

# FROM THE VAULTS

Newsletter of the Georgia Archives



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[georgiaarchives.org](http://georgiaarchives.org)

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## Online Presentations Available

Due to the pandemic, the Lunch and Learn programs formerly held on-site have been changed to a virtual format until it is safe to return to in-person events. Press releases and notifications on our website and Facebook page will provide information on how to access the live Lunch and Learn presentations. These presentations are also uploaded to our YouTube channel, *Georgia Archives*, which can be watched at your convenience.

Other videos in addition to our Lunch and Learn presentations are available on our YouTube channel. Are you interested in projects from Conservation? You can find videos from Conservation on our channel. Other videos will be added over the course of the year.

Many people not able to attend our Lunch and Learn programs in-person or virtually see our YouTube videos as a viable option. In-person Lunch and Learn programs (after the pandemic) have the added dimension of being able to interact with the speaker, social interaction, snacks, and possibly win a door prize. Our virtual presentations have the option of typing in questions for the speaker. The benefit of the YouTube videos is that they can be watched at your convenience.

Below is a graph of October, November, and December 2019/2020 numbers of in-person, live virtual events, and YouTube views. Please keep in mind that many things affect the numbers. For example, some people have had difficulties accessing the Teams' virtual presentations, and more than one person may watch the presentation from a single computer. There are other factors affecting the numbers. As many people will not be able to attend either in-person or live virtual Lunch and Learn programs, the popularity of watching YouTube videos can be seen in this graph.



## News from Friends of Georgia Archives and History (FOGAH)

2021 is certainly starting where 2020 left off, but as always we in FOGAH look forward to another busy and successful year at the Georgia Archives. Despite COVID-19 restrictions and budget shortfalls, the Georgia Archives continued to offer monthly Lunch and Learn programs, albeit virtually, and hosted two FOGAH Pre-Program Summer Conservation Interns, Sara Lanham and Jenni Krchak, for a 10-week program to learn basic conservation techniques. Additionally, in May FOGAH presented a Georgia History Award to Michael McKinney for his project "The Albany Civil Rights Movement" at the annual GCSS State Social Studies Fair. And a big thank you to Judge Angela Munson who gave a fascinating talk for the celebration of the 100th anniversary of women's suffrage titled "Studying Historic Women – Not All Hoopskirts and Hairspray" at the FOGAH Annual Meeting in November. 2020 might have been a very challenging year but FOGAH and the Georgia Archives persevered to serve the citizens of Georgia as we always have and hope that you will continue to join us in 2021.

Finally, sales of our House and Senate Chamber fireplace ornament were very successful and a few are still available if you missed out. All the proceeds from our popular ornament sales assist programs at the Georgia Archives like the ones mentioned above. All donations made to the Friends of the Georgia Archives are tax deductible to the extent permitted by law. You may send a check to the address below or donate online at [www.FOGAH.org](http://www.FOGAH.org).

Thank you for your support of FOGAH!

Karin Dalton, President



### Friends of Georgia Archives and History Membership Enrollment

Please enroll at the indicated level:

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

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

Name \_\_\_\_\_ Street \_\_\_\_\_

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

Email: \_\_\_\_\_

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

**Thank you for your donations!**

**From the State Archivist**

Christopher M. Davidson, J.D.

Greetings from the Georgia Archives. Although this year is starting off very differently than last year, we at the Georgia Archives continue offering as many services to our patrons as possible. Yes, the Reference Library and computer terminals are closed to the public, but we are making every effort to provide access to our original materials and continue to answer questions remotely. Although our events and presentations are not available for in-person attendance yet, we will continue to offer these programs online.

We eventually wanted to offer an online option for our Lunch & Learns and other programs anyway, but the pandemic forced us to accelerate our plans and we are happy to report that more people now benefit from our presentations than ever before. Once we return to in-person attendance, we still plan on having online options. While online, don't forget to take advantage of the offerings on our website, including the Virtual Vault (<https://vault.georgiaarchives.org/>).

I am so proud of our staff for stepping up to the challenge during the last year. They performed wonderfully to help us adjust to new policies and procedures to ensure we could help as many patrons remotely as possible. I am also grateful to our patrons who were able to adjust to the changes and understand why we had to limit access for the safety of everyone. Hopefully, conditions in the new year will improve, which may allow us to relax some of the restrictions so we can see more of each other soon.

