

# for the Record

Devoted to Kentucky's State Archives and the Historical Record

Spring/Summer 2008

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## *Teague Appointed State Archivist*

*Archival Services Manager Brings Broad Experience to New Role*

Education and Workforce Development Cabinet Secretary Helen W. Mountjoy announced the appointment of Barbara Teague as State Archivist and Records Administrator, and Director of the Public Records Division (PRD) at the Kentucky Department for Libraries and Archives (KDLA) on February 16, 2008. Teague succeeds Richard N. Belding, who retired after 28 years with KDLA.

With KDLA for 24 years, Teague most recently managed KDLA's Archival Services Branch and served as deputy coordinator of the Kentucky State Historical Records Advisory Board. She is active in several national organizations, working on various boards and committees for the Society of American Archivists, the Southeastern Archives and Records Conference, the National Association of Government Archives and Records Administrators, and the Council of State Archivists, and is a member and past chair of the Kentucky Council on Archives.

"I am delighted that Barbara will continue her service to KDLA and to the citizens of Kentucky. With the archival storage facility filled to capacity and the challenges of preserving digital information, we face many issues that will benefit from her experience," said Wayne Onkst, Kentucky state librarian and KDLA commissioner.

As state archivist, Teague is responsible for leading the state's public archival agency and for overseeing records management services for state and local governments. Currently, the state archives contain 247 million pages of historical public records in 101,000 cubic feet of space. These invaluable documents, dating from 1780 to the present, include records from each gubernatorial administration, and from all 120 Kentucky counties.

"I am looking forward to continuing our important mission to preserve government information and to make it accessible to all Kentuckians," said Teague.

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### **Governor's Office Advised of Records Management Requirements**

Shortly after the Beshear Administration came into office, staff of KDLA's Public Records Division (PRD) met with the Governor's General Counsel and his Director of Operations to discuss existing records management responsibilities for public agencies under Kentucky law and administrative regulation. PRD staff reviewed various records management requirements and general procedures for the regular transfer of records. The staff also emphasized the importance of managing records in such a way as to facilitate ready access to needed information, timely response to open records requests, and smooth transfer of records to the State Archives at appropriate times. Staff from both the Governor's Office and PRD are planning ongoing meetings with cabinet heads and general counsels, to help ensure that records management is a regular part of every agency's planning and operations.

*"The keeping of the public record of a civilized people is a continuing responsibility where properly the task is never completed. The vigilance necessary to preserve the record is synonymous with that of preserving the freedom of an open and democratic society." Dr. Thomas D. Clark, Historian Laureate of Kentucky*

## Archives Research Room Hours and Closings

The Archives Research Room is open to the public from 8 a.m. until 4 p.m., Monday through Friday. Free parking is provided outside the KDLA building.

Upcoming closures, please mark your calendars!

September 1	Monday	Labor Day
November 4	Tuesday	Election Day
November 11	Tuesday	Veteran's Day
November 27-28	Thursday-Friday	Thanksgiving
December 25-26	Thursday-Friday	Christmas
January 1-2	Thursday-Friday	New Year's

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For The Record\*  
Vol. 9, No. 1  
A publication of the  
Friends of Kentucky  
Public Archives, Inc.  
P.O. Box 4224  
Frankfort, KY 40604  
\*For The Record will be  
printed twice annually.

\*Deceased

## *Kentucky Archives Week is now Kentucky Archives Month*

Kentucky is changing its annual celebration of Kentucky Archives Week to Kentucky Archives Month beginning in 2008. The event will be celebrated throughout the Commonwealth in October. This year's theme, "Celebrating the Commonwealth Record," focuses on the 50th anniversary of the passage of the State Archives and Records Act. The law created the legal structure for managing public records in all Kentucky agencies and, through the State Archives, provides a framework for the preservation of those of enduring historical value.

The coordinating committee met in March to discuss the transition to Archives Month and felt that moving our celebration from weekly to monthly will allow for greater flexibility in scheduling events. The committee encourages all Kentucky archival and manuscript repositories to commemorate Archives Month in some way, with an open house, a workshop, a featured speaker, an exhibit, a tour, or other type of event. The committee and committee chair Valerie Edgeworth are working to update the website to reflect the changes for this year's celebration. In the meantime, information from previous celebrations, including examples of press releases, proclamations, and the planning guide are available at <http://archivesweek.ky.gov>.

