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Series 9

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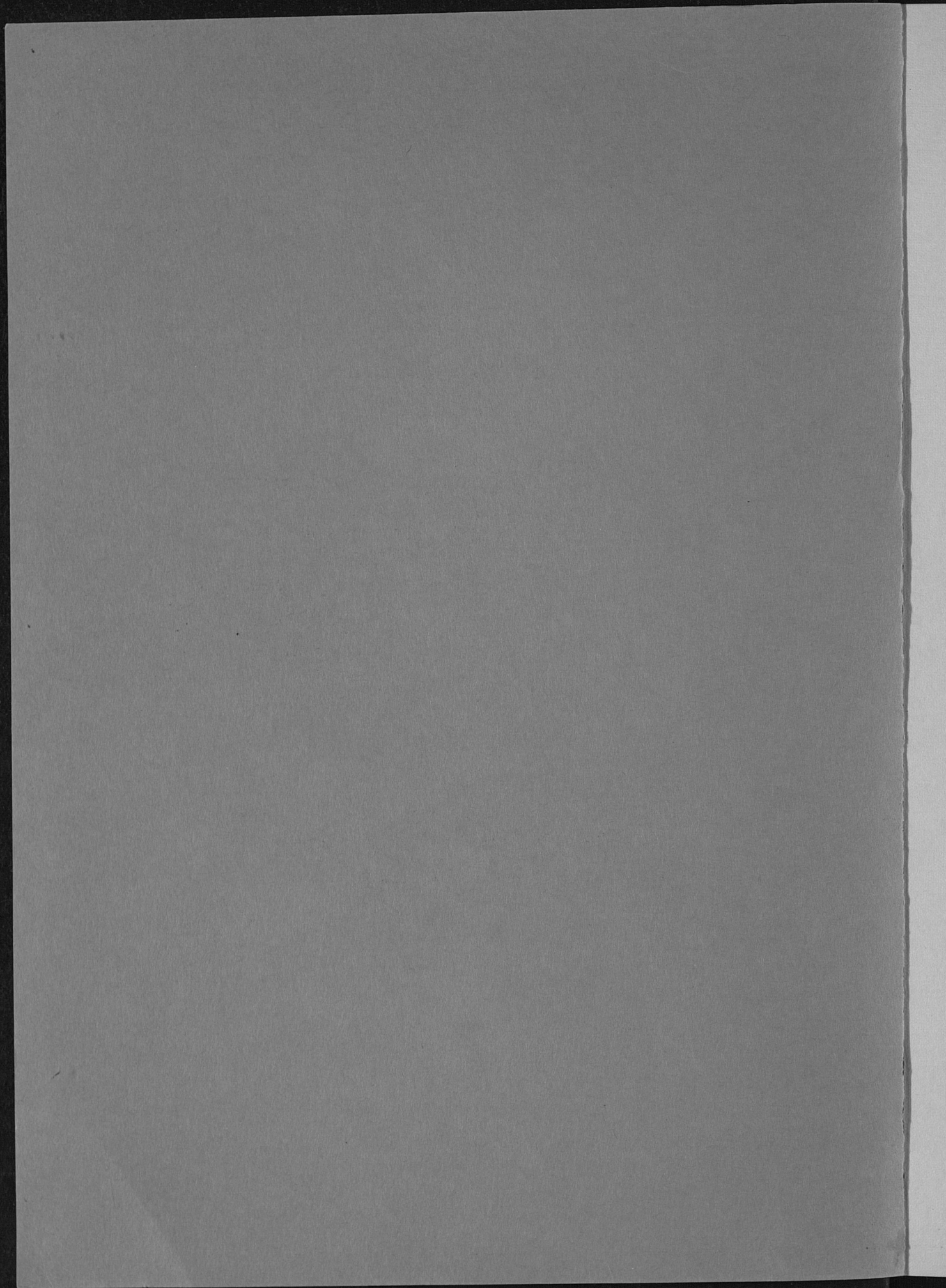
Inventory of the State
Archives of North Carolina

Series IX
Miscellaneous Agencies

No. 2
State Library
No. 3
Library Commission of North Carolina
No. 4
State Board of Elections

North Carolina Historical
Records Survey Project
Division of Community
Service Programs
Work Projects Administration
Raleigh, N. C.
November 1941

LIBRARY
UNIVERSITY of KENTUCKY



INVENTORY OF THE STATE ARCHIVES

OF

NORTH CAROLINA

SERIES IX

MISCELLANEOUS AGENCIES

No. 2

STATE LIBRARY

No. 3

LIBRARY COMMISSION OF NORTH CAROLINA

No. 4

STATE BOARD OF ELECTIONS

Prepared By

The North Carolina Historical Records Survey Project
Division of Community Service Programs
Work Projects Administration

* * * * *

Raleigh, North Carolina
The North Carolina Historical Records Survey Project
November 1941

Historical Records Survey Projects

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Sponsored by the North Carolina Historical Commission

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FOREWORD

The Inventory of the State Archives of North Carolina is one of a number of guides to historical materials prepared throughout the United States by workers on the Historical Records Survey of the Work Projects Administration. Each state department, institution, or other agency will be represented by a separate section of the inventory; the sections for functionally related agencies will be grouped in series.

The Historical Records Survey program was undertaken in the winter of 1935-36 for the purpose of providing useful employment to needy unemployed historians, lawyers, teachers, and research and clerical workers. In carrying out this objective, the project was organized to compile inventories of historical materials, particularly the unpublished government documents and records which are basic in the administration of local government, and which provide invaluable data for students of political, economic and social history. Up to the present time approximately 1,300 Survey publications have been issued throughout the country. The archival guide herewith presented is intended to meet the requirements of day-to-day administration by the officials of the State, and also the needs of lawyers, businessmen, and other citizens who require facts from the public records for the proper conduct of their affairs. The volume is so designed that it can be used by the historian in his research in unprinted sources in the same way he uses the library card catalog for printed sources.

