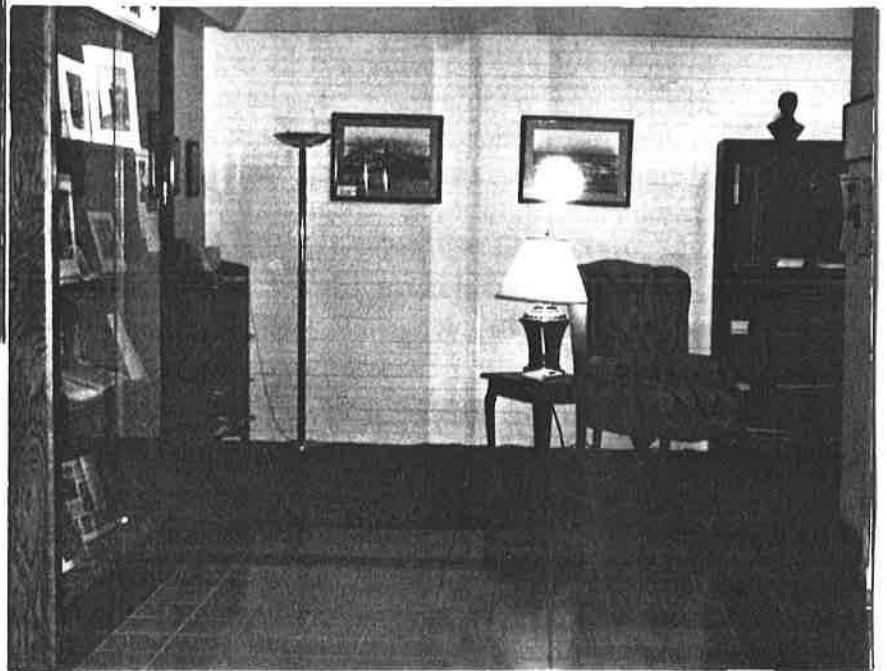


Archivists

Tennessee Archivists
Newsletter
Fall 1996

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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, McNeer 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.



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 FY 1997-98 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

Dr. Edwin S. Gleaves, Chairman
State Librarian and Archivist
Nashville

Linda W. Clark
Records Manager
King Business Forms
Knoxville

Dr. Marvin Downing
Archives Director and Professor of History
University of Tennessee at Martin
Martin

Herbert Harper
Executive Director
Tennessee Historical Commission
Nashville

Mattie McHollin
Archivist
Meharry Medical College Library
Nashville

Norma Myers
Director
The Archives of Appalachia
East Tennessee State University
Johnson City

Ann Phillips
Archivist
Lambuth College
Jackson

Clara Swann, Head
Local History and Genealogy Department
Chattanooga-Hamilton
County Bicentennial Library
Chattanooga

Wayne White
Maury County Register of Deeds
Columbia

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.



TENNESSEE ARCHIVISTS MEMBERSHIP DIRECTORY
Fall 1996

Alderfer, Jane B.

Children's Museum of Oak
Ridge
122 Grandcove Lane
Oak Ridge, TN 37830
phone: (423)482-2215

Alley, Ann

Tennessee State Library and
Archives
403 Seventh Avenue, North
Nashville, TN 37243-0312
phone (615)741-2764
fax: (615)741-6471

Ammons, Charlotte Ann

506 Raymond Street
Nashville, TN 37211

Aquinas College Library

4210 Harding Road
Nashville, TN 37205
phone: (423)297-7545

Armour-Jones, Anne

duPont Library
University of the South
735 University Avenue
Sewanee, TN 37383
phone: (615)598-1387
fax: (615)598-1702
e-mail:
aarmour@seraphl.sewanee.edu

Awalt, Jamie

Eskin Biomedical Library
Vanderbilt University Medical
Center
Nashville, TN 37232-8340
phone: (615) 343-3028
fax: (615)343-5770
e-mail:
jamie.awalt@mcmail.vanderbi
lt.edu

Beasley, Marsha

335 Forest Park Road, Apt. 16
Madison, TN 37115

Bigger, Jeanne Ridgeway
115 Bradi Way
Winchester, TN 37398-1447

Bills, Jeff

Knox County Archives
500 W. Church Avenue
Knoxville, TN 37902-2505
phone: (423)544-5741
fax: (423)544-5741

Blades, Horace G.

