The Society of Tennessee Archivists Annual Meeting was held on November 11-13, at the beautiful Nashville Public Library. The theme this year was: Archives 2.0: Reinventing Archives for the Virtual Generation. In continuing with a special feature first offered at last year’s Annual Meeting, members and attendees had the opportunity to attend two pre-conference workshops at no additional charge: “Collections Care Management 101,” and “Web 2.0 (for Archivists and Others).” Many took advantage of these opportunities and participated in these excellent classes. The Annual Meeting kicked off in full course the next day with four sessions to choose from: “Communicating with your Users”; “Twitter”; “Don’t Just Get What You Paid For! Free Software and On-Line Applications for Archivists”; and “Archiving the Web.”

Immediately after the lunch STA held its keynote address, with Secretary of State Tre Hargett giving a talk of archives and records, and their importance to Tennessee. Later that afternoon, we received a tour of the historic Downtown Presbyterian Church, led by Jim Hoobler of the Tennessee State Museum. The banquet was later that evening at the church, and during the dinner we had a presentation from Nashville attorney Heather Hubbard on “Copyright in the Virtual Age.” After the presentation, awards were given out: Gordon Belt of the First Amendment Center Library in Nashville, and Mary Helms and Suzette Rainey of the Chattanooga-Hamilton County Bicentennial Library were awarded John Thweatt Archival Advancement Awards; and Sarah Shippy Copeland, of MTSU, and Natalie Goodwin of UT-Knoxville were awarded student scholarships.

There was a large roundtable discussion first thing the next morning, November 13, as we discussed issues relating to archives. This was followed by the business meeting. During the business meeting new officers for STA were elected, by acclamation: President Jim Havron, of the Nashville Public Library and the Tennessee Conference of the United Methodist Church; Vice-President/President-Elect Lucinda Cockrell, of the Center for Popular Music (MTSU) and Eric Head, Secretary, of the Knoxville County Archives. The other officers have chosen to remain in their positions: Amber Gilmer, Treasurer; Lori Lockhart, Webmaster; Ralph Sowell, Archivist; and Gregg Poole, SAC Representative. Steve Cox moves to Immediate Past President.

In all, another successful, productive Annual Meeting. Kudos to Jim Havron for planning this meeting, and thanks to the Nashville Public Library staff, who participated or assisted in much of it. Look for information in the future about the 2010 Annual Meeting. The theme for this meeting is: Archives in Jeopardy: Maintaining Our Mission in an Uncertain World. The location will be Middle Tennessee State University, Murfreesboro, November 10-12. The Executive Committee is already planning this event and should have more to announce in the next Tennessee Archivist.

Submitted by Steve Cox
Jeanne D. Sugg
Tennessee State Librarian and Archivist
Retires

State Librarian and Archivist Jeanne D. Sugg announced her retirement effective January 29, 2010. Jeanne began her tenure with the State Library and Archives in 1984, when she was appointed Director of the Public Services Section by then State Librarian and Archivist, Dr. Edwin S. Gleaves. After serving for a time as Director of Public Services, Jeanne then went on to serve as Director of Technical Services (both Library and Archives) and as Assistant State Librarian and Archivist for Administration, a post she held until becoming State Librarian and Archivist in 2005.

Ms. Sugg has been an advocate for Tennessee libraries and, especially, the Tennessee Electronic Library, since becoming State Librarian and Archivist. Her career has spanned more than 40 years, and in addition to her 25 years at the Tennessee State Library and Archives, Ms. Sugg has served at Trevecca College, the Nashville Public Library, and at expatriate community libraries in Saudi Arabia.

Secretary of State Tre Hargett Appoints Charles Sherrill State Librarian and Archivist

Charles Sherrill, a Middle Tennessean with 25 years of experience as a library administrator, will begin his new job as State Librarian and Archivist Feb. 5, Secretary of State Tre Hargett announced this week.

The State Librarian and Archivist directs operations at the Tennessee State Library and Archives, the agency that collects, stores and displays state documents and records. The State Library and Archives (TSLA) also operates the Tennessee Regional Library System, provides training and support for other public libraries throughout the state and oversees the Tennessee Library for the Blind and Physically Handicapped, which offers free library services to people with disabilities.

