

# for the Record

Devoted to Kentucky's State Archives and the Historical Record

Summer 2004

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I N S I D E

*Expand your options!*

*Summer Institute explores unusual records*

*Newly Available at the State Archives*

*Annual Meeting/Symposium scheduled*

*Thank you, Friends!*

## Discover Kentucky's Archives!

Celebrate Kentucky Archives Week, October 10-16, 2004 - Visit [archivesweek.ky.gov](http://archivesweek.ky.gov)

### *Archives and Records Training Opportunities Offered Locally*

*Act now! Register for workshop, seminar or online course work*

Need training in caring for archival materials or in managing records? Interested in developing skills in these important areas which could help you at work or in your personal life? If you are responsible for caring for historical records or archival materials, whether diaries and correspondence, the records of an organization or business, or the records of government agencies, special knowledge and training are a must. Three special opportunities are available in the coming weeks, right here in Kentucky.

On Wednesday and Thursday September 29<sup>th</sup> and 30<sup>th</sup>, from 9:00 a.m. to 5:00 p.m., a workshop, *Understanding Archives: An Introduction to Principles and Practices*, will be held at the Conference and Logistical Services Center on the Shelby Campus, University of Louisville, at 110 Founder's Union Building, Louisville, KY. This workshop is for those who have responsibility for archival records, but little or no archival training. It will especially help librarians, records managers, museum staff, and administrators understand archives programs.

The workshop is presented by the Society of American Archivists (SAA) and sponsored by the Kentucky State Historical Records Advisory Board (SHRAB). The SHRAB is providing breakfast, lunch, and break refreshments for participants on both days.



Local genealogist Ann Pennington and Ballard County Clerk Lynn Lane were among the attendees at this year's Kentucky Archives Institute.

#### **Special Registration Scholarship Available**

Through a grant from the National Historical Publications and Records Commission, the Kentucky SHRAB will provide a \$100 subvention toward the registration fee of workshop attendees who meet the following criteria: if you are a member of the Kentucky Council on Archives, the Kentucky Library Association, or work in a Kentucky archives, library, historic site, or museum, you are eligible for a \$100 scholarship for partial payment of your registration for this workshop. Scholarships are provided by the Kentucky SHRAB and administered by the Kentucky Department for Libraries and Archives. To confirm that you meet the criteria for the \$100 scholarship award, please contact Barbara Teague at [Barbara.Teague@ky.gov](mailto:Barbara.Teague@ky.gov) or by phone at 502-564-8300, ext. 249, before registering online.

Workshop participants who complete the two day program will earn 1.5 Continuing Education Units (CEUs). Registration fees are as follows:

**Early bird (on or before 8/30/2004):** SAA Member: \$285.00; Nonmember: \$365.00

**Regular (after 8/30/2004):** SAA Member: \$310.00; Nonmember: \$390.00

**Archives Research Room  
Hours and Closings**

KDLA's Archives Research Room is located at 300 Coffee Tree Road, off State Highway 676 in Frankfort. The Archives Research Room is open to the public from 8 a.m. until 4 p.m., Monday through Friday. It is closed on Saturday, Sunday and on official state holidays.

Ample free parking is provided outside the KDLA building.

Special closings,  
Please mark your calendars!

- September 6 (Monday) Labor Day
- October 21 (Thursday) Staff Development Day

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# Newly Available at the State Archives

In June 2003, the Kentucky Division of Forestry was in the process of renovating one of its old Ranger Stations in Harlan County. The structure was a large log house situated on the side of a mountain near Putney. The Forestry workers found one closet in the house to be stacked full of blueprints, maps and boxes of papers, and called on Public Records Division staff for assistance. An on-site appraisal determined that much of the material had significant value, and it was removed to PRD. After a more extensive appraisal, the material was found to consist of **records of the Civilian Conservation Corps and of the Division of Forestry**, dated from the 1930's and early 1940's. The records had apparently been stored in the closet and undisturbed (except by mice and mold spores) for over sixty years.

When Franklin Roosevelt was elected as President in 1932 he instituted the "New Deal," encompassing a number of programs created to reinvigorate an economy devastated by the Great Depression. Among these were the Economic Conservation Work (ECW) program, established in April 1933, and its successor, the Civilian Conservation Corps (CCC), created in June 1937. The ECW and then the CCC provided work for the unemployed through conservation efforts and the development of natural resources. Workers lived in camps at or near the worksite. There were approximately 85 CCC camps in Kentucky at various times during the program's existence, including one at Putney. The records found at the Ranger Station are for the most part not specific to the Putney CCC camp, but do provide valuable documentation and general information on the CCC program.