Tennessee State Library and
Archives
403 Seventh Avenue, North
Nashville, TN 37243-0312
phone: (615)741-2764
fax: (615)741-6471

Bordelon, Kathie

McNeese State University
Frazar Memorial Library
P. O. Box 91445
Lake Charles, LA 70609
phone: (318)475-5734
fax: (318)475-5719
e-mail:
kbordelo@ucsvm.mcneese.edu

Brown, Georgia Faye

David Lipscomb College
Nashville, TN 37203
phone: (615)269-1793

Burleson, Ernest Harold

Rt. 8, Box 40 Pinecrest
Johnson City, TN 37601

Carmack, Cathi

Tennessee State Library and
Archives
403 Seventh Avenue, North
Nashville, TN 37243-0312
phone: (615)741-2561
fax: (615)741-6471

Center, Linda Pinkerton
Metropolitan Government
Archives of
Nashville/Davidson County
1113 Elm Hill Pike
Nashville, TN 37210
phone: (615)862-5880
fax: (615)862-5724

Center for Historic
Preservation

James K. Huhta, Director
Box 80
Middle Tennessee State
University
Murfreesboro, TN 37132

Chance, Peggy, see Aquinas
College

Chattanooga-Hamilton County
Bicentennial Library
1001 Broad Street
Chattanooga, TN 37402

Christian Brothers University
650 E. Parkway, South
Memphis, TN 38104

Clark, Linda Williams
King Information Services
P. O. Box 51410
5700 Casey Drive
Knoxville, TN 37950-1410
phone: (423)588-6600
fax: (423)588-5882

Cotham, Steve

Calvin M. McClung Historical
Collection
Knox County Public Library
500 W. Church Avenue
Knoxville, TN 37902-2505
phone: (423)544-5744
fax: (423)-544-5741

Crandall, Pamela
Trevecca Nazarene College
333 Murfreesboro Road
Nashville, TN 37203
phone: (615)248-1338
e-mail:
pcrandall@trevecca.edu

Crawford, Margaret Ellen
Office of the University
Historian
University of Tennessee
Room 3, Hoskins Library
Knoxville, TN 37996-4005
Home address: 201 Duncan
Drive, Maryville, TN 37803
phone: (423)974-2806
fax: (423)974-2944
e-mail: internet:
mcrawfor@utkvx.utk.edu

Culbertson, Katheryn C.
800 Glen Leven Drive
Nashville, TN 37204

DePriest, Robert O.
Tennessee State Library and
Archives
403 Seventh Avenue, North
Nashville, TN 37243-0312
Home address: 119 Trousdale
Drive, Nashville, TN 37075
phone: (615)741-2764
fax: (615)741-6471

Dillon, James A., Jr.
P. O. Box 563
McMinnville, TN 37110
phone: (615)473-2233
fax: (615)473-2543

Dougan, John
Memphis/Shelby County
Archives
1850 Peabody Avenue
Memphis, TN 38104
phone: (901)526-1713
fax: (901)725-7762

Downing, Marvin
Department of History
University of Tennessee,
Martin
Martin, TN 38238
phone: (901)587-7465 (work)
(901)587-6054 (home)
fax: (901)587-7494
e-mail: iacc@utmartn

Egan, Martha
Archives of the City of
Kingsport
Kingsport Public Library
400 Broad Street
Kingsport, TN 37660
phone: (423)224-2559
fax: (423)224-2558

Evans, Audrey K.
P. O. Box 1167
Cleveland, TN 37364

Feibelman, Shirley
Temple Israel
1376 East Massey Road
Memphis, TN 38120-3299

Fieth, Ken
Metropolitan Government
Archives of
Nashville/Davidson County
1113 Elm Hill Pike
Nashville, TN 37210
phone: (615)862-5880
fax: (615)862-5724
e-mail:
kfieth@waldo.nashv.lib.tn.us

