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Spacious work and display areas at Archives of the City of Kingsport
EDITORIAL

With this issue of Archivists we focus attention on the upcoming Fall Meeting and the new three-day format which is a first for our association since the decision was made at the Fall Meeting in 1995. President Ken Fieth has put together a program which should have widespread interest for our members. A revised edition of our membership directory is also included which hopefully will provide up-to-date information on addresses for all members.

The Fall Meeting will also offer an opportunity for a review of a number of bicentennial projects undertaken during this year of the celebration of Tennessee statehood. Although a number of these special events have taken place others are scheduled for the future. Looking forward to 1997 we anticipate the beginning of what is expected to be an annual observance of Archives Week in Tennessee. This event is tentatively being planned for the spring in conjunction with the convening of a summit meeting on historical records. It is hoped that the interest and momentum developed for historical records will be carried forward in succeeding years.

Hope to see you in Nashville on November 6-8!

John Thweatt
TSLA
Editor

PRESIDENT'S MESSAGE

Greetings!

The summer has really flown by this year. The Tennessee Bicentennial activities across the state have, hopefully, increased public awareness of the rich history of Tennessee. The Bicentennial Train paid homage to the Centennial Celebrations of 1897 by traveling across the State carrying with it glimpses of Tennessee's heritage.

The World War II Veteran's Survey has been very successful. The survey has captured for future generations the accomplishments of those who persevered in the greatest conflict Tennesseans have ever known. We will have a written record of those who overcame what Sir Winston Churchill characterized as the "darkest evil."

With the fall of the year soon upon us, I would like to encourage everyone to attend the annual meeting. The conference will be held at the Holiday Inn Vanderbilt on November 6-7-8, 1996. In this issue is a schedule of events and sessions. We have some really exciting things planned. Please be sure to include the meeting in your travel plans this fall.

Sincerely,

Ken Fieth
Metropolitan Archivist for
Nashville and Davidson County
Spotlight on:

Archives of the City of Kingsport

City Archivist: Martha A. Egan
423-224-2559

Address: 400 Broad Street
Kingsport, TN 37660-4292
Phone 423-224-2559

Hours:
10:00 AM to 6:00 PM
Friday
10:00 AM to 5:30 PM
And by appointment

Parking:
Spaces available in parking lot behind the library and archives building and on the street in front of building.

Areas of emphasis in collection:
Records from city departments, minutes of Board of Mayor and Aldermen, engineering maps and blueprints, historic materials about Kingsport corporations and civic organizations, McNer photo collection.

An archives to preserve the history of Kingsport had been the dedicated effort of the Kingsport Library Commission, Library Director Jud B. Barry, and a community group since at least the mid-1980s. In 1993 the Library received an NHPRC grant to obtain professional staff to establish a municipal archives. Kingsport City Code established the Archives of the City of Kingsport as a division of the library and created the position of City Archivist in 1994. Kingsport’s archives exists as the only city archives in Tennessee and City Archivist Martha A. Egan directs the archives and activities of collecting and processing both government records and donations of personal papers and photographs in a 2,000 square foot section of the library which includes research, exhibit, storage and processing space.

The Kingsport City Archives houses approximately 750 linear feet of historic materials. An exhibit wall space and two display cases enable the archives to keep portions of its photographic collection on permanent display. These historic collections are materials generated by the government departments of the City of Kingsport and also include significant historic materials donated by citizens to the archives. Departmental records include those from Planning, Library, Education, Engineering, Public Information, Legal, City Manager’s Office, Finance, Parks and Recreation and others. The charter and city
codes of Kingsport are available to researchers as well as Minutes of the Board of Mayor and Aldermen. Historic information from Kingsport corporations and civic groups are also housed in the archives. There are also more than 3,000 Department of Engineering maps and blueprints accessible for research.

The photographic collections of the archives include three separate collections totaling over 700 prints. An ongoing project is the processing/organization of 4 x 5 negatives from the photos of a professional photographer, the late Tom McNeer. To date, over 2,700 of these negatives have been transferred into appropriate preservers. Video tapes and an oral history collection are also part of the repository's diverse collections.