The materials from Putney have now been fully appraised and processed, and include four distinct series. The "blueprints and plans" series documents the construction of facilities at CCC camps, including plans for "Camp S-84" in Harlan County. The "CCC Camp Work Plans" describe the projects assigned to several CCC camps in eastern Kentucky, and contain project sheets which list the work to be done, materials needed, cost, and amount of time and labor required. The "CCC Survey Books" consist of surveys performed by various work camps in preparation for construction projects and list entries for grade, elevation and bearing. Finally, the "maps" series provide cartographic information on ECW and CCC activities in Kentucky, and include "progress maps" for various camps as well as maps of the Putney Tower Trail and the Harlan Wildlife Restoration Unit.

Genealogists may be disappointed to learn that names of individual CCC workers are seldom if ever listed in this collection, but historians and other researchers interested in social and economic history will find that the materials do provide an excellent insight into the workings of the Civilian Conservation Corps in eastern Kentucky in the years leading up to World War II.

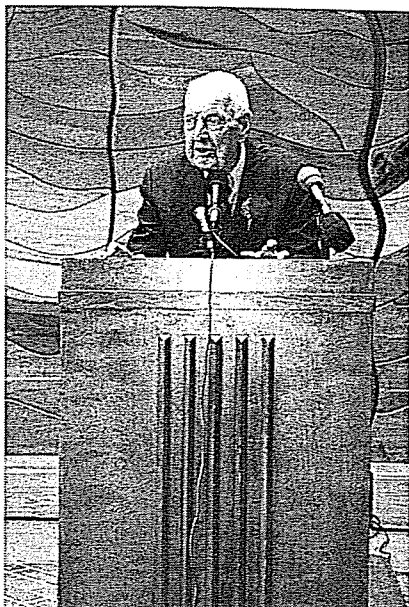
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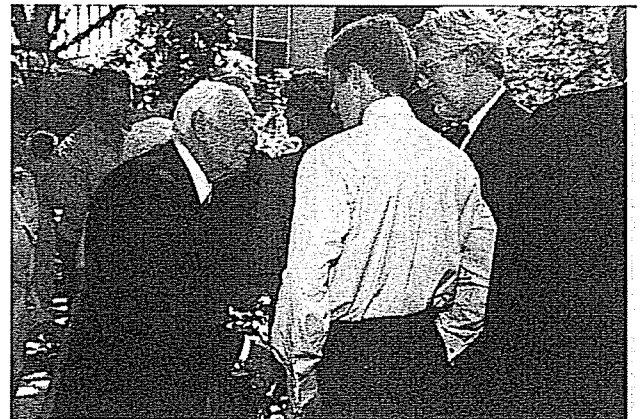
## Visit an Archives Near You!

Kentuckians across the Commonwealth will celebrate their rich archival heritage during the third annual Kentucky Archives Week, October 10-16, 2004. There are almost 300 archival and manuscript repositories in Kentucky that hold archival records that document Kentucky history and life, such as papers, photographs, diaries, letters, and government records such as deeds and wills. Many of these institutions will host open houses, exhibits, special programs and speakers to highlight historical materials available for research in Kentucky archival and manuscript repositories. "Discover Kentucky's Archives" by attending an event during Kentucky archives week, or by visiting [archivesweek.ky.gov](http://archivesweek.ky.gov) for more information.

## Happy Birthday, Dr. Clark!



Kentucky's Historian Laureate Dr. Thomas D. Clark celebrated his 101st birthday on July 14th with a reception at the University of Kentucky. Dr. Clark is an active member of the State Archives and Records Commission and a frequent advisor to KDLA. The Department and the Friends deeply appreciate his vision and commitment to the state archives and to preserving Kentucky's historical record. Best wishes, Dr. Clark!



Cont. from page 1

This workshop will provide an overview of basic archival functions, including appraisal and accessioning, arrangement and description, preservation, and reference.

As a workshop participant, you will:

- Learn basic principles that guide archives work;
- Practice applying those principles to appraisal, arrangement, description, and preservation of historical records;
- Discuss participants' questions about situations at their own archives;
- Understanding where to learn more about specific areas;
- Evaluate your own archives program.

To register, go to the following web site and follow the registration instructions listed:

<http://www.archivists.org/prof-education/workshop-detail.asp?id=934>

### Historic Information Management Program

Another opportunity for training is through the Historic Information Management Program, offered online by the Kentucky Community and Technical College System (KCTCS) through Southeast Community College in Cumberland, Kentucky. Two components of this program are of particular interest. The first, the *Historic Information Management Certificate in Archives Studies*, trains individuals to arrange, preserve, and present archival materials for use, and instructs students in the basics of working in either public or private archives. The program will also provide students with a context for making decisions about the worthiness of material for archiving. The program is designed for students seeking entry into the field of archival management and those already working in the field.

The second component is the *Historic Information Management Certificate in Records Management Studies*, which focuses on training for persons responsible for the efficient management of an organization's recorded information. Students will learn to identify the content, value and importance of recorded information and through a comprehensive understanding of the "information life cycle," learn to organize, manage and deliver that recorded information in a timely and efficient manner.