Beginning last month, the Georgia Archives was added to the University System of Georgia Foundation giving page (<https://www.usgfoundation.org/give/>), allowing individuals to easily donate to the Georgia Archives. After an email campaign, we raised \$650 in one month. We appreciate very much the kind donations and hope others will consider donating to help support our important mission as well.

I am excited to announce that because of the success of our monthly Lunch & Learn Lecture Series, the Georgia Archives will be launching a second lecture series in 2021. This second series will feature staff members of the Georgia Archives presenting on topics related to the Georgia Archives and its collections. It is expected that this series will be every other month (January, March, May, July, September, and November) so as not to conflict with ongoing special events (African American Genealogy Day in February, History Symposium in April, Genealogy Picnic in June, Preservation Day in June, Records Management Day in August, Genealogy Day in October, and our Holiday Open House in December).

Thank you all for your continued support and I hope to see you soon.



## Join us for African American Genealogy Day on February 6

Georgia Archives and the Afro-American Historical  
and Genealogical Society Metro Atlanta Chapter

### African American Genealogy Day

Saturday, February 6 10:00 a.m. to noon

A virtual live event available to the public for free  
through Microsoft Teams

The link to the live event is:  
<https://tinyurl.com/yxa5yko8>

To watch on the web, when asked to open Microsoft Teams, click  
cancel, and click "Watch on the web instead."

Microsoft Teams currently supports these browsers: Internet  
Explorer II, Microsoft Edge, RS2 or later, the latest version of  
Chrome, and the latest version of Firefox. If you plan on using an  
iPhone or tablet, you may need to download the Teams app.

The program will be uploaded to the YouTube channel  
"Georgia Archives." Subscribe for free to be notified when  
videos are uploaded.



## 10:00 a.m.

**Afrocentric Histories:  
Researching and  
Documenting the  
Black Residents of  
Atlanta's Oakland  
Cemetery**

*Dr. D L Henderson, historian,  
genealogist, preservationist and author*

The story of Atlanta's oldest cemetery  
has been told before but never from  
an Afrocentric perspective. This  
presentation links historical events  
in the lives of Black Americans to the  
historical development of Oakland  
cemetery's racially segregated  
landscape.

## 11:00 a.m.

**Discovering  
Gems: A Look at  
African American  
Resources at the  
Georgia Archives**

*Tamika Strong, Georgia Archives'  
Reference Archivist*

In genealogy, time and place are  
two very important factors in  
discovering information. There is  
also one more thing to consider -  
knowing where to look. Strong will  
demonstrate some resources  
available through the Georgia  
Archives and its partners that can  
assist researchers in their journey to  
uncover their family's history.

To join the African American Genealogy Day, the link is: <https://tinyurl.com/yxa5yko8>

Please try the link before the day of the presentation. If you prefer to watch on the web, when the  
link asks you to open Microsoft Teams, click cancel, and then click "Watch on the web instead."

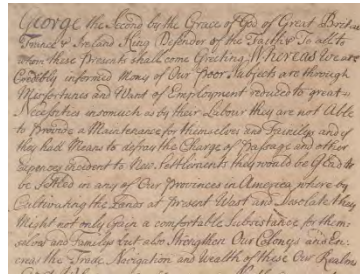
Microsoft Teams currently supports these browsers: Internet Explorer II, Microsoft Edge, RS2 or  
later, the latest version of Chrome, and the latest version of Firefox.

If you plan on using an iPhone or tablet, you may need to download the Teams app.

The African American Genealogy Day program will be uploaded to our YouTube channel  
"[Georgia Archives](#)." To be notified when videos are uploaded to our YouTube channel, go to our  
channel and press subscribe. It is free.

## Georgia Day Virtual Lunch and Learn Presentation on February 12

*Colonial Georgia: The Oglethorpe Years* by Robert C. Jones



On Friday, February 12, noon-1:00 p.m., the Georgia Archives' Lunch and Learn live event to honor Georgia Day will be available to the public through Microsoft Teams. *Colonial Georgia: The Oglethorpe Years* will be presented by author Robert C. Jones.