## PRD Workshops Help Officials Build Management Skills

Five records management workshops have been scheduled to allow local officials to obtain continuing education training credits. The workshops, offered by staff of PRD's Local Records Branch through the Kentucky Association of Counties (KACo), will consist of full day presentations, including a general records management overview, and sections on electronic records management, e-mail management, disaster preparedness and recovery, and vital records protection. The Local Records Program has periodically offered training through KACo since 2000 and has also partnered with the Kentucky Department of Education, the Kentucky Municipal Clerk's Association, Kentucky Jailer's Association, Kentucky County Clerk's Association, Criminal Justice Training, and other statewide organizations to conduct training for local government officials. PRD Local Records Branch manager Jerry Carlton and other PRD staff will be providing this training through the County Officials Leadership Institute for 2008.

## Potential Solutions is Focus of Regional Conference

Five members of KDLA's Public Records Division recently traveled to Montgomery, Alabama to attend the 2008 Southeastern Archives and Records Conference (SARC) on May 7-9. This event, hosted each year in a different state, brings together staff from each institution to discuss current challenges that state archives face and to provide a forum to identify potential solutions.

Jim Cundy, Valerie Edgeworth, Mark Myers, Jim Prichard, and Barbara Teague joined archivists and records managers from Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia. Participants were divided into groups according to their responsibilities in their home institutions. Separate group sessions were held on records management, digitization, collections management, and reference services. State archives directors also met as a group. The 2009 SARC Conference will be held in Tallahassee, Florida.



## PRD Director Participates in Kentucky Read Posters Project

Barbara Teague, Kentucky State Archivist and Records Administrator, participated in the Kentucky Library Association's Kentucky Read Posters Project, modeled on that of the American Library Association. Legislators, government officials, and librarians across the state took part in the "Every County Wins" promotion, featuring participants and their favorite book. Teague chose *The Kentucky*, a book about the Kentucky River, by one of her mentors, Dr. Thomas D. Clark. Clark, Kentucky's Historian Laureate, was one of the founders of the Friends of Kentucky Public Archives, Inc. and served on the Kentucky State Archives and Records Commission from 1958 until his death in 2005 at age 101. He was the driving force behind the 1958 passage of Kentucky's State Archives and Records Act and the construction of the Kentucky Department for Libraries and Archives building in 1982.

## Freedmen's Bureau Project Seeks Support for Expansion

PRD's Archives Research Room is currently trying to expand its holdings of a valuable microfilm collection to offer even more resources to interested researchers. The records of the Freedmen's Bureau provide important insight into the social history of African Americans in Kentucky in the post-Civil War era.

The end of the Civil War brought a whole new set of challenges to Kentucky, and to the nation as a whole. One of the most significant issues facing post-bellum society involved the assimilation of approximately four million former slaves into everyday life as citizens. The United States government created the Freedmen's Bureau in 1865. Until it was dissolved in 1872, the Bureau worked with varying degrees of success to improve the living conditions of former slaves by providing food, shelter and jobs, and by helping to organize schools and hospitals.

The Archives Research Room used donations to purchase four rolls of microfilmed records of the Freedmen's Bureau which document the activities of the agency in Kentucky.

One series of records consists of Deposit Registers from the Freedmen's Savings and Trust Company, which was created to help former slaves manage any money they might possess. These Registers are organized by account number and generally include the name and occupation of the depositor, as well as names of family members. Another series is the Monthly School Reports for the state for 1866-1870 that provide locations of the schools, names of local superintendents, and the number of staff and students.

Donations to add to this collection would be greatly appreciated. For further information on how you can help please contact Tim Tingle at [Tim.Tingle@ky.gov](mailto:Tim.Tingle@ky.gov).