Both certificates require five core courses in either Archival or Records Management Studies, and another nine hours of general education coursework.

If you have any questions about the certificate or the requirements, please visit the Historic Information Management Website at

<http://www.secc.kctcs.edu/AppalachianCenter/archives/HIM/index.htm>

### Document Retention Workshop

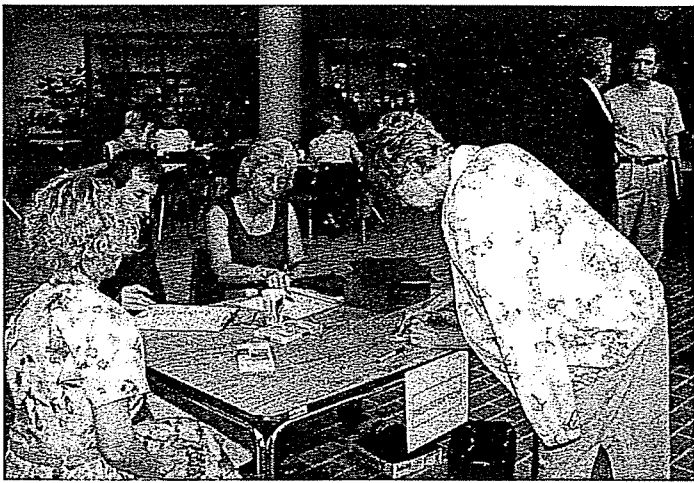
Two staff of the Kentucky Department for Libraries and Archives (KDLA), Jim Cundy and Mark Myers, will offer a one-day seminar, *Document Retention and Destruction in Kentucky*, on August 16, 2004, at the Hyatt Regency Louisville, 320 West Jefferson Street, Louisville, Kentucky. Registration is from 8:00 a.m. to 8:30 a.m., with the seminar scheduled to run from 8:30 a.m. to 4:30 p.m., with a one hour lunch break. Subjects covered include Reasons for Implementing a . Company Records Retention Program, Designing an Effective Records Retention Program, Basic Electronic Records Management, Electronic Records Issues, and Document Destruction. For further information on the program, on continuing education credit available to those attending, and/or to register, contact Lorman Educational Services at 888-678-5565 or online at [www.lorman.com](http://www.lorman.com).

Be sure to take advantage of these special offerings!



### *Archives Symposium, Friends Annual Meeting set for Shaker Village November 19th*

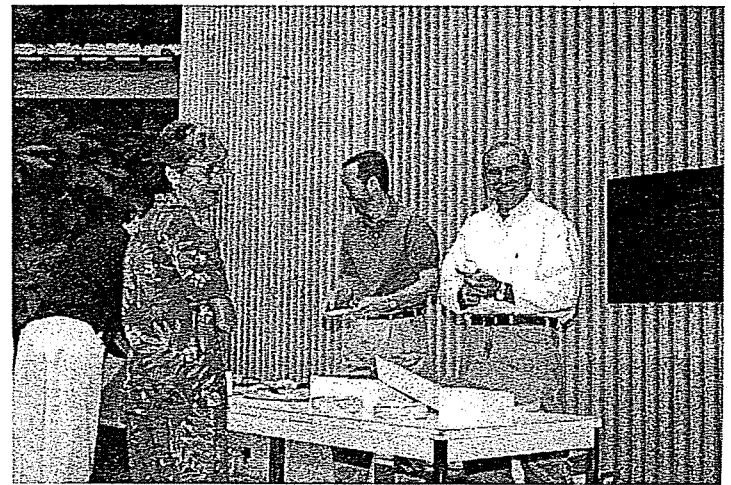
Mark your calendars for the 2004 Public Archives Symposium, to be held November 19 at Shaker Village of Pleasant Hill. Professor Harold D. Tallant of Georgetown College will speak about doing research for his book, *Evil Necessity: Slavery and Political Culture in Antebellum Kentucky*. Details and registration will follow in the next issue of *For the Record*. In the meantime, please make plans to join Dr. Tallant and the Friends of Kentucky Public Archives for these events.



## 20th Annual Archives Institute Introduces Unusual Records

Participants at this year's annual Kentucky Archives Institute learned about a number of public records which most researchers seldom use. Entitled *Those Less Fortunate: Early Kentucky Social Welfare Sources*, the 2004 Institute focused on unusual public records from state and local sources. Presentations at the July 9th event were made by KDLA staffers, as well as by Brandon Slone, who spoke on the records of the Kentucky Military Institute, and Kandie Adkinson, who spoke on land records in the Office of the Secretary of State. An additional highlight of the day was a noon time presentation by Dr. Randolph Hollingsworth, entitled *A Silent Cry: Mary Todd Lincoln's Last Days*.