The inventories produced by the Historical Records Survey program attempt to do more than merely give a list of records--they attempt to sketch in the historical background and to describe precisely and in detail the organization and functions of the agencies whose records they list. The inventories for the entire country will, when completed, constitute an encyclopedia of state and local government as well as a bibliography of state and local archives.

The successful conclusion of the work of the Historical Records Survey, even in a single agency, would not be possible without the support of public officials, historical and legal specialists, and many other groups in the community. Their co-operation is gratefully acknowledged.

The Survey program was organized by Luther H. Evans, who served as Director until March 1, 1940, when he was succeeded by Sargent B. Child. The Survey operates as a nation-wide series of locally sponsored projects in the Division of Community Service Programs, of which Mrs. Florence Kerr, Assistant Commissioner, is in charge.

HOWARD O. HUNTER

COMMISSIONER

PREFACE

The Historical Records Survey was created in the winter of 1935-36 as a nation-wide Works Progress Administration project for the "discovery, preservation and listing of basic materials for research in the history of the United States."¹ Under the direction of Dr. Luther H. Evans, the Survey undertook an extensive program for the inventory of state and local archives, early American imprints, church archives, and collections of manuscripts. Pursuant to the provisions of the Emergency Relief Act passed June 30, 1939, the existence of the Survey as a single nation-wide project sponsored by WPA itself was terminated August 31, 1939; and the work of the Survey was continued within the individual States by locally sponsored projects operating within the national WPA Historical Records Survey which continued under the direction of Dr. Evans until his resignation and the subsequent appointment of Sargent B. Child as national director on March 1, 1940.

The North Carolina Project of the Federal Historical Records Survey was established February 1, 1936, with Dr. C. C. Crittenden, Secretary of the North Carolina Historical Commission, as director. Until November 1936 the Survey operated as an autonomous unit of the Federal Writers' Project, directed in North Carolina by Edwin Bjorkman. Dr. Crittenden resigned as State Director June 30, 1937, and was succeeded by Dan Lacy, who had previously served as Assistant State Director. The work of the North Carolina unit of the Historical Records Survey was continued by the North Carolina Historical Records Survey Project established September 1, 1939, and sponsored by the North Carolina Historical Commission. Mr. Lacy resigned as State Supervisor on April 2, 1940, to accept an appointment as Assistant to the Director of Historical Records Survey Projects in Washington, D. C., and was succeeded by the present State Supervisor.

The present inventories of the records of the State Library, the Library Commission of North Carolina, and the State Board of Elections form a section of the Inventory of the State Archives of North Carolina being prepared by the North Carolina Historical Records Survey Project. Since each inventory occupies so little space and because the agencies have been placed consecutively in the classification scheme for State agencies, the three inventories have been included in one volume, a departure from the general policy of the Survey, which has been to devote one volume to each department or agency. Preceding the State Library, the Library Commission, and the State Board of Elections in Series IX, Miscellaneous Agencies, is the North Carolina Historical Commission. Although the inventory of each agency constitutes a separate unit, entries for records have been numbered consecutively throughout the volume to facilitate indexing.

The inventory was prepared under the supervision of Branson Marley, public archives supervisor. The inventory was read for the sponsor by Dr. C. C. Crittenden of the North Carolina Historical Commission and was

1. Works Progress Administration, Operating Procedure No. W-2, Revised July 2, 1937.

edited by Miss Mabel S. Brodie of the central office staff. The Survey is indebted to the members of the staffs of the State Library, the Library Commission and the State Board of Elections for their generous co-operation in the work.

COLBERT F. CRUTCHFIELD, STATE SUPERVISOR
NORTH CAROLINA HISTORICAL RECORDS SURVEY
PROJECT

November 1941

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ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

c.	chapter (s)
<u>ibid.</u>the same reference
p., pp.page (s)
s (s)	section (s)
vol. (s)volume (s)
xby (in dimensions)
--current

Exact titles on volumes or containers are written in all capitals without brackets.

Descriptive titles, written in all capitals and enclosed in brackets, have been assigned to records having no exact titles on volumes or containers.

Explanatory titles, written with initial capitals and enclosed in brackets, have been added to exact titles which are misleading or are not sufficiently descriptive of record content.

If units of a record have distinguishing numbers, letters, or other labeling, such labeling is indicated in brackets following the statement of quantity in the title line.

Dimensions of volumes or record containers are given in inches.

Number of papers contained, as shown in title lines, is approximate total number covered by the entry.

Unless otherwise indicated the condition of a record is assumed to be good or excellent.

No. 2 STATE LIBRARY

1. Structural Organization and Evolution

The State Library, sometimes referred to as the Public Library, originated in 1812 as a part of the Secretary of State's office. An act of the General Assembly of that year ordered the Secretary of State to collect and keep in his office in a bookcase to be procured for the purpose all books and documents received from the executives and legislatures of other states, the acts and journals of Congress together with all other documents received from the Executive and Congress of the United States, the laws, acts, and journals of the General Assembly of North Carolina, all treaties entered into on the part of the State, and all other books and documents received and intended for the use of the General Assembly. All such books not already well bound were to be neatly bound, lettered, and numbered, and the Secretary of State was to compile and submit to the next session of the General Assembly a catalogue of all the books collected.

The Library was to be maintained solely for the use of members of the General Assembly, heads of departments, and judges of the Supreme Court. The books were to be lent and returned in accordance with such rules as the Secretary of State prescribed.¹

For his services as Librarian and for the bookcase the Secretary of State was to receive a compensation to be determined by the Governor, the Treasurer, and the Comptroller and to be paid by the Treasurer on their certificate.²

According to the report of the Secretary of State to the next session of the General Assembly the duties assigned the previous year were performed and 98 volumes were gathered to form the State Library. In general these books consisted of journals and acts of the Congress of the United States, of the North Carolina General Assembly, and one of the legislatures of other states, consolidations of North Carolina laws, and various commentaries and court reports.³ An act of 1813 allowed the Secretary of State the sum of \$50 for his services as State Librarian.⁴

Apparently the General Assembly took no further cognizance of the Library until 1816 when Archibald D. Murphey of the Senate moved that a joint committee be appointed to examine into the state of the Library and public records, to have rebound such books as were worn or mutilated, and to have bound for the use of the General Assembly such documents as seemed useful. The motion was passed, and the Senate appointed two members.⁵ The House concurred and appointed four members.⁶

1. Laws of North Carolina,
1812, c. 16, s. 1.
2. Ibid., s. 2.
3. Journal of the House of
Commons, 1813, pp. 12-13.
4. Laws of North Carolina,

1813, c. 16, s. 3.
5. Journal of the Senate,
1816, p. 3.
6. Journal of the House of
Commons, 1816, p. 5.