Flanary, Barbara "Bobby"
Memphis/Shelby County
Archives
1850 Peabody Avenue
Memphis, TN 38104
phone: (901)526-1713
fax: (901)725-7762

Foster, Douglas
Box 8429
Abilene Christian University
Abilene, TX 79699
phone: (915)674-3795
fax: (915)674-3776
e-mail: foster@bible.acu.edu

Foster, Mrs. Lorris A.
Woodlands United Methodist
Church
14 Stony Run Place
The Woodlands, TX 77381
phone: (713)363-4988

Frank, Edwin G.
129 Northwood
Memphis, TN 38111

Gleaves, Edwin S.
Tennessee State Library and
Archives
403 Seventh Avenue, North
Nashville, TN 37243-0312
phone: (615)741-7996
fax: (615)741-6471
e-mail:
egleaves@tbr.state.tn.us

Gore, Susan Knight
Historical Foundation of the
Cumberland Presbyterian
Church
1978 Union Avenue
Memphis, TN 38104
phone: (901)276-8602
fax: (901)272-3913
e-mail:
5573130@mcimail.com

Guillford, Dr. Andrew
Department of History
Box 23
Middle Tennessee State
University
Murfreesboro, TN 37132

Haas, Lee
Jewish Federation Archives
801 Percy Warner Boulevard
Nashville, TN 37205
phone: (615)356-3242,
extension #255
fax: (615)352-0056

Harwell, Sara
Special Collections and
University Archives
The Jean and Alexander Heard
Library
Vanderbilt University
419 21st Avenue, South
Nashville, TN 37240-0007
phone: (615)322-2807
fax: (615)343-9832
e-mail:
sara.harwell@vanderbilt.edu

Hastings-Johnson, Jill
P. O. Box 323
Clarksville, TN 37041-0323

Hazlewood, Judith
Lambuth University
Luther L. Gobbel Library
Jackson, TN 38301
phone: (901)425-3290
fax: (901)423-1990

Hearne, Mary Glenn
(Nashville Public Library)
3838 Granny White Pike
Nashville, TN 37204
phone: (615)862-5783
fax: (615)862-5884

Historical Commission
Southern Baptist Convention
901 Commerce Street, Suite
400
Nashville, TN 37203-3620

Hitchcock, Eloise
Tennessee Technological
University
University Library
Box 5066
Cookeville, TN 38505
phone: (615)372-6273
fax: (615)372-6112
e-mail: erh0199@tntech.edu

Hodges, Patricia M.
Western Kentucky University
Kentucky Building
1 Big Red Way
Bowling Green, KY 42101-
3576
phone: (502)745-6434
fax: (502)745-4878
e-mail:
hodgepm@wkuvx1.wku.edu

Hollars, Gene
Tennessee State Library and
Archives
403 Seventh Avenue, North
Nashville, TN 37243-0312
fax: (615)741-6471

Hollinger, Richard
1209 44th Street, #2
North Bergen, NJ 07047

Holloway, Clint
P. O. Box 106
Milligan College, TN 37682

Houser, Debra
Records Management Office
University of Tennessee
2317 Volunteer Boulevard
Knoxville, TN 37996-0050
phone: (423)974-6328
fax: (423)974-6475

Hughes, Marilyn Bell
Tennessee State Library and
Archives
403 Seventh Avenue, North
Nashville, TN 37243-0312
phone: (615)741-2764
fax: (615)741-6471

Hunsberger, Mary A.
101 W. Jackson Avenue, Apt.
2
Knoxville, TN 37902

Irwin, Ned
Archives and Special
Collections
East Tennessee State
University
Box 70665

Johnson City, TN 37614-0665
phone: (423)439-6990
fax: (423)439-7026
e-mail: irwinn@etsu-tn.edu