“I am pleased to have someone with Mr. Sherrill’s background and skills in this esteemed position,” Secretary Hargett said. “Our goal is to increase the awareness of the great programs available to Tennesseans through the State Library and Archives. Our goal is to extend our outreach beyond our downtown Nashville location and I know Mr. Sherrill will provide excellent leadership and vision to not only TSLA, but also to libraries throughout our great state. I am sure Mr. Sherrill will build on the solid foundation that has been laid by Ms. Sugg and I expect the transition to be a very smooth one.”

Sherrill has served as director of the Brentwood Library since 2000 and also works as an adjunct faculty member at Jackson State Community College. Prior to taking over as director of the Brentwood Library, he was the director of public services for the Tennessee State Library and Archives. Before that, he served as director of the Cleveland Public Library in East Tennessee.

“It is an honor to be selected as the State Librarian and Archivist by Secretary Hargett,” Sherrill said. “My predecessors in the post have been great leaders and I hope I will be able to continue their tradition of excellence. The most critical missions of the State Library and Archives are the preservation of and access to Tennessee’s historical collections and the support and development of public libraries across the state. Many talented people are already working on these priorities – and it will be my pleasure to join them. Advances in technology have made it possible to do more and reach more people with fewer overhead expenses and my hope is that we will find new ways to serve Tennessee residents better while saving taxpayer dollars.”

Sherrill replaces Jeanne Sugg, who retired after a 20-year career with the State Library and Archives. Sugg held several administrative posts at the State Library and Archives before being appointed to the top job in 2005 by then-Secretary of State Riley Darnell. Secretary Hargett reappointed her last year.
Greetings to all! Another year is upon us, and many in our professional community have been weathering challenges of economic, bureaucratic, and technological varieties. As we discussed in Nashville a couple of months ago, a lot is changing in our professional world. (If you missed the meeting, please connect with others through one of our social networks and discuss the issues. We have a presence on Ning and Facebook.) At the risk of using clichés, (okay, not “risk of” but blatant use of) although we have a lot of challenges at this time there are also a lot of opportunities.

The last meeting theme was one of looking at the challenges of the new ways that information, and therefore records, is created, disseminated, used and recorded. We had workshops and session focused on these issues. The meeting this coming year will look at how we meet these challenges as we focus on those things that may place our collections, professions, or our theory and practice in jeopardy. I hope that during this year we will all join together to use the changes we discussed in November to help the public become aware of the need for archives and related professions and to collaborate to better strengthen our work. We should always remember that, even though the way information is used and recorded changes, there will always be a need to preserve and provide access to and context for that information if it is to be historically valuable. Archival practice and some theories may change, but the core role of the archivist will not.

During this next year I wish to try some new things. In addition to our usual committees, I wish to ask small groups of people with special skills or interests to form task forces or roundtables that can offer their expertise and insight to the membership through the appropriate officer, committee or general communication. Groups might include a technology task force, student roundtable, members of archives-related professional groups, or whatever we seem to need. We can take the advice and information provided by these specialists into account when making programming decisions and they can serve as resources for the membership, particularly those who are in isolated areas of the state or are working with small staffs or little in the way of other resources. If nothing else, these people will help me understand things better and help the executive committee stay better in touch with the membership and the profession.

I hope we all will try to renew efforts to use the technology available to keep in contact with each other and reach out beyond the traditional ways we have always done things if there is a new way that might make things easier and better. The Web and social networking, for example, allow us to communicate more readily and efficiently than in the past. I hope we will sign up and use the Ning network, connect through Facebook, and stay better connected with each other throughout the year. Committees and task forces with members from across the state can connect through the Web without the need of driving time. We can invite people who might not otherwise be able to be present to join us. We may even want to consider offering a Webcast, an interactive, distance version of the annual meeting to those whose resources will not allow them to attend. Surely not the same as being present in person, but if physical presence is not an option, then perhaps this is better than not being involved.

I particularly want to ask you to consider ways to reach out to potential members of the profession, not just graduate students, but undergrads who may wish to move our direction. Also to those who work in fields related to or working closely with archives and archivists.

I know that all may sound like just words. I hope not. I do know that when the Education Committee selected the themes for 2009 and 2010 meetings a few years back, it was not a coincidence that they chose the theme of being relevant in this age followed by archives being in jeopardy. That was before the “economic downturn.” I appreciate their foresight!