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Before the end of the session the committee brought in its report, which was largely concerned with the decayed condition of the manuscript laws and land grants in the Secretary of State's office. As a result of its investigation the committee recommended the adoption by the General Assembly of two resolutions: That the Secretary of State have certain books rebound and that an annual appropriation of \$250 be made for the increase of the Library, such sum to be expended under the direction of a joint select committee of the two houses which should be appointed annually and which should establish rules and regulations for the Library.⁷ The report was accepted and the resolutions adopted.⁸

In 1817 the joint select committee of the General Assembly was appointed, as agreed in the resolution of the previous session, to draw up the rules and bylaws to be observed in the Library of the State and to lay out the annual fund set aside for the increase of the Library.⁹ This committee apparently appointed a Librarian; it certainly drew up rules for the governing of the Library and prescribing the duties of a Librarian. According to the resolution reported by the Committee, which was adopted by the General Assembly, the Library was to be kept open every day during the session of the General Assembly from 9 until 3 o'clock; it was to be used exclusively by the members of the General Assembly, the Governor, the heads of departments, and judges and members of the Supreme Court. It would seem that the Library was to be accessible at all times for those included in the three last named categories.¹⁰ A second resolution, recommended by the committee and passed by the General Assembly, renewed the annual appropriation of \$250 to be placed at the disposal of the joint select committee.¹¹

For the next three years the committee was regularly appointed and went about its duties of selecting a Librarian, directing the expenditure of the annual appropriation, and generally overseeing the operation of the Library.¹² Just where the Library was housed during the period from 1816, when it was taken out of the hands of the Secretary of State, until 1821, cannot be definitely ascertained. In 1817 a resolution directed the commissioners appointed to construct a fireproof house in the public square to have one room fitted up to house the State Library.¹³ This order was apparently not carried out, for on December 14, 1821, the joint select committee on the Library was ordered to inquire into the propriety of moving the State Library "from where it is at present located to the large room in the west wing of the State House, commonly called the Conference Room."¹⁴ The committee reported that the Library should be moved and the General Assembly ordered that it be thenceforth housed there.¹⁵

7. Journal of the Senate, 1816, p. 46.

8. Ibid., p. 57; 1817, p. 12.

9. Ibid., pp. 12, 14.

10. Ibid., p. 75.

11. Ibid.

12. Journal of the House of

Commons, 1817-20, passim; Journal of the Senate, 1817-20, passim.

13. Ibid., 1817, p. 75.

14. Journal of the House of Commons, 1821, p. 61.

15. Legislative Papers, Historical Commission, 1821-22, box 342.

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In 1821 the General Assembly raised the annual appropriation for the increase of the State Library to \$500¹⁶ but the Comptroller refused to sign warrants for the additional \$250 except during the year 1822 because he interpreted the resolution to apply only to the one year. Finally in 1825, a resolution clarifying the matter and making an annual appropriation of \$500 passed the General Assembly.¹⁷

On February 10, 1827, the General Assembly appointed a Librarian, at an annual salary of \$75, and required him to make out and deposit with the Secretary of State a list of the books in the Library.¹⁸ Thereafter, the General Assembly annually appointed the State Librarian.¹⁹ His salary was increased to \$100 per annum in 1828.²⁰

By 1831 the Library probably contained several hundred volumes. On June 21 of that year, however, the fire which destroyed the State House consumed the entire Library.²¹ The regularly appointed committee of the next session of the General Assembly interviewed the State Librarian and found that only 95 items, of which 56 were pamphlets, remained. These items, none of which were of great value, were saved because they were on loan at the time of the fire. An additional 15 or 20 volumes were loaned out to Archibald D. Murphey, under a resolution of the General Assembly of 1826-27, but as the receipt was destroyed, their character was unknown at the time the report was made.²²

On the basis of their findings the committee recommended on January 7, 1832, that the Secretary of State be ordered to collect the few books remaining and to hold them pending further orders of the General Assembly.²³ In 1836 the Secretary of State was allowed an annual salary of \$50 per annum for his services as State Librarian.²⁴

As a result of gifts from several prominent individuals and in order that it might receive proper attention the General Assembly of 1840 set up the State Library as an independent agency.²⁵ The Governor and the Justices of the Supreme Court were authorized to act as trustees of the Library, and to appoint the Librarian; and the Governor was empowered to designate the material to be included.²⁶ With the reorganization of the

16. Journal of the House of Commons, 1821, p. 61; 1825, p. 162.

17. Ibid.; Laws of North Carolina, 1825, Resolutions, p. 90.

18. Ibid., 1826-27, Resolutions, p. 87.

19. Ibid., passim; Legislative papers, passim.

20. Laws of North Carolina, 1828, Resolutions, p. 92.

21. Raleigh Star and Gazette, June 23, 1831; Legis-

lative Papers, 1831-32, boxes 465 and 469.

22. Ibid., boxes 469, 483.

23. Ibid., box 483; Laws of North Carolina, 1831-32, Resolutions, p. 141.

24. Ibid., 1836-37, c. 32.

25. Journals of the General Assembly, 1840-41, passim; Laws of North Carolina, 1840-41, c. 46.

26. Ibid., ss. 3, 6.

(State Library)

(First entry, p. 9)

Government under the Constitution of 1868, the General Assembly of 1870-71 re-created the board of trustees with the same membership.²⁷ But the next session changed the composition of the board to consist of the Governor, the Superintendent of Public Instruction, and the Secretary of State.²⁸ This ex officio membership has remained until the present.