Friends of the Archives of the City of Kingsport is a citizen group supporting the goals of the City Archives. The Friends of the Archives will be planning projects and activities in conjunction with the City Archives. Kingsport was the first professionally planned, thoroughly diversified, and privately financed city in twentieth century America.

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**NOMINATING COMMITTEE REPORT**

The committee consisting of John Dougan, John Woodard and Jay Richiuso recommends the following slate of officers for 1996-1997:

- **Vice President/President-elect**: Mancil Johnson, Tennessee Technological University
- **Secretary**: Doris Martinson, Knox County Archives
- **Treasurer**: David McWhirter, Disciples of Christ Historical Society
- **Newsletter Editor**: David R. Sowell, Tennessee State Library and Archives
Tennessee Historical Records Advisory Board's

LONG-RANGE STRATEGIC PLAN:
GOALS, OBJECTIVES, AND
PLANS OF ACTION

Dr. Edwin S. Gleaves
Tennessee State Library and Archives

403 Seventh Ave. N. Nashville, TN 37243-0312

The Tennessee Historical Records Advisory Board (THRAB) is the central advisory board for historical records planning and for projects funded by the National Historical Publications and Records Commission (NHPRC) in Tennessee. As part of its planning responsibility, the Board has developed a long-range strategic plan for the preservation of historical records which will be submitted later this year to the NHPRC. A draft of the plan which was developed at the Board meeting at East Tennessee State University in Johnson City on July 25 - 26, 1996, is herein presented for review by our archival association in preparation for its presentation at a session of the Fall Meeting in Nashville on November 6 - 8, 1996. (Editor's Note)
GOAL I: PRESERVATION AND ACCESS. The users of historical information will have better access to historical records, wherever they may be found in the state of Tennessee.

The THRAB will encourage and support statewide programs of the Tennessee State Library and Archives for the preservation of historical records.

The THRAB will continue to support the Tennessee State Library and Archives in its efforts to maintain funding for the Local Records Microfilming Program, which was reinstated by the Tennessee General Assembly in July of 1994 after a four-year suspension.

The Tennessee State Library and Archives will continue to work closely with the University of Tennessee in the Tennessee Newspaper Project, which will result in the cataloging and microfilming of all newspapers held in Tennessee libraries.

The THRAB and the Tennessee State Library and Archives, working with all appropriate individuals and agencies, will undertake statewide initiatives that will facilitate access to historical records.

Promote the processing of unorganized collections for public use, both at the state and local levels.

Make collections more accessible through use of microform technology or through the Internet.

Develop and publish a comprehensive statewide directory of records repositories, using the resources of the Internet and the World Wide Web to maintain the list up to date.

Monitor legislation affecting records access, preservation, and privacy issues.

Support legislation by specific Board action.

With the support of the THRAB, the Tennessee State Library and Archives will work with Tennessee 200 in the collection of records heretofore unavailable on World War II.

During 1996, the 200th anniversary of Tennessee statehood, the Tennessee State Library and Archives will cooperate with Tennessee 200, the state bicentennial organization, to undertake a World War II Veterans Survey.

The results of this survey will be preserved in the Tennessee State Library and Archives and will be available for research, information, genealogy, and publication. (See Exhibit A, "Preserving Tennessee’s Documentary Heritage")

GOAL II: PUBLIC AWARENESS, LEADERSHIP, AND SUPPORT. The citizens of Tennessee will be made better aware of the existence and the importance of historical records as well as the need for the proper organization and preservation of these records.
Members of the Tennessee Historical Records Advisory Board, staff members of the Tennessee State Library and Archives, and local archivists and records managers will work together in implementing the following strategies:

- Identify and cultivate specific advocates in the state legislature, county commissions, city councils and executive branches of state and local government.

- Collaborate with business, government, and industry in identifying and making known the importance of historical resources and their preservation.

- Establish task forces composed of representatives of the THRAB, the Tennessee Historical Society, and partner organizations to implement the Board’s strategic plan.

- Work with the Tennessee Historical Society on such projects as the “Eden of the West,” a cooperative project with the Filson Society of Kentucky, in developing discussion materials based on original records held in the Tennessee State Library and Archives and other historical records repositories.

- Develop and plan a series of annual events such as “archives week” as a focus for highlighting and promoting historical records activities.