Georgia Day is the holiday which the U.S. state of Georgia recognizes in honor of its colonial founding as the Province of Georgia. On February 12, 1733 James Oglethorpe landed the first settlers on the ship *Anne*, at what was to become Georgia's first city (and later the first state capital), Savannah.

The link to the live event is: <https://tinyurl.com/y2g342jm>

Robert served as President of the Kennesaw Historical Society for 21 years (1994-2015), and also served as a member of the executive board of the Kennesaw Museum Foundation for 17 years (1998-2015). The Museum Foundation helped fund the 45,000 square foot Southern Museum of Civil War and Locomotive History in Kennesaw, Georgia. Additionally, Robert has written over 50 books on historical topics, including *Top Innovations of World War II*, *A Guide to the Civil War in Georgia*, and *Heroes and Heroines of the American Revolution*.

In 2018, he was awarded the Women in American History medal from the National Society of the Daughters of the American Revolution.

Please try the link before the day of the presentation. If the link works you will see "February Lunch and Learn." If you prefer to watch on the web, when the link asks you to open Microsoft Teams, click cancel, and then click "Watch on the web instead."

The link for the live event will also be posted on the [Georgia Archives' Facebook](#) page on Friday morning, February 12. Microsoft Teams currently supports these browsers: Internet Explorer II, Microsoft Edge, RS2 or later, the latest version of Chrome, and the latest version of Firefox.

If you plan on using an iPhone or tablet, you may need to download the Teams app.

The virtual Lunch and Learn will be uploaded to our YouTube channel "[Georgia Archives](#)." To be notified when videos are uploaded to our YouTube channel, go to our channel and press subscribe. It is free.

Lunch and Learn Programs are sponsored by Friends of Georgia Archives and History (FOGAH).

## Join us for our Virtual Lunch and Learn programs in 2021

During this pandemic, we are grateful to the 2020 and 2021 Lunch and Learn speakers who were able to travel to the Georgia Archives and present their Lunch and Learn programs to a live virtual audience.

Below are the upcoming presentations for 2021. In case a speaker is not able to present, we will offer a substitute program. Visit our website: [www.georgiaarchives.org](http://www.georgiaarchives.org) for more details on our Lunch and Learn programs.

The virtual and recorded presentations will also be available on our YouTube channel: [Georgia Archives](https://www.youtube.com/channel/UCqWwvYp1v1v1v1v1v1v1v1v1).

**February 12:** Robert C. Jones (Author) -- *Colonial Georgia: The Oglethorpe Years*

**March 12:** Leigh Burns (Fox Theatre) -- *History of the Fox Theatre*

**April 9:** Jeff Morrison (Tour guide/Author) -- *Underground Atlanta Tour*

**May 14:** Akbar Imhotep (Kuumba Storytellers of Georgia) -- *Historical Performance The Donald L. Hollowell Story*

**June 11:** Bill Clements -- A presentation on his trip tracing his father's movement as a paratrooper at Normandy in the 101st Airborne during the D-Day invasion of WWII

**July 9:** Chris Lewis (National Infantry Museum in Columbus) -- *The Allied Invasion of Sicily*

**August 13:** Angela Bates (Park Ranger, Ocmulgee Indian Mounds) -- *Indian Mounds and Festival*

**September 10:** Dr. Charles Bullock III (UGA) -- *Georgia Politics*

**October 8:** Shanna English (Barnesville Old Jail Museum and Archives) -- *History of the Museum and Archives, Researching African American records/end stories*

**November 12:** Moderated by Dr. Jason Guthrie (Clayton State University) -- *Panel discussion on Jimmy Carter.*

**December 10:** Andrew Bramlett (student) -- *Christmas Traditions*



L-R: 1734, Map of Savannah, Historic Postcard Collection; Governor Jimmy Carter, Small Print Collection; Georgia State Capitol, Historic Postcard Collection

## Reference Services

### Accessing Original Records

While the Reference Room and meeting rooms, including the library, microfilm, and computer terminals remain closed, the Georgia Archives continues to provide access to original records on-site in the Original Documents Reading Area (ODRA). If you locate records listed in our Finding Aids that you would like to review, please use our Ask an Archivist web form to list the records so that we can ensure that we have records available. If you have questions, please call 678-364-3710.