The annual summer Archives Institute continues a twenty-year tradition of outreach, co-sponsored by the Friends of Kentucky Public Archives, Inc. and the department. For many, it is the first introduction to



research in Kentucky public records, and for many more, it has become an annual opportunity to come back and see old friends, while expanding one's knowledge and learning about unfamiliar sources. If you missed this year's event, plan to join us next year on the second Friday in July!

*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.*



Friends of Kentucky Public Archives, Inc.

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 quarterly 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.

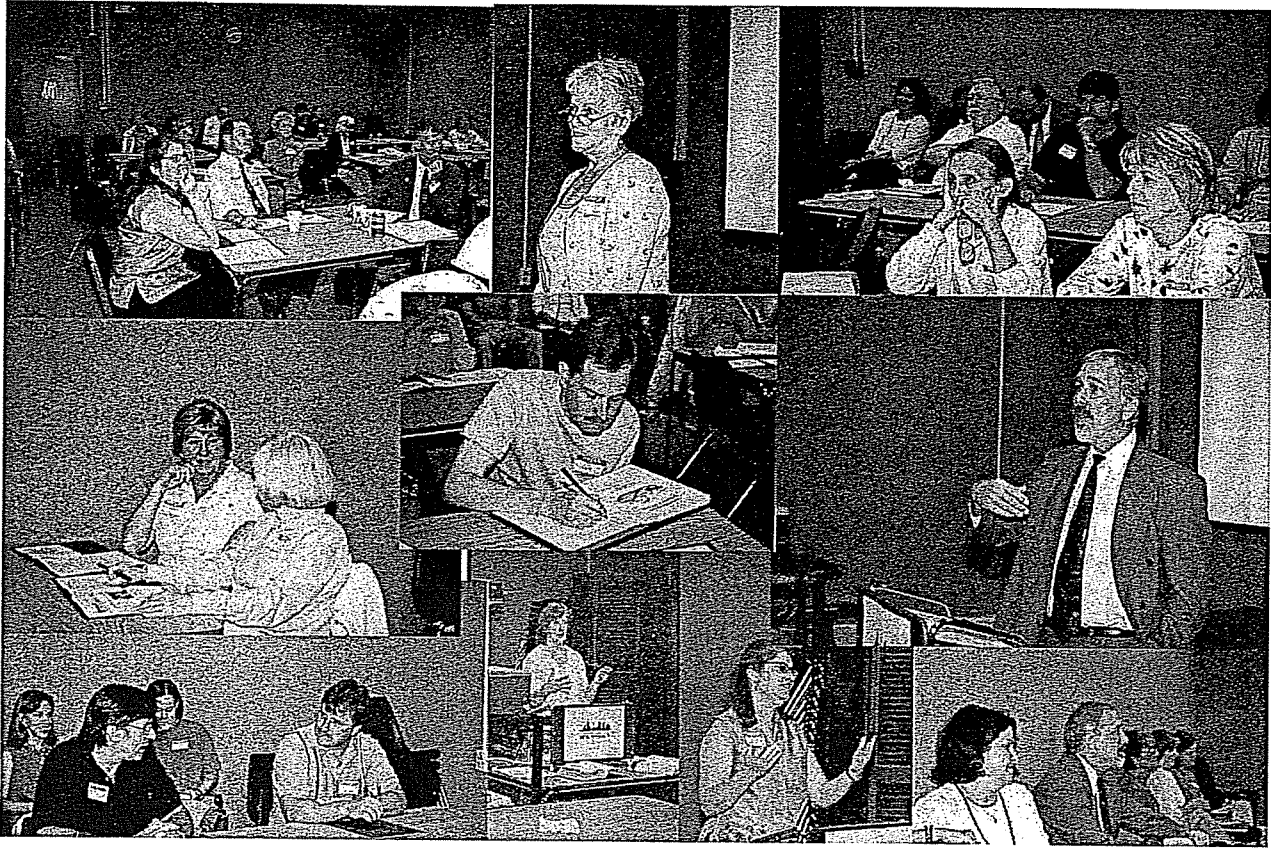
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Membership levels: \_\_\_\_\_ \$15 Individual/Family \_\_\_\_\_ \$25 Libraries, Genealogical and Historical Societies \_\_\_\_\_ \$250 Life  
 \_\_\_\_\_ \$50 Sustaining \_\_\_\_\_ \$1,000 Corporate \_\_\_\_\_ Gift to the Clark Endowment

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



*Archives Institute attendees came from all parts to enjoy a day-long program which focused on early Kentucky social welfare records. KDLA staffers and outside specialists presented an interesting selection of sessions and provided participants with new ideas and strategies for their research activities.*

Friends of Kentucky Public Archives, Inc.  
P.O. Box 4224  
Frankfort, Kentucky 40604