- Establish a speaker’s bureau consisting of volunteers from partner groups and others active in the care and use of historical records.

- Work with the Tennessee Department of Education to develop means of incorporating historical documentary materials into lesson plans and to develop workshops on their use at statewide regional teachers’ conferences.

**The THRAB will develop plans for bringing together all those who have a stake in the preservation of our historical records.**

The THRAB will complete development of a plan for an “archival summit” in 1997, as recommended by Howard Lowell—“an opportunity,” Mr. Lowell noted, “to detail for other groups and organizations . . . THRAB’s priorities for addressing The Volunteer Challenge goals.”

The THRAB will continue to partner with all appropriate individuals and organizations in its continued campaign to bring historical records to the attention of all Tennesseans—as has been done with Tennessee 200 during 1996.

**The THRAB will continue to work to increase the visibility and public knowledge of the activities of the Board, including, but not limited to, the following stratagems:**

Work with the Tennessee State Library and Archives, Tennessee Historical Commission, and the Tennessee Historical Society in developing a joint strategy for educating resource allocators and government officials about the need for increased resources to preserve archivally valuable electronic records.
Create an appreciation of original sources among students and teachers through dissemination of communiqués to teacher organizations from the Tennessee State Library and Archives.

Seek grant funding to sponsor preservation workshops for professionals and the general public.

Prepare and publish articles and press releases on THRAB activities.

Convene occasional news conferences to announce major new THRAB programs.

Provide awards and recognition to groups and individuals involved in exemplary records efforts, such as distinguished service awards.

Highlight model programs and demonstration projects.

Produce appropriate public service announcements, news releases, and information for both the print and electronic media.

Request a listing in the Tennessee Blue Book along with the other boards and commissions.

The THRAB will work with the Tennessee State Library and Archives to address the issue of preservation, including, but not limited to, the following:

Develop better awareness of preservation through county records commissions.

Encourage cooperative ventures for conservation, consultation, and purchase of equipment and supplies.

Develop and disseminate guidelines for preserving and reformatting records.

Launch statewide campaign to raise public awareness of critical importance of preventing the further loss of recorded heritage.

The THRAB, through the Tennessee State Library and Archives, will work with the Division of Records Management of the State of Tennessee and with state agency records officers in order to:

Develop and ensure an orderly and systematic transfer of state records of historical importance.

Identify at-risk records to determine appropriate preservation actions.

GOAL III: PROFESSIONAL AND CONTINUING EDUCATION. Archivists and others responsible for the administration of historical records programs in Tennessee will have access to educational and training programs.
With the full support of the THRAB, the Tennessee State Library and Archives will work with Tennessee 200 in offering workshops designed to assist in the preservation of historical records in Tennessee.

During 1996, the 200th anniversary of Tennessee statehood, the Tennessee State Library and Archives will cooperate with Tennessee 200, the state bicentennial organization, to offer a three-part series of workshops entitled "Saving Our Documentary Heritage" at eight sites across the state. (See Exhibit A, "Preserving Tennessee's Documentary Heritage")

The THRAB will monitor closely the success of these workshops and make recommendations for follow-up at the local level.

On an ongoing basis, the THRAB and the Tennessee State Library and Archives will work with other agencies in the development and implementation of education and training programs for archivists, records managers and other information professionals which are designed to:

Educate records custodians about the importance of preserving materials of historical value and problems associated with their maintenance.

Create workshops for beginning archivists and other information professionals which provide demonstrations of techniques.

Provide internships to allow students to receive on-the-job training in established repositories.

Encourage archivists and other information professionals to attend out-of-state workshops for training to conduct workshops in Tennessee.

Create opportunities for grantsmanship education and training.

Publicize the availability of guidelines and manuals of best practice for use in local archives and records repositories.

Work with partner groups and others to establish, promote and use on-site assistance and consultation services.

Sponsor and provide support for attendance at workshops on managing and preserving historical records.

GOAL IV: TECHNOLOGY. Technological applications will be explored and applied in order to provide more efficient access to information and to improve on methods of preservation of historical records.

The THRAB will make all possible use of the Internet in accessing and disseminating information regarding historical records in Tennessee.