### New Patron Registration system: The Patron Portal

We have implemented a new patron registration system at the Georgia Archives. While most of our registration procedures will remain the same, there are a few changes that will affect researchers:

Next time you visit the Georgia Archives please bring a government issued photo ID. We will activate your record in the new system and update any of your information that has changed.

If your card expires on any date after Jan 1, 2015 then you are already in the system -- no need to register with us again. You will still need to show your ID and let us know about any updates to your information.

If your card expired before January 1, 2015 then you will need to register at the Welcome Desk on your next visit.

Once the Search Room reopens, we will ask you to check-in at the Welcome Desk when you arrive to do research in the Search Room and check-out at the Welcome Desk when you leave for the day. This will allow us to provide additional security for our materials and allow us to have a more accurate count of visitors.



(L-R) Accessing original records (ODRA) and the patron portal (Lobby)

### Online Resources for your Research

While our Search Room is closed, we are encouraging researchers to use our online resources. You can find more information about the Archives' digitized records at <https://www.georgiaarchives.org/research>. Additionally, we have posted a number of online videos this year. Among those available to view now on our [Programs page](#) and on our [YouTube](#) page are:

- *Discovering Your Georgia Roots Using the Virtual Vault*, Tamika Strong, Georgia Archives staff
- *Migration and Settlement in Early Georgia*, Hendry Miller, Georgia Archives staff
- *Family Legends and Stories: What to Believe*, Kenneth H. Thomas, Jr., Historian
- *Using Clothing and Fashion to Date Photographs, 1870-1918*, Penny Cliff, Georgia Archives Staff
- *Using Georgia's Land Lotteries to Prove Family Relationships*, by Susan Sloan, Professional Genealogist

## Collections Management Section

The Georgia Archives Collections Management section had a busy 2020. Despite the coronavirus shifting many events to a digital format, staff members participated in several professional conferences. Archivist Amanda Mros participated in the 2020 National Association of Government Archives and Records Administrators (NAGARA) Spring Forum in April. The forum focused on managing and identifying records' potential for long term or archival value.

The Georgia Archives served as host for the Southeast Archives and Records Conference, (SARC) in late October, welcoming our colleagues from the state archives of Alabama, Kentucky, Florida, Mississippi, and Tennessee. This conference, shifted to a digital format because of COVID-19, allowed our archivists to electronically meet with folks who do similar jobs in different states. Georgia Archives staff led and participated in different focus groups at SARC. From the Collections Management Section, Archivist Caroline Crowell and Student Reference Assistant Kersten Toebben participated in the Collections group during the two-day event. Attendees discussed a wide variety of topics such as space management, records description, and continuing our work during the pandemic.

Like many, our work was affected by the coronavirus pandemic. The Georgia Archives continues to prioritize access to original records in our holdings, but during COVID-19 we shifted staff members to partial work-from-home each week. As the Archives holds original and irreplaceable records, archivists are not able to take work home in the ways that other professions may be able to. Instead, our coronavirus work-from-home projects include surveying our online resources, conducting research on Georgia Archives holdings, and revamping our online finding aids. Please be on the lookout for updates on our website when these projects are completed!

While on-site during the pandemic, Collections Management section staff assist patrons who need to access original records in our holdings and answer reference questions that come in through our Ask an Archivist feature. Despite COVID-19, we continue to work on bringing in new government records and private manuscript records. Archivist Amanda Mros has taken the lead in processing several series of incoming records from MARTA, the Department of Community Affairs, and the Georgia General Assembly.

In staff news, we are happy to share that despite the challenges of balancing school and work (especially during the coronavirus pandemic), Student Assistants Kersten Toebben, and Afi Avogah completed their Bachelors Degrees from Clayton State University in December 2020. Afi is starting a Masters of Healthcare Administration program in Spring 2021 at CSU and Kersten is enrolled in the Masters of Archival Studies program at CSU. Both will continue in their positions with us at the Archives.

If you are interested in any government records series or privately donated manuscript collections held at the Georgia Archives, you can contact us by submitting a question to our Ask an Archivist form, or by calling us at 678-364-3710.



## Education Section

Once the pandemic is over, the Georgia Archives will offer free Georgia history classes at the Archives for grades 8 and up. Siblings in grades 6 and 7 may attend if accompanied by an adult. The classes and dates they are offered are listed below. Note: The dates are dependent upon events being able to be held at the Archives in a safe environment.