The primary function of the board of trustees is to choose the State Librarian who is the executive head of the Library. However, during two periods, this power has been forbidden the board, for from 1871 until 1883 and from 1895 until 1903 the General Assembly chose the State Librarian.²⁹ The Librarian must give such bond as is demanded by the trustees.³⁰

Originally, the Librarian was appointed for an indefinite term.³¹ From 1870-71 until 1883 and from 1895 until 1903 provision was made for choice of a Librarian biennially;³² from 1883 until 1895, the term of office was indefinite.³³ Since 1903 there has been a provision for a quadrennial appointment; but since the Librarian serves until he is re-appointed or until his successor is appointed and qualifies, no effort is made to meet the requirements.³⁴

In 1840 the salary of the Librarian was to be not more than \$75 annually.³⁵ In 1842-43 the salary was increased to \$300 annually;³⁶ in 1870-71, to \$500;³⁷ and in 1873-74, to \$750.³⁸ In 1879, the salary was reduced to \$400;³⁹ but in 1883 was again raised to \$750.⁴⁰ In 1901 the salary was increased to \$1,000,⁴¹ then to \$1,500,⁴² again to \$2,500.⁴³ In 1933 the economy measures reduced the Librarian's salary

27. Laws of North Carolina, 1870-71, c. 70, s. 1.
28. Ibid., 1871-72, c. 169, s. 3. At the same time the General Assembly created a Supreme Court Library, with the Governor and judges of the Supreme Court as trustees, and divided the appropriation for the State Library equally between the two. Provision for equal division of the appropriation was repealed in 1883. For full discussion of the Supreme Court Library see Inventory of the State Archives of North Carolina, Series III, Courts and Law Enforcement Agencies, No. 1, General Court, Court of Conference and Supreme Court.
29. Ibid., 1870-71, c. 70; 1883, c. 216, s. 1; Public

- Laws of North Carolina, 1895, c. 351, hereafter cited as Public Laws; 1903, c. 726.
30. Laws of North Carolina, 1842-43, c. 68, s. 2; 1883, c. 216, s. 1.
31. Ibid., 1840-41, c. 46, s. 3.
32. Ibid., 1870-71, c. 76; Public Laws, 1895, c. 351, s. 1.
33. Laws of North Carolina, 1883, c. 216, s. 1; Public Laws, 1895, c. 351.
34. Ibid., 1903, c. 727.
35. Laws of North Carolina, 1840-41, c. 46.
36. Ibid., 1842-43, c. 68, s. 2.
37. Ibid., 1870-71, c. 70, s. 1.
38. Ibid., 1873-74, c. 63.
39. Ibid., 1879, c. 240, s. 14.
40. Ibid., 1883, c. 216, s. 1.
41. Public Laws, 1901, c. 503.
42. Ibid., 1907, c. 647.
43. Ibid., 1921, c. 206.

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to \$1,800 annually⁴⁴ and in 1935 the salaries of all State officials were increased 20 percent.⁴⁵

In addition to his regular salary, the Librarian is allowed \$250 per annum for maintaining the library of the General Assembly, \$1 per day during sessions of the General Assembly for keeping that library open, and a fee of 50¢ for each certified copy of a record and 10¢ each for each additional copy.⁴⁶

During the period from 1871 until 1883 when the State Librarian was chosen by the General Assembly, a vacancy for the unexpired term was filled by the Governor until the next session of the General Assembly, which either approved the Governor's appointment or chose another Librarian.⁴⁷

In 1901 the Librarian was authorized to employ an assistant at \$400 annually.⁴⁸ Later the salary of the assistant was increased to \$600 annually and the Librarian was allowed to employ a janitor at \$25 a month.⁴⁹ In 1913 the legislature authorized the trustees to employ additional clerical help when necessary.⁵⁰ In 1921 the Librarian was allowed a second assistant.⁵¹ Since 1925 all personnel matters have been subject to the approval of the Budget Bureau.⁵²

The State Librarian is an ex officio member of the Library Commission which was created in 1909.⁵³

2. Powers and Duties

In addition to their duty of appointing the Librarian, the trustees must generally supervise the activities of the State Library.⁵⁴ All money appropriated to the Library must be expended subject to the approval of the trustees.⁵⁵ Furthermore, the trustees make the rules by which the Librarian and the users of the Library are to be governed;⁵⁶ in practice however, the rules and regulations of the Library have not varied essentially from those set forth in acts of the General Assembly prior to 1843.⁵⁷

44. Public Laws, 1933, c. 202.

45. Ibid., 1935, c. 56.

46. Laws of North Carolina, 1887, c. 258, s. 3; 1889, p. 519; Public Laws, 1905, c. 537, s. 4; 1921, c. 202.

47. Laws of North Carolina, 1870-71, c. 70, s. 1.

48. Public Laws, 1901, c. 503.

49. Ibid., 1907, c. 647.

50. Ibid., 1913, c. 33.

51. Ibid., 1921, c. 202.

52. Ibid., 1925, c. 89; 1929, c. 100.

53. Ibid., 1909, c. 873, s. 1. See infra, pp. 13 ff.

54. Laws of North Carolina, 1840-41, c. 46, s. 3; 1871-72, c. 169, s. 3.

55. Ibid., 1840-41, c. 46, s. 2; 1842-43, c. 68, s. 2; 1871-72, c. 169, s. 3.

56. Ibid.

57. Ibid., 1842-43, c. 68, s. 1; State Librarian, Biennial Report, 1938-40, passim.

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The Governor was authorized in 1841 to designate the printed documents to be preserved in the Library⁵⁸ and the board of trustees was to purchase the books.⁵⁹ In 1901 provision was made for a committee, consisting of the Librarian, the Superintendent of Public Instruction, and three other persons appointed by the trustees and serving without compensation, to purchase books for the Library.⁶⁰

In the same year the trustees of the Library were required to make such distribution of reports and publications of State agencies as they deemed advisable.⁶¹ This function has been succeeded to by the Division of Publications of the Secretary of State's Department.⁶²