# Your Help is Needed!

KDLA has a unique opportunity to scan and make available for research a historically valuable set of naturalization records (1830-1959) pertaining to Kentuckians. The records (32 volumes, along with several bundles of loose papers) were originally filed in Campbell, Fayette, Hardin, Harlan, Martin, and Pendleton Counties. Usually, the naturalization process required two steps and took a minimum of five years. After residing in the U.S. for at least two years, an applicant could file a declaration of intent (also called "first papers"). After three additional years, the immigrant could file a petition for naturalization (also called "last papers") resulting in a certificate of citizenship. These two steps did not have to occur in the same court. Each type of naturalization record is well-represented, and the Harlan County records also include photographs of many immigrants. Generally, the records contain the date and country of origin, date of arrival in the United States, name of vessel, last foreign address, occupation of immigrant, name, date and place of birth of the applicant and each family member, and record of a name change.

On KDLA's website, a few examples of these records can be viewed online, including a declaration of intent filed in Harlan County in 1933 that has a photograph of the immigrant; a report filed in Campbell County in the 1850s with details of an immigration that occurred in 1830; a Japanese immigrant's record filed in 1903 in Fayette County; and a certificate of citizenship filed in Fayette County in 1896. To view these items, go to:

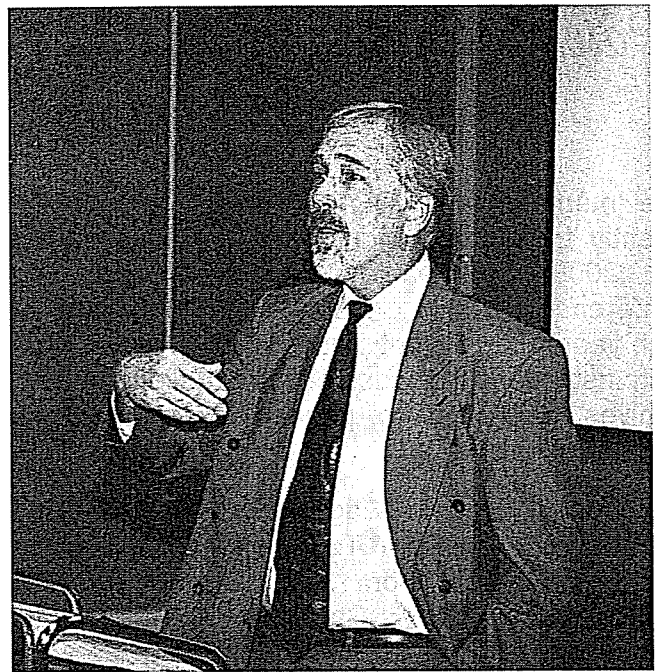
[http://www.e-archives.ky.gov/\\_Images/naturalizationbook/Naturalization.html](http://www.e-archives.ky.gov/_Images/naturalizationbook/Naturalization.html)

The estimated cost of scanning and indexing these records is **\$2,940**. If you would like to make a tax-deductible contribution to this project, please send your check, payable to the Friends of Kentucky Public Archives, Inc. to the Friends address on page two of For the Record.

Please include a note that your donation should be applied to the **Naturalization Records Scanning Project**. We appreciate your support!

He was himself a serious scholar, and published a number of well-received articles on historical subjects. Jim was also a strong proponent of public programming, and traveled all over the state to give presentations about the State Archives and public records.

Although his retirement is certainly well deserved, the KDLA staff and the customers of the Archives Research Room will miss Jim's dedication and professionalism, and not least his humor in dealing with the everyday foibles of working in a public facility. We wish him the best, and look forward to seeing him when he returns to do his own research!



*Retired Research Room Supervisor Jim Prichard was Master of Ceremonies at the 24<sup>th</sup> Kentucky Archives Institute on July 11<sup>th</sup>.*

## *Archives Research Room Supervisor Retires*

Jim Prichard, who served as the Supervisor of KDLA's Archives Research Room for nearly 23 years, retired June 30. Jim estimated that over 140,000 researchers had visited the Research Room during his tenure, and only half-jokingly claimed to have spoken to 130,000 of them. Under Jim's guidance and direction, the Research Room staff gained a well-earned reputation for excellent customer service.