Jim Havron
President, STA

The Mary Catherine Barnes Scholarship Fund

The Mary C. Barnes Scholarship Fund was established in 1998 by the Metropolitan Government Archives and the Friends of the Metro Archives for the purpose of providing monetary assistance to new archivists in Tennessee.

The scholarship provides monetary assistance to attend the biannual meetings of the Society of Tennessee Archivists. Applicants for the scholarship fund should be: (1) Employed at least one year in an archives or a related field with archival duties in a Tennessee city or county archives, library or historical society and (2) spend at least 50% of the work day in an archival domain as defined by the Academy of Certified Archivists.

Those wishing to apply for the scholarship should submit a letter of introduction, a current résumé and proof of employment which fulfills the above requirements (such as a job description) to C. Kenneth Fieth, Metro Nashville Archivist, Metro Nashville Archives, 3801 Green Hills Village Drive, Nashville, TN 37215.
Annual Meeting Photographs

Andrea Blackman
Manager of Special Collections, Nashville Public Library.

Kyle Cook and Jenny Ellis
Web Education and Outreach
Nashville Public Library.

Jeanne Sugg
State Librarian and Archivist.

Kyle Cook and Jenny Ellis
Web Education and Outreach
Nashville Public Library.

Workshop attendees.
more Annual Meeting Photographs

Lucinda Cockrell, STA Vice-President
Center for Popular Music
Middle Tennessee State University.

Steve Cox, STA Immediate Past-President, Director of Special Collections and University Archivist, University of Tennessee at Chattanooga.

Donna Nicely, Director, Nashville Public Libraries.

Albert Whittenberg, Director, Academic and Instructional Technology Services, MTSU.

Workshop attendees.
24th Annual Western Archives Institute

The 24th annual Western Archives Institute will be held at U.C. Berkeley in Berkeley, California, June 20 – July 2, 2010. The Western Archives Institute is an intensive, two-week program that provides integrated instruction in basic archival practices to individuals with a variety of backgrounds, including those whose jobs require a fundamental understanding of archival skills, but who have little or no previous archives education; those who have expanding responsibility for archival materials; those who are practicing archivists but have not received formal instruction; and those who demonstrate a commitment to an archival career.

The Institute also features site visits to historical records repositories and a diverse curriculum that includes history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, outreach programs, and managing archival programs and institutions.

Dr. David Gracy has graciously agreed to serve as Principle Faculty Member for the 2010 Institute. Gracy is the Governor Bill Daniel Professor in Archival Enterprise, University of Texas at Austin School of Information. Dr. Gracy worked in the Texas State Archives and University of Texas Archives before becoming Archivist, Southern Labor Archives, Georgia State University, and then Director, Texas State Archives. He is a former President of both the Society of American Archivists and the Academy of Certified Archivists, and a Fellow of the Texas State Historical Association. Dr. Gracy’s research interests include the history of archival enterprise, of archives and libraries in Texas, and of the information domain. He is the author of *Archives and Manuscripts: Arrangement and Description*; *Of Littlefield Lands: Colonization on the Texas Plains, 1912-1920*; and of *Moses Austin: His Life*. This will be the fourth time Gracy has served as Principal Faculty Member of the Western Archives Institute.

Tuition for the Institute is $700 and includes a selection of archival publications. Other non-negotiable fees including program transportation, facility fees, opening dinner, and luncheon at the closing program will be available in early February. Housing and meal plans are available at additional cost.

The application deadline for the 2010 Western Archives Institute is March 12, 2010. For additional program information, see: http://www.calarchivists.org/wai/SCA_western_archivists.html

Or contact:
Administrator
Western Archives Institute
1020 O Street
Sacramento, CA 95814
Telephone: 916/653-7715
Fax: 916/653-7134
E-mail: ArchivesWeb@sos.ca.gov

The Western Archives Institute is co-sponsored by the Society of California Archivists and the California State Archives.