Probably at the instigation of Secretary of State William L. Saunders, who had become interested in a 46 year old movement for the collection and publication of documents relative to the Colonial and Revolutionary history of North Carolina,⁶³ the General Assembly of 1881 authorized the trustees to publish in the necessary number of volumes of a suitable size the records, papers, documents, and manuscripts belonging to the State and bearing a date prior to 1791.⁶⁴ As the work progressed under Saunder's supervision it soon became apparent that there were serious gaps in the colonial records of the State and that to publish anything like a complete series of documents would necessitate gathering materials held in other places, particularly in England. Consequently, the trustees of the State Library were authorized to arrange for the collection of the missing records and for their publication along with the other records already authorized to be published.⁶⁵

To defray the expenses involved in the publication program, the trustees were authorized to draw on the Library appropriation for the obtainment of the missing records as well as for the printing and binding of the completed work. If the expenses incurred in collecting were too great to be borne by the Library Fund, the trustees were authorized to draw on the Treasurer for the necessary sums.⁶⁶

In 1891 the General Assembly, as a result of the decision of the Attorney General that the annual appropriation for the Library was for the purpose of purchasing books and not to be used to pay printing and binding costs, appropriated \$150 per annum to do such work for the Library.⁶⁷

58. Laws of North Carolina, 1840-41, c. 46, s. 6.

59. Ibid., s. 2.

60. Public Laws, 1901, c. 503, s. 3.

61. Ibid., c. 104.

62. For further discussion see Inventory of the State Archives of North Carolina, Series I, General Governmental Agencies, No. 8, Department of State.

63. See Dan Lacy and Charles Christopher Crittenden, The Historical Records of North Carolina, Vol. I, The County Records, pp. 5-6.

64. Laws of North Carolina, 1881, c. 88, s. 1.

65. Ibid., 1883, Resolutions, p. 619.

66. Ibid., 1881, c. 88, s. 2; 1883, Resolutions, p. 619.

67. Ibid., 1893, Resolutions, p. 655.

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The trustees were authorized to sell the published volumes of early records on such terms as they deemed proper⁶⁸ and to exchange the publications with any other states which might thereafter supply similar documents to the State Library.⁶⁹

The result of this work was the thirty-one volume set of colonial and state records, recognized as one of the best series of the kind issued by any of the American states.⁷⁰

The functions of the board of trustees have largely been abdicated to the State Librarian; in addition, the Librarian has certain specific duties which have been assigned by law. His primary duty is, of course, to preserve and make available to qualified users the resources of the State Library. In this connection he was ordered in 1901 to arrange for the accommodation of Negro users of the Library.⁷¹ He is required to keep lists and catalogues of books in the Library and to report a list of new accessions to each regular session of the General Assembly.⁷²

From time to time the General Assembly has ordered the Librarian to collect certain types of materials for the Library. On January 5, 1831, he was ordered to purchase three copies of Jonathan Elliot's journals and debates of the Federal and state conventions.⁷³ In 1840 he was ordered to collect and bind the printed reports and journals of the General Assembly and reports of committees on important subjects.⁷⁴ In 1844 he was ordered to procure and preserve in the Library two of the principal newspapers of the State and five copies of the journals and acts of the General Assembly.⁷⁵

Since 1889 the Librarian has been required to keep a record of, and to receipt for, all laws, documents, and reports received from other states. He was further required to distribute them to the different departments for which they were intended.⁷⁶

The time of keeping the Library open has from time to time been enacted into law. Such laws have become antiquated and the Library now observes the same hours as are observed by the various State departments; furthermore, through an arrangement with the Budget Bureau, it remains open on Saturday afternoon during the winter.

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| <p>68. <u>Laws of North Carolina, 1881, c. 88, s. 2.</u></p> <p>69. <u>Ibid., 1893, Resolution, p. 489.</u></p> <p>70. Saunders, William L., editor, <u>The Colonial Records of North Carolina</u> (10 v., Raleigh, 1886-90); Clark, Walter, editor, <u>The State Records of North Carolina</u>, (16 v., Winston, Goldsboro, Charlotte, 1895-1905); Weeks, Stephen B., <u>Index to the Colonial and State Records</u></p> | <p>of North Carolina (4 v., Goldsboro, Charlotte, Raleigh, 1909-14).</p> <p>71. <u>Public Laws, 1901, c. 503, s.2.</u></p> <p>72. <u>Journal of the Senate, 1817, p. 75; Laws of North Carolina, 1826-27, Resolutions, p. 87; 1828, Resolutions, p. 92. 1840-41, c. 46, s. 4; 1844, c. 62.</u></p> <p>73. <u>Legislative Papers, 1831-32, box 448.</u></p> <p>74. <u>Laws of North Carolina, 1840-41, c. 46, s. 5.</u></p> <p>75. <u>Ibid., 1844, c. 62.</u></p> <p>76. <u>Ibid., 1889, c. 535, s. 1.</u></p> |
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(State Library)

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Since 1905 the State Librarian has been allowed a seal and has been authorized to make copies of any materials in the Library and to collect a fee of 50 cents per certification for each certified copy made.⁷⁷

In addition to his duties relative to the State Library, the Librarian is custodian of the library of the General Assembly. Originally, the State Library was largely a documents and law library, but as it expanded in scope it became less usable by the members of the General Assembly. Consequently, the legislature passed an act on February 16, 1855, establishing the documents library. This act provided that the principal clerk of each house should collect three copies of each document ordered by the General Assembly to be printed and to have such documents bound and shelved in their respective offices for the use of the members.⁷⁸

In 1858-59 the General Assembly transferred the custodianship of the documents library to the State Librarian and ordered him to collect and arrange the archives of the Senate and House, the acts, journals, and published documents of the General Assembly, printed reports of internal improvement companies and other companies of the State, and reports, documents, and papers published by the Federal Government and states and territories of the Union.⁷⁹ The Librarian was also ordered to furnish any other documents and reports at that time held by the Library or in departmental libraries which could be supplied without impairing the efficiency of these libraries.⁸⁰

For the better preservation of the documents library, the Librarian was to have erected in the offices of the clerks and in the ante rooms and committee rooms of the legislature the necessary bookcases and shelves to house the books and the necessary furniture to accommodate their users.⁸¹

In 1881 the Librarian was ordered to keep the documents library locked except during sessions of the General Assembly.⁸²

By 1887 the documents library had become so large and was so scattered that the General Assembly ordered its transfer to the former rooms of the State Library and Superintendent of Public Instruction in the Capitol.⁸³

To all intents and purposes, however, the documents library and the State Library have become one. The only books of the former that are now kept separate from the State Library are the printed acts, journals, and documents of the North Carolina General Assembly which have been collected under the acts relative to the documents library; the members of the General Assembly can and do use the State Library extensively.