Jean, James M.
S. A. I. C.
P. O. Box 2501
301 Laboratory Road
Oak Ridge, TN 37931
phone: (423)481-2352
fax: (423)481-8593

Johnson, James R.
Memphis/Shelby County
Public Library
1850 Peabody Avenue
Memphis, TN 38104
phone: (901)725-8822
fax: (901)725-7762

Johnson, Mancil
Tennessee Tech University
Box 5066
Cookeville, TN 38505
phone: (615)372-3537
fax: (615)372-6112
e-mail: mmj7269@tenn
tech.edu

Jones, Randolph S.
Eskind Biomedical Library
Vanderbilt University Medical
Center
Nashville, TN 37232-8340
phone: (615)343-3028
fax: (615)936-1384
e-mail:
randy.jones@mcmail.vanderbi
lt.edu

Kanon, Tom
1912 Holley Street
Nashville, TN 37243

Kesler, Elizabeth Gates
Rhodes College Archives
2000 N. Parkway
Memphis, TN 38112

E. W. King Library
Daniel J. Bowell, Director
King College
Bristol, TN 37620

Klein, Joslyn Quinn
Project Manager
Tennessee Newspaper Project
University Archives and
Special Collections
Hoskins Library
University of Tennessee
Knoxville, TN 37996
Home address: 6525 Deane
Hill Dr., #21, Knoxville, TN
37919
phone: (423)974-4480 (work)
(423)584-7963 (home)
e-mail: kjquinn@utk.edu
(personal)
tnp@aztec.lib.utk.edu (for
newspaper project)

Klein, Milton M.
Hoskins Library, Room 3
University of Tennessee
Knoxville, TN 37996-4005
phone: (423)974-2806
fax: (423)974-2944
e-mail: mklein@utkvx.utk.edu

Kozsuch, Mildred
546 Matson Road
Jonesborough, TN 37659

Krenson, Ann
Vice Chancellor
Diocese of Nashville
The Catholic Center
2400 21st Avenue, South
Nashville, TN 37212

Lawson, Rose Mary
701 Broad Avenue
Sevierville, TN 37862
phone: (423)429-8641

Lloyd, James B.
Special Collections
Hoskins Library
University of Tennessee
Knoxville, TN 37996
phone: (423)974-4480
fax: (423)974-0560
e-mail: lloyd@utklib.utk.lib

Lyle, Virginia R.
1421 Eastland Avenue
Nashville, TN 37206

Lyons, Curtis
Special Collections
Hoskins Library
University of Tennessee
Knoxville, TN 37996

MacConnell, P. Scott
1907 Lombardy
Nashville, TN 37215

McDougald, Lois C.
(Tennessee State University)
1037 31st Avenue, North, Apt.
C
Nashville, TN 37209
phone: (615)329-1716
fax: (615)320-3114

McGarth, Vincent
3316 Fall Creek Drive
Nashville, TN 37214

McGuire, Sue Lynn
Box 46
Bowling Green, KY 42101-
0046

McHollin, Mattie
Meharry Medical College
Archives
1005 D. B. Todd Blvd.
Nashville, TN 37208
phone: (615)327-6862
fax: (615)327-6448

McWhirter, David I.
Disciples of Christ Historical
Society
1101 19th Avenue, South
Nashville, TN 37212
phone: (615)327-1444
fax: (615)327-1445

McWhirter, Donna J.
1101 19th Avenue, South
Nashville, TN 37212-2196

Martinson, Doris R.
Knox County Archives
500 W. Church Avenue
Knoxville, TN 37902-2505
phone: (423)544-5741
fax: (423)544-5741

Mitchell, Tara Michele
Gore Research Center
Box 198
Middle Tennessee State
University
Murfreesboro, TN 37132

Morison, William J.
University Archives and
Records Center
University of Louisville
Louisville, Ky 40292
phone: (502)852-6674
fax: (502)852-6673
e-mail:
wjmor01@ulkyvm.louisville.e
du

Musgrove, Denise C.
(Middle Tennessee State
University)
1410 Stonewall Blvd.
Murfreesboro, TN 37130