For interest in participating in these classes, or if you have any questions, please contact Education Specialist Penny Cliff at [Penelope.cliff@usg.edu](mailto:Penelope.cliff@usg.edu)

### Georgia History Syllabus: 2021-2022

Georgia history classes offered at the Georgia Archives will be held on the first Thursday of the month from 10:00 a.m. until noon in the downstairs classroom, room 114, with a break for lunch and then from 1:00 p.m. to 3:00 p.m. Lunches may be eaten in the Patron Lounge adjacent to the classroom. The class will be a combination of lecture, PowerPoint, discussion, videos, examination of facsimiles of documents housed at the Georgia Archives and visiting the Original Documents Reading Area (ODRA) to view original material.

#### August 5, 2021

10:00 a.m. to noon: Colonial Georgia (1733-1775)

1:00 p.m. to 3:00 p.m.: Colonial Georgia (1733-1775)

#### September 2, 2021

10:00 a.m. to noon: Georgia in the American Revolution (1776-1783)

1:00 p.m. to 3:00 p.m.: Georgia in the American Revolution (1776-1783)

#### October 7, 2021

10:00 a.m. to noon: Political Development in a Frontier State (1782-1820)

1:00 p.m. to 3:00 p.m.: Native American Removal and Westward Expansion (1783-1838)

#### November 4, 2021

10:00 a.m. to noon: Emerging Empire State: Industry and Slave Labor (1820-1861)

1:00 p.m. to 3:00 p.m.: Expansion and Secession (1820-1861)

#### December 2, 2021

10:00 a.m. to noon: War and Defeat (1861-1865)

1:00 p.m. to 3:00 p.m.: The Politics of Reconstruction (1865-1877)

#### January 6, 2022

10:00 a.m. to noon: Progressive Era to WWI (1889-1919)

1:00 p.m. to 3:00 p.m.: Roaring 20s (1920s)

#### February 3, 2022

10:00 a.m. to noon: The Great Depression (1929-1939)

1:00 p.m. to 3:00 p.m.: The New Deal (1933-1939)

#### March 3, 2022

10:00 a.m. to noon: World War II (1941-1945)

1:00 p.m. to 3:00 p.m.: World War II (1941-1945)

#### April 7, 2022

10:00 a.m. to noon: Prosperity and Problems: the 1950s

1:00 p.m. to 3:00 p.m.: Race Relations and the Civil Rights Movement (1950s and 1960s)

#### May 5, 2022

10:00 a.m. to noon: Georgia in the Postwar Era: Politics and Government (1946-)

1:00 p.m. to 3:00 p.m.: Special last lesson. TBA.

## Georgia Archives Staff Treated to Lunch

On October 21<sup>st</sup>, Georgia Archives staff enjoyed a delicious box lunch, provided by the Georgia Chapter of the National Society of the Sons and Daughters of the Pilgrims. The Georgia Chapter has been serving a luncheon to Archives staff every October, which is Archives Month, since 2012. This luncheon is always a welcome respite during the busy month of October, and we were glad this year to share the company of Montez and Gene Hammack, who, along with Gordon Baker, coordinated the luncheon. Many thanks to the members of the Georgia Chapter, Sons and Daughters of the Pilgrims for their support!



Photograph: Montez Hammack, Georgia Chapter of the National Society of the Sons and Daughters of the Pilgrims, and Christopher Davidson, State Archivist, Georgia Archives

## State Records Center

### Managing Records When Working from Home

Teleworking had been on the rise, even before the 2020 coronavirus pandemic led many people to stay at home. While working at home may allow employees to be more flexible with their hours and attire, employees must remain vigilant with maintaining their work records. The security of records, particularly those that are sensitive or confidential, is a top concern.

Ideally, employees would be allowed to bring their work devices home and use the company's, virtual private network (VPN) to allow for maintenance of similar security and protection. VPNs minimize the risk of data breaches and similar threats. If a company does not have a VPN and a work assignment does not require the internet, do not connect to the internet. A person's home internet connection is not as secure as a VPN and all safety precautions should be taken, especially if one's work deals with sensitive or confidential records.

Employees should never access public Wi-Fi to do work as it is not secure, and employees should always remain vigilant about security threats. Ensure antivirus and anti-malware are current and that firewalls are secure to help keep records secure. Continue to use passwords and lock computers whenever the employee leaves the room.