77. Public Laws, 1905, c. 537.

78. Laws of North Carolina, 1854-55, c. 24.

79. Ibid., 1858-59, c. 41, s. 1.

80. Ibid., s. 3.

81. Ibid., s. 2.

82. Ibid., 1881, c. 352.

83. Ibid., 1887, c. 258.

(State Library)

(1-3)

3. Housing, Care, and Accessibility of Records

The State Library is now located on the first floor of the State Administration Building in Raleigh. Prior to 1913, however, the Library was moved from place to place. From 1812 until at least 1817 the Library was in the office of the Secretary of State, which was located on the Public Square in one of the outbuildings which at that time clustered around the Capitol. Where the Library was located until 1821 cannot be ascertained, but in that year it was ordered to be moved "from where it is now located to the large room in the west wing of the State House, commonly called the Conference Room." It remained in that room until the State House burned in 1831. From 1831 until 1841 it was again housed in the Secretary of State's office. In 1841 the Library was moved into a room in the southeast corner of the third floor of the Capitol. It remained in this room until 1885 when it was moved into the State Departments Building on the corner of West Edenton and North Salisbury Streets.

Finally, in 1913, the Library was moved to its present location in the State Administration Building, which faces West Morgan Street on the block between Fayetteville and South Salisbury Streets. The building, which was completed in 1913, is a four-story structure of modified French Renaissance design constructed of brick and concrete with a limestone facing. The floors of offices are of wood over concrete; the floors of corridors, of tile over concrete; and the walls, plaster over gypsum blocks.

The entire first floor, a room in the west end of the second floor, and the basement are occupied by the Library. The west end of the main reading room is partitioned off to form the office of the Librarian and his assistants. The office is light, well-ventilated, and clean. Conditions of storage and facilities for the use of records are good and there is ample space for expansion.

Unless otherwise stated, the location is the Librarian's office.

1. [MINUTES], March 14, 1881--. 1 vol. Last entry March 13, 1919.

Minutes of irregular meetings of the Board of Trustees showing members present and business transacted. Arranged chronologically by date of meeting. No index. Handwritten. 600 pp. 16 x 10 x 3.

2. [GENERAL CORRESPONDENCE], 1919--. 48,400 papers in 11 file drawer (dated).

General correspondence of the State Librarian chiefly concerning requests for information, among other things, on North Carolina history, geology, economics, and genealogy. Arranged alphabetically by state of correspondent's residence; thereunder by city or county; thereunder by date of writing. No index. Typed. 12 x 13 x 22.

3. [AUTHOR AND SUBJECT CATALOGUE], undated. 150,000 cards in 95 file drawers (labeled by contained letters of alphabet). Card catalogue of books, showing name of author, name of book, bibliographical data, and call number. Arranged alphabetically by name of

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author and subject. No index. Typed and printed. 4 x 5 1/4 x 15. Reading Room.

4. NEWSPAPER INDEX, undated. 6,000 cards in 3 file drawers (labeled by contained towns).

Card catalogue of newspapers, showing name of paper, publication data, and dates covered by issues held by the Library. Arranged alphabetically by name of town in which published and thereunder alphabetically by name of paper. No index. Typed. 4 x 5 1/4 x 15. Reading Room.

5. [INDEX TO THE NEWS AND OBSERVER], 1926--. 80,000 cards in 36 file drawers (labeled by contained letters of alphabet).

Subject index to articles published in the Raleigh News and Observer, showing subject, title of article, and date of publication. Arranged alphabetically by name of subject. No index. Typed. 4 x 5 1/4 x 15.

6. [INDEX TO NEWS AND OBSERVER FEATURE ARTICLES], undated. 10,000 cards in 8 file drawers (labeled by contained letters of alphabet).

Card index to feature articles in the Raleigh News and Observer, showing subject, name of author, title of article, and date of publication. Arranged alphabetically by name of subject. No index. Typed. 4 x 5 1/4 x 15. 4 file drawers in Reading Room; 4 file drawers in Librarian's Office.

7. MAGAZINE CATALOGUE, undated. 500 cards in 1 file drawer.

Card catalogue of bound periodicals, showing name of periodical and dates covered by Library holdings. Arranged alphabetically by name of periodical. No index. Typed. 4 x 5 1/4 x 15. Reading Room.

8. MONTHLY REPORT TO THE BUDGET BUREAU, July 21, 1925--. 3 post binders.

Monthly reports to the Budget Bureau, including: Monthly Report on the Budget, Form BB 701, showing name of department, date, appropriation symbol, and details of purpose and amount of expenditure; Monthly Report on the Appropriation and Allotment, Form BB 702, showing name of department, date, appropriation symbol, allotment symbol, total appropriation and total allotment for the month less estimated receipts, total transactions, unexpended balance, outstanding obligations, and unencumbered balance; Monthly Report of Outstanding Obligations, Form BB 703, showing name of department, date, appropriation symbol, allotment symbol, date of invoice, order number, name of vendor, contractor, or claimant, amount of obligations this quarter and ensuing quarters, budget classification, and date of delivery; Monthly Report of Expenditures, Form BB 704, showing name of department, date, name of function, bureau, or division, amount for each object, total all objects for each function, bureau, or division, and final total; Voucher Register, Form BB 801, showing name of department, date, fund, appropriation symbol, and date, order number, voucher number, payee, purpose, code number, and amount of each voucher; Pay Roll, Form BB 8011, showing name of department, date, appropriation symbol, voucher number, payee, position, code number, days worked, rate per annum, amount due, deductions, and amount paid; Voucher Register A/c Classification, Form BB 802, showing name of