During 1996-97 the THRAB will develop and expand its home page on the World Wide Web (WWW), including, but not limited to, the following:
A full description of the Board and its activities

A roster of the members of the Board

Priorities for funding through the NHPRC

Procedures for applying for grants through the NHPRC

Descriptions of historical records and their importance

Provision for electronic feedback to the THRAB

Reports and publications of public and professional interest

Linkages to other agencies dealing with historical records

The Tennessee State Library and Archives, with the advice and support of the THRAB, will cooperate with Michigan State University and other academic institutions in providing historical records to be scanned as part of H-Net, a computerized network of historical information for use in secondary and higher education.

The THRAB will advise the Tennessee State Library and Archives on providing information on historical records in Tennessee via the WWW, including the records of importance held by the Tennessee State Library and Archives itself.

The THRAB will cooperate with existing associations and organizations with vital interests in sharing information resources through technology.

The THRAB, working with staff of the Tennessee State Library and Archives, will explore other emerging technologies for their impact on the preservation of historical records.

Project DIANE, for which the Tennessee State Library and Archives is one of the pilot sites, will continue to be used as a means of utilizing computer and interactive television as a means of sharing information regarding historical records.

The long-range feasibility of optical imaging will be explored as an alternative to, or ultimate replacement for, microfilming.

The THRAB will work with other agencies in developing and refining standards related to electronic data exchange.

Develop appropriate government-wide information policy and standards for electronic data exchange and systems documentation.

Members of THRAB and the Tennessee State Library and Archives will continue to work with the Office for Information Resources and the Division of Records Management of the State of Tennessee in the development of standards for electronic records in Tennessee.
GOAL V: FINANCIAL RESOURCES. The THRAB will continue to seek out and identify sources of financial assistance for the activities of the Board itself and for historical records programs at all levels in the state of Tennessee.

Members of the THRAB will become thoroughly familiar with the programs of the NHPRC and the opportunities of funding through the NHPRC.

The THRAB will seek continued support from the NHPRC in the form of a two-year grant for support of meetings, travel, and other activities incumbent upon the Board.

The THRAB will also explore alternative forms of support from the federal level of government as well as regional and national foundations.

The THRAB will seek out and encourage historical records repositories to apply for funding from the NHPRC.

The THRAB will work to identify and acquire alternative sources of funding at the state and local levels.

The State Historical Records Coordinator will request an improvement item in the amount of $50,000 in the FY1997-98 budget request for the Tennessee State Library and Archives.

The Tennessee General Assembly will be encouraged to continue to provide support for institutions with responsibility for historical records, be they libraries, museums, or archives.

Other sources of funding, such as local foundations and local governments, will be encouraged to provide support for historical records programs.

The THRAB will, as part of its outreach program, seek to inform all groups and individuals of the importance of financial support for historical records.

Educate resource allocators and officials in government and private enterprise to the value of recorded information.

Work with partner groups to educate individuals and institutions about the availability and requirements of NHPRC grant funding as well as the Board's own grant priorities.

Publicize successful grant applications and results thereof.

Seek funding from cooperative partnerships such as Tennessee 200.
MEMBERS OF THE TENNESSEE HISTORICAL RECORDS ADVISORY BOARD, 1996/97

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Send notes or comments to Dr. Edwin S. Gleaves (Tennessee State Library and Archives, 403 Seventh Ave. N., Nashville, TN 37243-0312, e-mail: egleaves@tbr.state.tn.us), or any board member.
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Fall 1996

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Tennessee Archivist Fall Meeting  
Schedule of Activities  

November 6, 7, 8 1996

Wednesday, November 6

1:00-3:00  Registration (Holiday Inn--Vanderbilt)

3:00  Welcome and Orientation
Kenneth Fieth, President, Tennessee Archivists
Donna Mancini, Director of Public Libraries for Nashville & Davidson County

3:15-4:00  TSLA Long Range Strategic Plan
Linda Center, Metropolitan Nashville Archives, Moderator
Dr. Edwin S. Gleaves, State Librarian and Archivist
John Thweatt, Records Programs Coordinator

5:00  Reception at the Parthenon
Welcome to the Parthenon--Bobby Lawrence
Presentation of Awards to State Legislators, Senator Andy Womack and Representative John Bragg
Presentation of Outstanding Service Award to Knox County Archives
Presentation of Distinguished Service Award to Dr. James Neal