Myers, Norma
Archives and Special
Collections
East Tennessee State
University
Box 70665
Johnson City, TN 37614-0665
phone: (423)439-6991
fax: (423)439-7026
e-mail: myersn@etsu-tn.edu

National Archives Library
NNUL Room 2380
8601 Adelphi Road
College Park, MD 20740-6001

National Storytelling
Association
P. O. Box 309
Jonesborough, TN 37659

Neal, James H.
Gore Research Center
Box 198
Middle Tennessee State
University
Murfreesboro, TN 37132
phone: (615)898-2632
fax: (615)898-2530
e-mail: jhneal@mtsu.edu

Oakes, Billie
P. O. Box 605
Milligan College, TN 37682

O'Donnell, Leo
Christian Brothers College
650 E. Parkway, South
Memphis, TN 38104
phone: (901)722-0243
fax: (901)722-0494

Parker, Clara M.
(Old Records Dept./Giles
County Courthouse)
1240 Dry Weakley Road
Ethridge, TN 38456
phone: (615)363-4804
(615)363-8434 (Old
Records Dept.)
fax: (615)244-6101

Peek, Mark
605A Douglas
Cookeville, TN 38501

Phillips, Ann R.
Luther L. Gobbel Library
Lambuth University
705 Lambuth Boulevard
Jackson, TN 38301
phone: (901)425-3290
fax: (901)423-1990

Polhemus, Sally R.
McClung Historical Collection
Knox County Public Library
500 W. Church Street
Knoxville, TN 37902-2505
phone: (423)544-5745

Quinn, Joslyn, see Klein,
Joslyn Quinn

Rader, Joe C.
University Archives
University of Tennessee
Knoxville, TN 37996-1000
phone: (423)974-0048
fax: (423)974-0560
e-mail:
rader@utklib.lib.utk.edu (or
rader@utkvx (bitnet))

Raney, Suzette J.
Chattanooga-Hamilton County
Bicentennial Library
1001 Broad Street
Chattanooga, TN 37402
phone: (423)757-5317 (work)
(423)877-1683 (home)

Rather, Julia
Tennessee State Library and
Archives
403 Seventh Avenue, North
Nashville, TN 37243-0321
fax: (615)741-6471

Ratkin, Annette Levy
Jewish Federation of Nashville
and Middle Tennessee
801 Percy Warner Blvd.
Nashville, TN 37205

Richards, R. Stephen
Richards and Richards Office
Records Management
110 Third Avenue, South
Nashville, TN 37201
phone: (615)242-9600
fax: (615)242-2100

Richiuso, John-Paul (Jay)
Tennessee State Library &
Archives
403 Seventh Avenue, North
Nashville, TN 37243-0312
phone: (615)741-2561
fax: (615)741-6471

Riedel, Margaret
St. Agnes Academy/St.
Dominic School
4830 Walnut Grove Road
Memphis, TN 38117

Roberts, Carol A.
Tennessee State Library &
Archives
403 Seventh Avenue, North
Nashville, TN 37243-0312
e-mail:
croberts@mail.state.tn.us

Robinson, Suzanne
Dickson County Public Library
305 East Hunt Street
Dickson, TN 37055-2098
phone: (615)446-8293 or 446-
9835
fax: (615)446-9130

St. Thomas Hospital Archives
P. O. Box 380
Nashville, TN 37202-0380

Scott, Alf
P. O. Box 476
Waynesboro, TN 38485

Shea, Margaret M.
2209 10th Avenue, South
Nashville, TN 37204

Sherrill, Charles A.
Tennessee State Library and
Archives
403 Seventh Avenue, North
Nashville, TN 37243-0312
phone: (615)741-2764
fax: (615)741-6471

Shockley, Ann A.
Fisk University
5975 Post Road
Nashville, TN 37205
phone: (615)329-8580
fax: (615)329-8761