The application package is available on the California State Archives web site at http://www.sos.ca.gov/archives/wai, and on the Society of California Archivists web site at:

http://www.calarchivists.org/wai/SCA_western_archivists.html

VP’s Message

Hello and Happy New Year! I’ve had the pleasure of serving as STA Secretary for the past three years and am excited to now be Vice-President. Planning is underway for the 2010 annual meeting and a location and date will be announced soon. This year’s theme is “Archives in Jeopardy: Maintaining Our Mission in an Uncertain World.” How appropriate, when many of us are starting the year with economic concerns, fewer staff, larger workloads, and concerns for the future. Sessions may include ways to address adverse economic issues, disaster preparedness and recovery, or practical solutions to changes in the modern archival profession. Some of you have already filled out survey forms indicating your preferences and ideas for sessions and I’d love to hear from other STA members. If you have ideas for sessions, speakers, workshops, or just sage advice, please email me at lcockrel@mtsu.edu or call me at 615-898-5884.

The New Year is a time for renewal and optimism. Looking over the objectives for STA in the Bylaws, the first words of each article begin, “To promote,” “To encourage,” “To maintain and strengthen,” and “To cooperate.” I’m looking forward to working with the STA Executive Committee and all of you this year to cooperate, promote, encourage, maintain and strengthen archives in Tennessee.

Lucinda
Lucinda Cockrell
(with Rosebud)
Virginia State Archivist Conley L. Edwards III Retires

State Archivist for Virginia, Conley Edwards, announced his retirement effective November 1, 2009.

When Edwards joined the staff of the then-Virginia State Library on August 1, 1974, there were approximately 47,500 items in the archives, of which 15,743 were manuscripts. As he retires, the archives at the Library of Virginia contains more than 109,221,000 items and is consistently one of the most visited archives in the nation.

Edwards’s first job was as a reference archivist, a position he held until 1981 when he became a senior records management analyst. In 1984, he was promoted to head of the Public Services and Programs section. In that capacity he was responsible for assisting patrons using the archives and library collections. He quickly became known for his skill in finding little-known sources and for his love of his job. He served as acting state archivist from May 1995 until his appointment as State Archivist on January 1, 1996. In addition, he is director of the Archival and Records Management Services Division at the Library.

As State Archivist he serves as the chairman of the Virginia Board for Geographic Names and as the coordinator for the Virginia State Historical Records Advisory Board. He is immediate past president of the Council of State Archivists, an organization representing state archivists throughout the United States. The group has been recognized as a “mover and shaker” for its ability to mobilize effectively to address a wide variety of issues facing archivists. Edwards is active in numerous professional organizations, including the Society of American Archivists, the National Association of Government Archives and Records Administrators, and the Mid-Atlantic Regional Archives Conference, and is a sought-after speaker on archival and genealogical topics. In 1993, he traveled to Belgium to address a professional conference concerning the Library’s digital program for historical records.

Edwards received his bachelor of arts degree from Hampden-Sydney College and a master of arts degree in American history from the University of Richmond. He was selected as one of two recipients of the 2006–2007 Patrick Henry Public Service Awards given under the auspices of Hampden-Sydney College’s Wilson Center for Leadership in the Public Interest. The award goes to Hampden-Sydney alumni for distinguished public service.

Dr. Ellen Garrison Honored

Dr. Ellen Garrison, STA member, SAA Fellow, Archival Management/History Professor at MTSU, and former or current teacher of several members of STA, among other things, was honored as a Fellow by the Society of Georgia Archivists in 2009. Congratulations, Ellen, and thank you for your service!

Submitted by Jim Havron

Professional Development

43rd Annual Georgia Archives Institute
June 7-18, 2010

Designed for beginning archivists, manuscript curators, and librarians, the 43rd Georgia Archives Institute will offer general instruction in basic concepts and practices of archival administration and management of traditional and modern documentary materials. The Institute will be held at the Georgia Archives in Morrow, Georgia, 15 miles south of Atlanta.

Timothy L. Ericson, former Director of Archival Studies, University of Wisconsin-Milwaukee School of Information Studies, will be the instructor during the first week. Topics will include acquisition, appraisal, arrangement, description, reference, as well as legal and administrative issues. The second week of instruction will begin with training on preservation by Christine Wiseman, Preservation Manager at the Georgia Archives. To link archival theory with real world application, students will also participate in individualized, three-day internships at local archival repositories.

Tuition is $500. Enrollment is limited and the deadline for receipt of application, resume, and $75 application fee (refunded if not admitted to Institute) is March 1, 2010. Tuition does not cover transportation, housing, or meals.