6:00-7:00  Instrumental music by Belmont University

Thursday, November 7, 1996

9:00-10:00  African-American Research
Susan Wilson, Friends of the Metropolitan Archives, Moderator
Dr. Bobby Lovett, Tennessee State University
Dr. Tommie-Morton Young, Tennessee State University

10:00-10:15  Break
Tennessee Archivists Conference

10:15-11:00 Establishing Friends Groups
Mary Barnes, Metropolitan Nashville Archives, Moderator
John Connelly, Friends of Metropolitan Archives of Nashville and Davidson County
Ned Irwin, East Tennessee State University

11:00-11:15 Break (Refreshments)

Thursday, November 7, 1996

11:15-12:00 World War II Tennessee Veteran's Survey Project
Kenneth Fieth, Metropolitan Nashville Archivist, Moderator
Lauren Batte, Project Coordinator
John Thweatt, Records Programs Coordinator

12:00-1:30 Lunch (on your own)

1:30-2:15 Dealing with the Media--What to do when the reporter calls
Buster Adkisson, Nashville Gas Company, Moderator
David Logsdon, Nashville Banner
Pat Nolan, Dye, Van Moll & Lawrence

2:15-2:30 Break

2:30-3:15 Scanning of Photographic Images for Archive Use
Kenneth Fieth, Metro Nashville Archives
Jonathan Andrews, Metro Nashville Archives

6:00-7:00 Tour of Hatch Print Show
316 Broadway, Nashville

Friday, November 8

9:00-10:00 Tennessee Bicentennial Celebrations
Carolyn Brackett, Tennessee 200

10:15-12:00 Business meeting/adjournment
TENNESSEE ARCHIVISTS FALL MEETING

NOVEMBER 6, 7, 8, 1996

Hosted by the Friends of the Metropolitan
Nashville/Davidson County Archives

REGISTRATION FORM

The fall meeting of the Tennessee Archivists will be held at the Holiday Inn--Vanderbilt, 2613 West End Avenue, Nashville, TN 37203. Hotel rooms are at the government rate of $62.00 per person. Please mention that you are with the Tennessee Archivists Conference. Registration for the meeting is $35.00 per person and includes the Parthenon reception on Wednesday evening, November 6. If you wish to bring a guest to the reception, please indicate and add the amount to your total due.

Registration forms should be received by November 1, 1996. Also, please indicate on the form if you would like to take the optional tour of the Hatch Print Show. If you have any questions, call Ken Fieth at 615-62-5880. Please note that hotel reservations must be made directly with the hotel. See last page for hotel information.

Name: _______________________________________

Address: _____________________________________

City: __________________ State: ______ Zip: ________

Phone: __________________ E-mail: __________________

Organization: ______________________________________

____ Fall meeting registration fee, $35.00

____ Additional reception tickets at $12.00 each

____ Total enclosed ____________________ Hatch Show Print Tour (free)

Return this registration form, with enclosed check made payable to Tennessee Archivists to David McWhirter, Disciples of Christ Historical Society, 1101 19th Ave. South, Nashville, TN 37212.
MEMBERSHIP INVITATION

Tennessee Archivists invites membership from all persons interested in Tennessee's archives and historical resources. Membership is on a calendar basis. TA currently holds one meeting each year which includes the annual business meeting. TA is a member of the regional association called Southern Archivists Conference. Currently the four southern states of Alabama, Louisiana, Mississippi, and Tennessee make up the Conference. A SAC meeting is held every other year in conjunction with the other states and each state alternately host the meetings. TA publishes a quarterly newsletter and invites contributions from members and non-members. Officers are elected at the fall meeting.

Tennessee Archivists Membership Form

Enclosed is my check for membership in the Tennessee Archivists as a:
Full Member ($10/year): [ ] Associate Member ($3/year): [ ] Institutional Member ($10/year): [ ]
Renewal? Yes: [ ] No [ ]

Name: ____________________________
Institution: _______________________
Mailing Address: ___________________

Please make checks payable to Tennessee Archivists and mail to David McWhirter, Disciples of Christ Historical Society, 1101 19th Ave. S., Nashville, TN 37212-2196

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