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department, date, fund, appropriation, purpose, amount this month, amount this quarter to date, and amount fiscal year to date, and previous fiscal year to date for comparison; Receipts Register, Form BB 804, showing name of department, date, fund credited, appropriation, date of each receipt, receipt number, amount and amount deposited to credit of State Treasurer; and Receipts Register A/c Classification, Form BB 805, showing name of department, date, fund, appropriation, purpose, amount this month, amount this quarter to date, and amount fiscal year to date, and previous year to date for comparison. Also contains Request for Quarterly Allotment, Form BB 601; Quarterly Estimates of Revenues, Form BB 605; Request for Allotment from Permanent Improvement Appropriation, Form BB 625; Notification of Allotments for Quarter, Form BB 302; Transmittal of Estimates, Form BB 1001; Estimates of the Amounts Requested for the Biennium, Form BB 1002; Statement supporting Form BB 1002, Form BB 1004; and Interoffice Communication, Form BB 606-706. Arranged chronologically by year; thereunder chronologically by quarter; thereunder chronologically by month. No index. Typed on printed forms. 250 pp. 10 x 12 x 1.

9. [COPIES OF VOUCHER WARRANTS, PURCHASE ORDERS, AND CERTIFICATES OF DEPOSIT AND INVOICES], 1938---. 1,500 papers in 1 file drawer (dated).

Voucher warrants, purchase orders, and invoices relative to Library expenses; and certificates of bank deposits made to the credit of the State Treasurer. No obvious arrangement. No index. Typed on printed forms. 13 x 12 x 22.

No. 3 LIBRARY COMMISSION OF NORTH CAROLINA

1. Structural Organization and Evolution

The Library Commission of North Carolina was created by act of the General Assembly of 1909 for the purpose of increasing and improving library facilities in North Carolina.¹ It consists of five members, of whom two are appointed by the North Carolina Library Association and one by the Governor; the Superintendent of Public Instruction and the State Librarian are members ex officio.² The appointed members serve for terms of three years overlapping. No member of the Commission may receive compensation for service as a member, but all receive actual traveling expenses in attendance at meetings and in visiting or establishing libraries, and expenses incidental to and necessary for the work of the Commission.³ According to the Secretary of the Commission, however, appropriations have not been sufficiently large to pay even traveling expenses of the members. The Commission may accept resignations of members and fill vacancies for unexpired terms.⁴

The Commission employs a secretary who may not be from its own membership, who must be a person trained in modern library methods, whose duties are the usual duties of a secretary and such other duties as may be assigned by the Commission, and who serves at the will of the Commission and for such compensation as the Commission may decide. The Commission also employs other needed assistants and now has a staff of eight as shown in its report for the biennium, 1938-40.⁵

2. Powers and Duties

The Library Commission of North Carolina was created for the purpose of giving advice and assistance to all libraries of the State, to all communities proposing to establish libraries, to all persons interested, as to the best method of establishing and administering such libraries, as to the selection of books, cataloging, and maintenance, and other details of library management; of aiding and organizing new libraries and of establishing and maintaining traveling libraries as may be practicable.⁶

Every public library in the State must make an annual report to the Commission.⁷ The Commission is required to report biennially to the Governor.⁸

1. Public Laws of North Carolina, 1909, c. 873, s. 1.

2. Ibid., s. 2.

3. Ibid., s. 6.

4. Ibid., s. 1.

5. Library Commission, Biennial Report, 1938-40, p. 3.

6. Public Laws, 1909, c. 873, s. 1.

7. The term public library means

free public libraries, subscription libraries, school, college, and university libraries, Young Men's Christian Association libraries, the Supreme Court and State libraries, and libraries of legal and medical societies.

Ibid., s. 4.

8. Ibid., s. 5.

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The Library Commission acts as a central bureau for the libraries of the State for library information, giving advise and assistance on all professional matters; it cooperates with the State departments and organizations in matters that include reading and library service; it aids in the establishment of public libraries and in the reorganization of existing libraries; it published the North Carolina Library Bulletin until its temporary discontinuance in January 1933; it compiles library statistics based on annual reports of libraries; it lends books to, and does reference work for, individuals and organizations in communities without library service; and it lends books to libraries and acts as an interloan agency for libraries of the State. The Library Commission supervised and aided school libraries in organization, care, use, and selection of books until 1930 when a Supervisor of School Libraries was appointed in the Department of Public Instruction.⁹

The General Assembly of 1941 stated that, since, under the Constitution of North Carolina, religion, morality, and knowledge are declared to be necessary to good government and the happiness of mankind, schools and the means of education should be encouraged, and the establishment of public libraries is an integral part of the educational program of a great state, it was thereafter to be the policy of the State to promote the establishment and development of public library service throughout the State.¹⁰ In order to fulfil this stated purpose a Public Library Service Fund of \$100,000 annually was appropriated out of the State Treasury¹¹ to be administered by the North Carolina Library Commission.¹² The Commission is empowered to make rules and regulations for the allocation and administration of the fund. The fund must be allocated among the counties of the State and may be used only to equalize and improve public library service.¹³ An amount equal to five percent of the fund may be used annually by the Commission in executing the provisions of the Public Library Service Fund Law.¹⁴ All powers thereby granted are in addition to powers already granted the Commission.¹⁵

3. Housing, Care, and Accessibility of Records

The records of the North Carolina Library Commission are housed in its offices, rooms 113, 114, and 406 of the Agricultural Building. The building, erected in 1924, is constructed of steel and concrete with a limestone facing. All offices have concrete floors overlaid with wood and steel window casements. The offices are light, clean, and well-ventilated.