For an application to the Institute or information, please visit the Georgia Archives Institute web site at www.georgiaarchivesinstitute.org or contact:

Georgia Archives Institute
P.O. Box 279
Morrow, GA 30260-0279
Email: GeorgiaArchivesInstitute@yahoo.com
Nashville is Center for Family History Research at Religious Archives

by
Taffey Hall

Nashville, Tennessee, is home to several opportunities for family history research at religious archives. Two national collections and several state and regional archives make the area a rich center for documenting religious life. On November 7, 2009, a workshop in Nashville explored the various opportunities in Middle Tennessee for uncovering information about family history in religious archives.

“Keeping the Faith: Family History Research in Nashville’s Religious Archives,” was sponsored by the Society of Tennessee Archivists, Middle Tennessee Genealogical Society, Friends of Metro-Nashville and Davidson County Archives, and Bellevue History and Genealogy Group. By cooperating with several groups, organizers were able to keep registration fees at only $5.00 per person, which covered the cost of boxed lunches and registration packets for workshop attendees. Forty-eight people attended the event. Presentations included representatives from the Disciples of Christ Historical Society, Southern Baptist Historical Library and Archives, Catholic Diocese of Nashville, Episcopal Diocese of Tennessee, Tennessee Methodist Conference Archives, Presbytery of Middle Tennessee, Church of Jesus Christ of Latter Day Saints Family History Center, and the Annette Levy Ratkin Jewish Community Archives.

The Disciples of Christ Historical Society and Southern Baptist Historical Library and Archives are national in scope. McGarvey Ice, Director of Research Services at the DCHS, offered tips for researching all strands of the Stone-Campbell movement. “First, think specific and ask for the information you want,” he said, noting that while the DCHS is the largest repository of Stone-Campbell movement records, university and seminary libraries, like the Beauman Library at Lipscomb University, also in Nashville, will hold manuscript records and periodicals that are useful to genealogists. Ice suggested genealogists recognize that “while a religious archive may or may not have that wonderful baptismal record, they will have abundant resources for understanding what life and faith was like in that particular group when your ancestor lived.” Congregational files, minister’s biographical files, and periodicals provide additional information. The SBHAL holds materials documenting the history of the Southern Baptist Convention as well as materials on a variety of smaller Baptist bodies in the South. The SBHLA houses a large collection of church records on microfilm. Membership rolls in church records will often arrange family members’ names together, provide dates of church membership, and explain how people joined and left the church. These sources give details to a person’s life that may not be found anywhere else. If your ancestor was a minister, national; state; and associational annuals provide useful statistical information. Church information files, biographical files, ministerial directories, and state and regional histories are also helpful. Patrons may also find information on Belmont University, Freewill Baptist Bible College, and the library at LifeWay Christian Resources, the Southern Baptist Convention’s publishing house, in Nashville.

State-specific religious collections in Middle Tennessee include materials about the Episcopal Diocese of Tennessee and the Tennessee Conference of the United Methodist Church. Gregory G. Poole, an archivist at the Tennessee State Library and Archives, serves as the elected archivist for the Episcopal Diocese of Tennessee. The official repository for Episcopal records in Tennessee is the DuPont Library at Sewanee University, Poole said, while distributing a list of church histories and religious records from the Sewanee collection. The Archives of the Episcopal Church in Austin, Texas, a national collection, will have more information. “Parish records will be especially helpful.” Poole said. Parish records provide information on birth and death dates, family relationships, and often show where a person was buried. The Tennessee Conference of the UMC maintains an archive in the McKendree Methodist building on Commerce Street in downtown Nashville. The archive includes some church records, numerous church histories, and biographical files mainly documenting Methodists in Middle Tennessee. “Conference periodicals, journals, magazines, and newspapers often have helpful genealogical information including obituaries that may not have appeared in daily newspapers,” said volunteer archivist Jim Havron whose full time position is in the Special Collections department of the Nashville Public Library. Appointments to the Tennessee Methodist Archives center are encouraged. The national repository for UMC records is at Drew University in Jefferson, New Jersey.

