Archives presented the first course, Essential Records. The Archives plans to offer both courses on a regular basis. For more information on IPER or disaster planning, contact Christine Garrett ([christine.garrett@usg.edu](mailto:christine.garrett@usg.edu)).

### **Updated Imaging Leaflet Available**

The Georgia Archives has updated its leaflet "Digital Imaging: Considerations for Government Officials." Staff receive many inquiries from agencies regarding the legality of digitizing records and disposing of the paper originals. The leaflet addresses not only the common legal questions but also technical and file maintenance considerations that government agencies should evaluate before beginning an imaging project. Please e-mail Christine Garrett for the leaflet and with questions regarding imaging records.

### **State Records Center News**

The State Records Center is expanding to a larger facility! The move will take place in the coming months. Stay tuned for more details. A new box vendor is on the state contract, Paige Box Company, [www.paigecompany.com](http://www.paigecompany.com), contact Bruce Glenn at [bruceglenn44@aol.com](mailto:bruceglenn44@aol.com) or 516-635-7128. The Records Center accepts Box Model #MIRACLE Box 15, \$1.85 + shipping. Minimum order is 100 boxes.

## Records Management Reflections

The Georgia Archives identifies, collects, provides access, and preserves Georgia's historical documents. The Records Management staff play critical roles in the Archives functions by helping to identify the permanently valuable records of state government agencies and providing records management assistance to state and local government agencies. Therefore, decisions must be made to determine which records to be kept permanently and transferred to the Archives for future generations to research and which records can be destroyed after a given time. Such decisions are not made lightly.

Archives records management staff work with agencies to determine how long to retain each record based on its administrative (use to agency functioning), legal (requirements established by state and federal law), fiscal (requirements establish by state and federal law and audit requirements), and historical value. Records that have high historical value are those that document developments and events that shape the state. These records will allow future researchers to understand the history of the state. For example, researchers may want to know what happened in Georgia in 2016. One of records series that will help answer their questions will be Governor Deal's Subject Files which have a permanent retention. The subject files will transfer to the Archives following the end of his term and join those created by previous governors. Usually only about five percent of an agency's records have enough historical value to warrant keeping them permanently. Retention periods for all non-permanent records are based on their administrative, legal, and financial values. The Archives is in the middle of a long-term project to revise all existing records retention schedules and to work with those agencies that do not have any. The project began in 2014 and has successfully updated schedules for over twenty entities including the University System of Georgia, the Governor's Office, and local government agencies.

State government agencies produce a lot of records: e-mails, meeting minutes, laws, reports, licensure files, etc. The Archives does not have the space nor the resources to permanently preserve every record created by every state agency. Records management is not just about how long to keep records, it includes a variety of areas in all of which the Records Management staff provides assistance to government agencies. Often requested topics include disaster planning and response for records, creation of records storage areas, digitization of analog records, e-mail management, and policy development. The Records Management staff has four main program areas: Electronic Records, State Records, Local Records, and the State Records Center. Christine Garrett is the Electronic Records Manager and in that role she provides advice to agencies on how to manage their electronic records. She also is working with state agencies to transfer their permanent electronic records to the Archives. Karl Simpson works with state agencies, including the University System of Georgia, assisting them in updating or creating records retention schedules and strengthening their overall records management programs.

(continued on page 16)

## **Records Management Reflections cont.**

Some of the topics he focuses on with agencies include policy and procedure development and standardization and inventory control. Doug Rollo works with local government agencies (municipalities and counties). Doug is often on the road providing onsite assistance to agencies that request his help. Often local governments contact him because they have run out of space in their records area or they need help setting up a records area. Wayne Harrison oversees the State Records Center which provides low cost paper records storage for state and local agencies. He is assisted by four staff members.

Records Management staff provide assistance to government agencies in a variety of ways. Staff can be reached via phone or e-mail and they often travel to agencies to attend meetings and provide training sessions to specific agency staff or the entire staff, depending on the agency's needs and wishes. The Archives also hosts biannual training on a specific records management topic. The training sessions are open to the staffs of local and state government agencies. In 2017, training focused on disaster planning and response. In addition to the two seminars aimed at government agencies, Christine Garrett also presented at a special Lunch and Learn "Emergency Preparedness and Disaster Planning for Personal Records" on November 17. She will repeat the talk at the July 13, 2018 Lunch and Learn. Electronic Records Manager Christine Garrett states that the staff are always "willing to work with people" to help with records management. "And," she states, "the advice is free, saving the state money." Christine, Karl, Doug, and Wayne are client friendly and willing to help.

### **Contacts for Records Management Assistance**

Electronic Records: contact Christine Garrett at [christine.garrett@usg.edu](mailto:christine.garrett@usg.edu)

State Records: contact Karl Simpson at [karl.simpson@usg.edu](mailto:karl.simpson@usg.edu)

Local Government Records: contact Doug Rollo at [doug.rollo@usg.edu](mailto:doug.rollo@usg.edu)

State Records Center: contact Wayne Harrison at [wayne.harrison@usg.edu](mailto:wayne.harrison@usg.edu)

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## **In Memory Of**

It is with great sadness that we relay the news that Barbara Slade Dayhuff, charter member of the Friends of Georgia Archives and History (FOGAH), passed away on January 8, 2018. Mrs. Dayhuff was involved in many volunteer activities including being on the Board of Trustees of the Georgia Trust for Historic Preservation, and the Georgia Genealogical Society. Her obituary can be found at [www.moodyfuneralhome.com](http://www.moodyfuneralhome.com). Barbara's husband, Col. Charles Hal Dayhuff, passed away on January 1, 2018. In lieu of flowers to Mrs. Dayhuff, contributions may be made to Pulaski Chapter, NSDAR, c/o Alice Fountain, 1480 N. Walkers Mill Road, Griffin, GA 30223.