Jim was noted for his willingness to "go the extra mile" in assisting researchers with their projects. His extensive knowledge of the holdings in the Archives, as well as his contacts with archivists and librarians in other repositories in the state and across the country, enabled him to locate information from a wide variety of sources.

# SHRAB Developments Announced at Recent Meetings

State Librarian and Commissioner Wayne Onkst named former Kentucky State Archivist Richard N. Belding as a citizen at large representative on the State Historical Records Advisory Board (SHRAB). Belding is a welcome addition to the Board and attended his first meeting in his new capacity early in February. With Barbara Teague becoming State Historical Records Coordinator, several KDLA staff members will be dividing her previous responsibilities with the Board. Jim Cundy, Manager of the State Records Branch, will serve as Deputy Coordinator; Valerie Edgeworth, Kentucky Guide Program Librarian, will coordinate Kentucky Archives Month; and Mark Myers, Electronic Records Archivist, will coordinate the Kentucky SHRAB's continuing education program for archivists and manuscript curators.

The State Historical Records Advisory Board (SHRAB) is making the final changes to its newly revised strategic plan, and will issue a final draft in the fall. The SHRAB's documentary, co-produced by Richard Belding and Barbara Teague, is ready for distribution. "Finding Our Way Home: Historical Records in Kentucky" features two researchers and two archivists discussing historical research in primary source materials. Stay tuned to the next issue for more information on this exciting project, funded by the National Historical Publications and Records Commission, the Kentucky Department for Libraries and Archives, and the Friends of Kentucky Public Archives, Inc.

## Save this Date!

The Annual Public Archives Symposium and Friends' Annual Meeting will be held at Shaker Village of Pleasant Hill on Thursday, October 23rd.

## State Archivist

Cont. from page 1

The state archivist is also the coordinator of the Kentucky State Historical Records Advisory Board (SHRAB), which provides advice, assistance and leadership to nearly 300 archival and manuscript repositories in the state. Teague is working with the SHRAB to plan the premiere of its recently completed documentary, "Finding Our Way Home: Historical Records in Kentucky."

Teague is a Phi Beta Kappa graduate of the University of Kentucky, with a bachelor's degree in history, and a graduate of the University of Virginia, where she received a master's degree in public administration. She also attended the National Archives and Records Administration's Modern Archives Institute, and the Advanced Institute for Archival Administrators, a joint program of the University of Pittsburgh and the National Association of Government Archives and Records Administrators. She is from Harlan, and now lives in Frankfort with her sons, James and Tommy.



Friends of Kentucky Public Archives, Inc.

*The Friends of Kentucky Public Archives, Inc., is a not for profit membership organization of private citizens concerned with helping the Public Records Division of Kentucky's Department for Libraries and Archives fulfill its role as a vital information link between people and government. The Friends' organization supports the management, preservation, and use of Kentucky's historic public records and serves as an advocate for the Kentucky State Archives, which the division manages. For further information, contact the Friends at P.O. Box 4224, Frankfort, KY 40604.*

Yes, I would like to renew my membership in/become a member of the Friends of Kentucky Public Archives, Inc.

My check for \_\_\_\_\_ made payable to the Friends of Kentucky Public Archives, Inc., is enclosed. Membership benefits include a biannual newsletter, a membership pin, and invitations to workshops, special events, the Kentucky Archives Institute, the Public Archives Symposium, and the annual meeting. Gifts to the Friends beyond the basic membership are tax deductible.

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State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Membership levels: \_\_\_\_\_ \$15 Individual/Family \_\_\_\_\_ \$25 Libraries, Genealogical and Historical Societies \_\_\_\_\_ \$250 Life  
 \_\_\_\_\_ \$50 Sustaining \_\_\_\_\_ \$1,000 Corporate \_\_\_\_\_ Gift to the Clark Endowment

Please clip and mail to: Friends of Kentucky Public Archives, Inc., P.O. Box 4224, Frankfort, Kentucky 40604 \* We appreciate your support.



*Kentucky Lake, in the western part of the state, abounds in both large and small mouth bass, as these satisfied anglers in the 1950's can attest. (This photograph is from the Kentucky Department of Public Information Collection, in the State Archives holdings of the Public Records Division, Kentucky Department for Libraries and Archives.)*

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