continued on next page
Regional and local religious archives in Nashville include the Archives of the Catholic Diocese of Nashville, family history centers operated by the Church of Jesus Christ of Latter Day Saints, the clerk’s office of the Presbytery of Middle Tennessee, and the Nashville Jewish Federation Library and Archives. “Religious Archives are authentic witness to history, culture, and tradition,” noted archivist Barbara Baltz of the Catholic archive. Some materials at the Catholic archive are not open to the public, but information that is includes sacramental records from 1844-1930, for parishes closed by the diocese and when parish records are not available through the parish office; official Catholic directory statistics from 1838-2008; and information on general diocesan history both published and unpublished. “Some folks consider the dates of personal sacraments as important as civil records,” Baltz continued. The LDS church operates a massive Family History Library in Salt Lake City, Utah, and numerous family history centers that carry information unique to their local and surrounding geographical area across the country. Carol Hansen, volunteer at the LDS family history center in Franklin, described examples of LDS holdings at the facility, “we have materials tracing LDS families; LDS ordinances and sealings from 1970-1992; church records from Davidson, Wilson, Cheatham, and Giles counties in Tennessee; vital statistics for nineteenth century Tennessee churches, and Tennessee census records.” Additional area LDS family history centers near Nashville are located in Dickson, Madison, and Smyrna. While not an official repository for Presbyterian historical records, the clerk’s office at the Presbytery of Middle Tennessee in Franklin occasionally answers genealogical queries. Contact Therese Howell for more information. The Presbyterian Historical Society in Philadelphia, Pennsylvania, houses material of interest to genealogists including biographical files, ministerial directories, photographs, and baptismal records.

The Annette Levy Ratkin Jewish Community Archives, located in the Library of the Gordon Jewish Community Archives, contains a rich collection of personal records (certificates of birth, marriage, and death, diaries, and scrapbooks); family histories (biographical sketches, family trees, and oral histories); immigration and naturalization documents; photographs; obituaries; and oral histories documenting the history of Jews in Middle Tennessee. A unique strength of the archive is photographs of the Temple Cemetery, the oldest existing site of the Nashville Jewish community, dating to 1851. “These photographs have been used frequently by families from all over the country researching their family histories,” said Ratkin. The American Jewish Archives at Hebrew Union College in Cincinnati, Ohio, has a collection that is national in scope.

Archival, microfilm, and book collections at the Tennessee State Library and Archives and Vanderbilt University contain materials on religious groups. For African Americans, the libraries at Fisk University and American Baptist College have rich collections. The R.H. Boyd Publishing Board and African Methodist Episcopal Publishing House have photographs and other materials.
WHY NOT JOIN STA?

The Society of Tennessee Archivists invite membership from all persons interested in Tennessee's archives and historical resources. Membership is on a calendar basis. STA currently holds one meeting each year which includes the annual business meeting, at which the society officers are elected by the membership. STA publishes its newsletter several times a year and invites contributions from members and non-members. STA is a member of the Southern Archivists Conference (SAC), the regional association for Southern archivists and is currently comprised of Alabama, Louisiana, Mississippi, and Tennessee. SAC meetings are held every other year with each state alternately hosting the meeting.

- Full Membership, $20.00/year
- Institutional Membership, $20.00/year
- Associate Membership $10/year

Please make checks payable to: SOCIETY OF TENNESSEE ARCHIVISTS, and include membership information (name, address, institutional information, phone number, fax number and email address) and mail to:

Amber Gilmer, Treasurer
Society of Tennessee Archivists
c/o Tennessee State Library and Archives
403 Seventh Avenue North
Nashville, TN 37243-0312

Help Wanted!

If there is any area of service that you would like to participate in the Society, please contact Jim Havron (archivist@tnumc.org or james.havron@nashville.gov). We have several standing committees, some potential new task forces and roundtables, and if we don’t have one set up, we will find a way to let you help. Particular areas we need volunteers would be in education/outreach activities, communication, student and related field relations, and technology.

We’re All Connected!

Don’t forget we have 2 ways to connect through social networks. There is a group for STA at Facebook (search FB for Society of Tennessee Archivists under groups-organizations-professional organizations) if you wish to connect. We also have a Ning network site (http://tennarc.ning.com) although this is a more controlled, if a bit more primitive, environment. At present, only STA members have joined, although it is technically available to all interested parties. We can form groups for STA only within the network (for less public communication) and other groups for roundtables, task-forces, etc. To join, go to the page and request membership. Membership for both networks is by permission only at this time.

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Please address all questions, comments, and submissions to:

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