If an employee does not have access to a work device and is using a personal device to do work on, the employee should keep work and personal files separate. Keep personal paper records out of the employee's work area and work papers should not leave the workspace. Ideally, work papers are kept locked in a designated file cabinet or another secure location to keep the records away from family, visitors, and pets. Food and drink should be kept away from the work location to prevent spills and other damage to records.

Additionally, personal and work electronic files need to be kept separate. If an employee cannot access the company's server via a VPN or other tool, an employee has a few options to keep the files separated. The employee can create a second user on the home computer and use one user sign in for personal files and the other for work files. Alternatively, work files can be stored on a portable hard drive. The benefit of which is that the employee can take the drive in to work to upload the files directly to the server at set times, if allowed. The employee may also use OneDrive, Microsoft Teams, Slack, or another platform to store work records.

Companies should establish rules for uploading work files to the company's server if staff do not have access to a company work device and VPN. Finally, continue to use established file organization schemes and naming conventions to ensure that the files can be easily located and placed on the server when possible.

## State Records Center

### State Records Center News

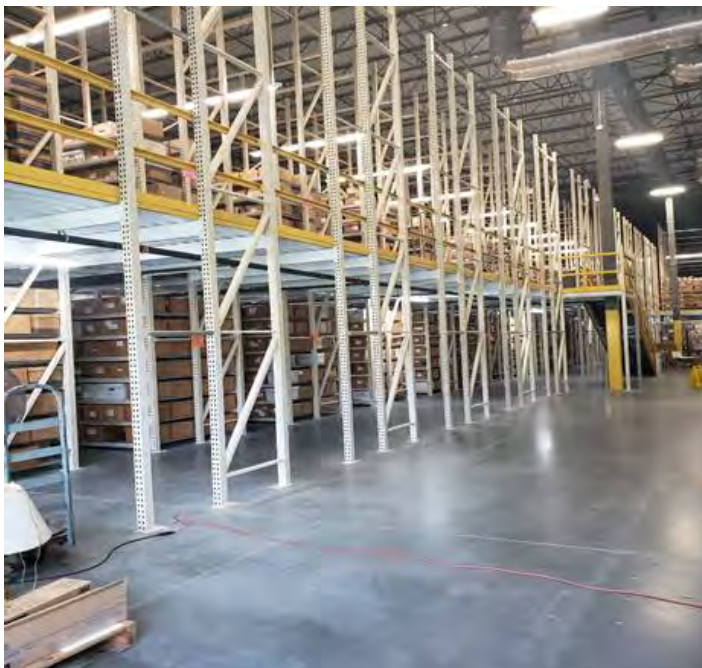
The State Records Center has expanded its clientele to include local government agencies. The SRC provides low-cost management of temporary paper records for rates unmatched by most commercial storage vendors. Please take a moment to view our current fee schedule:

<https://www.georgiaarchives.org/assets/documents/RecordsCenterFeeSchedule2020.pdf>.

Our services include pickup of records at the agency, storage of the records, retrieval and delivery of client requested records, and disposal of records when they have exhausted their retention period and the agency has approved in writing. As the records stored at the SRC belong to the agency, only the agency can request access or information about them. Anyone requesting records outside of the agency are directed to contact the agency. Requested records are delivered to agencies in the Metro Atlanta area on Thursdays and via courier to those beyond the metro area. Local governments interested in learning more about storing records at the State Records Center should contact Karl Simpson or Randy Fullington at 770-732-5630 or [StateRecordsCenter@usg.edu](mailto:StateRecordsCenter@usg.edu).

A few reminders:

- Records requests must come from individuals authorized by the agency head. The authorization form is on the Georgia Archives website at [https://www.georgiaarchives.org/assets/documents/Agency\\_Access\\_Authorization\\_Form.pdf](https://www.georgiaarchives.org/assets/documents/Agency_Access_Authorization_Form.pdf)
- Weekly records requests must be received by noon on Wednesday. Any request submitted after 12 p.m. on Wednesday is considered an emergency request and will require a surcharge.
- [StateRecordsCenter@usg.edu](mailto:StateRecordsCenter@usg.edu) is the designated address to send all transmittal requests, records requests, authorized user forms, and signed destruction notices.



**State Records Center**