Sowell, David R.
Tennessee State Library and
Archives
403 Seventh Avenue, North
Nashville, TN 37243-0312
phone: (615)741-2561 (work)
(615) 643-5329 (home)
fax: (615)741-6471
e-mail: tnralf@aol.com

Stewart, Jim
Metropolitan Government
Archives of
Nashville/Davidson County
1113 Elm Hill Pike
Nashville, TN 37210-3557
phone: (615)862-5880
fax: (615)862-5724

Stokes, Thomas E.
Emmanuel School of Religion
One Walker Drive
Johnson City, TN 37601-9438
phone: (423)461-1541
fax: (423)926-6198

Sumner County Archives
155 East Main Street
Gallatin, TN 37066

Sumners, Bill
Historical Commission
Southern Baptist Convention
901 Commerce Street, Suite
400
Nashville, TN 37203-3630
phone: (615)244-0344
fax: (615)242-2153

Swann, Clara W.
Chattanooga-Hamilton County
Bicentennial Library
1001 Broad Street
Chattanooga, TN 37402
phone: (423)757-5317
fax: (423)757-4994

Swift, David L.
6436 Brownlee Drive
Nashville, TN 37205
phone: (615)352-0308

Technical Services
Tennessee State Library and
Archives
403 Seventh Avenue, North
Nashville, TN 37243-0312

Tedesco, Marie
Archives and Special
Collections
East Tennessee State
University
Box 70665
Johnson City, TN 37614-0665
phone: (423)439-5339
fax: (423)439-7026
e-mail: tedescom@etsu-tn.edu

Teloh, Mary H.
Eskind Biomedical Library
Vanderbilt University Medical
Center
Nashville, TN 37232-8340
phone: (615)936-1406
fax: (615)936-1407
e-mail:
mary.teloh@mcmail.vanderbil
t.edu

Thomas, Jane
Williams Library
Belmont College
1900 Belmont Blvd.
Nashville, TN 37212-3757
phone: (615)386-4498
fax: (615)3856446
e-mail: thomas@belmont.edu

Thweatt, James
Eskind Biomedical Library
Vanderbilt University Medical
Center
Nashville, TN 37232-8340
phone: (615)936-1406
fax: (615)936-1407

Thweatt, John H.
Tennessee State Library and
Archives
403 Seventh Avenue, North
Nashville, TN 37243-0312
phone: (615)532-4601
fax: (615)741-6471
e-mail:
jthweatt@mail.state.tn.us.

Waggener, Jean B.
724 Fair Street
Franklin, TN 37064
phone: (615)794-1314

Werle, Robert
Christian Brothers University
Archives
2455 Avery
Memphis, TN 38112

White, Elizabeth
Old Records Dept., Giles
County
P. O. Box 533
Pulaski, TN 38478
phone: (615)363-8434 (work)
(615)363-7695 (home)
fax: (615)244-6101

Wilson, Shirley
Sumner County Archives
106 Leeward Point
Hendersonville, TN 37075
phone: (615)824-1203

Winter, Mark R.
1410 Cloverdale Circle
Hixson, TN 37343
phone: (423)751-2523

Wolfe, Marice
Special Collections and
University Archives
The Jean and Alexander Heard
Library
Vanderbilt University
419 21st Avenue, South
Nashville, TN 37240-0007
phone: (615)322-2807
fax: (615)343-9832
e-mail:
wolfe@library.vanderbilt.edu

Wood, Jack Darrell
22 Ellendale Cove
Jackson, TN 38305

Woodard, John H., Jr.
Knox County Records
Management
1000 N. Central Street, Box 2
Knoxville, TN 37917
phone: (423)594-1431
fax: (423)594-1432
e-mail: records@esper.com

Worrell, Mamie Y.
Mt. Juliet-West Wilson
Historical Society
8209 Luree Lane
Hermitage, TN 37076-2119
phone: (615)883-1512

**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

Tennessee Archivists Newsletter
John Thweatt, Editor
c/o TSLA
403 7th Ave. N
Nashville, TN 37243-0312

David I. McWhirter
1101 19th Ave., S.
Nashville TN 37212
reg