Conditions of storage and facilities for use of records are good. The records are kept in wood and steel filing cabinets and are all in excellent condition. There is ample space for additional filing equip-

9. Library Commission, Report, 1938-40, passim.

10. Public Laws, 1941, c. 93, s. 1.

11. Ibid., s. 2.

12. Ibid., s. 3.

13. Ibid.

14. Ibid., s. 4.

15. Ibid., s. 6.

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ment. Storage of records is divided approximately as follows: Sixty-six percent in room 406, the general office, and thirty-four percent in rooms 113 and 114, the Traveling Library offices.

Minutes

10. [MINUTES AND ANNUAL REPORTS], 1909--. 400 papers in 1 file drawer.

Minutes of annual meetings of the Commission, showing the date and place of meeting, members present, and business transacted. Also contains annual reports of public and college libraries in the State, 1927--, showing for each library the members of the staff, the number of books owned, the number of books circulated, and the financial condition. Minutes arranged chronologically by date of meeting; reports arranged by year, thereunder by type of library, and thereunder alphabetically by name of library. No index. Typed, handwritten, and mimeographed. 16 x 11 x 24. Room 406.

Correspondence

11. CORRESPONDENCE, 1909--. 8,100 papers in 14 file drawers (11 file drawers, unlabeled; 3 file drawers, labeled by contained letters of alphabet).

Correspondence of the secretary of the Library Commission with library officials and other persons throughout the State concerning among other things the establishment of libraries, authors and books, reports of librarians, information for essays and addresses, personnel, loans of books, supervisors' reports and other administrative matters. 11 file drawers, 1909--, no obvious arrangement; 3 file drawers, 1933--, arranged alphabetically by name of place of origin. No index. Typed, handwritten, and mimeographed. 16 x 11 x 24. Room 406.

12. STATE AID [Correspondence], 1909--. 1,800 papers in 3 file drawers.

Correspondence and material relative among other things to State aid for libraries, allocations, committees, hearings, publicity, resolutions, petitions, questionnaires, Federal aid to libraries, federation reports, Grange libraries, conference for social service, home demonstration clubs, school libraries, Parent Teacher Association exhibits, traveling libraries, youth-serving agencies, statistics used in compiling budgets, and Commission expenditures. Arranged chronologically by date of writing. Typed and handwritten. 16 x 11 x 24. Room 406.

13. N[orth] C[arolina] L[ibrary] A[ssociation] CITIZENS LIBRARY MOVEMENT [Correspondence and Minutes], 1904--. 600 papers in 1 file drawer.

General file containing the following records relative to the North Carolina Library Association:

- i. Correspondence concerning, among other things, legislation, appropriations, Federal aid, meetings, and exhibits.
- ii. Scrap book of newspaper clippings giving account of meetings.

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iii. Secretary's book containing minutes of the meetings, reports of librarians, and other administrative matters. Arranged in folders, alphabetically by subject. No index. Typed, typed and handwritten on printed forms. 16 x 11 x 24. Room 406.

Applications

14. APPLICATIONS N[orth] C[arolina] LIBRARIANS, 1929---. 800 papers in 1 file drawer.

Applications for positions, showing personal history, training, and experience, and relative correspondence. Also contains a list of applicants and persons available for positions. Arranged alphabetically by name of applicant. No index. Typed, handwritten, and mimeographed. 16 x 11 x 24. Room 406.

Traveling Library Records

15. JOURNAL [Daily Record of Books Loaned], August 1927---. 2 vols. Daily record of books loaned indicating fiction or non-fiction, total daily and weekly loans and office holidays. Arranged chronologically by date of entry. No index. Handwritten on printed head. Average 300 papers. 12 x 8 x 1. Room 114.

16. [RECORD OF CIRCULATION], 1936---. 1 vol. List of books loaned and borrowed, showing date, address, name of borrower, and number of volumes. Arranged chronologically by date of shipment. No index. Handwritten. 572 pp. 8 x 12 x 2. Room 114.

17. INDIVIDUAL LOANS [Correspondence-Traveling Library], 1937---. 45,000 papers in 9 file drawers (labeled by contained letters of alphabet). Correspondence regarding books loaned and renewals. Arranged alphabetically by name of town. No index. Handwritten and typed. 12 x 16 x 24. Room 114.

18. TRAVELING LIBRARY LISTS SPECIAL COLLECTIONS, 1927---. 19,200 papers in 4 file drawers (labeled by contained letters of alphabet). A record used for checking books loaned, giving name of community, school library, material sent, date, name of author, name of book, and date due in office. Arranged alphabetically by name of town. No index. Carbon copies typed. 12 x 14 x 24. Room 114.

19. [DIRECTORY TO THE TRAVELING LIBRARY], 1937---. 200 cards in 4 file drawers. Card record of books and materials, giving list on tour, name and address of borrower, county, date, name and author of material, number of books, record of first notice of lost books, lost books paid for, books, out, second notice of lost books. Arranged alphabetically by name of borrower, chronologically by date of notice. No index. Handwritten on printed cards. 3 x 5 x 17. Room 113.

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Financial Records

20. [MONTHLY REPORTS TO BUDGET BUREAU], 1925--. 14 post binders. Monthly reports to the Budget Bureau, including: Monthly Report on the Budget, Form BB 701, showing name of department, date, appropriation symbol, and details of purpose and amount of expenditure; Monthly Report on the Appropriation and Allotment, Form BB 702, showing name of department, date, appropriation symbol, allotment symbol, total appropriation and total allotment for the month less estimated receipts, total transactions, unexpended balance, outstanding obligations, and unencumbered balance; Monthly Report of Outstanding Obligations, Form BB 703, showing name of department, date, appropriation symbol, allotment symbol, date of invoice, order number, name of vendor, contractor, or claimant, amount of obligations this quarter and ensuing quarters, budget classification, and date of delivery; Monthly Report of Expenditures, Form BB 704, showing name of department, date, name of function, bureau, or division, amount for each object, total all objects for each function, bureau, or division, and final total; Voucher Register, Form BB 801, showing name of department, date, fund, appropriation symbol, and date, order number, voucher number, payee, purpose, code number, and amount of each voucher; Pay Roll, Form BB 8011, showing name of department, date, appropriation symbol, voucher number, payee, position, code number, days worked, rate per annum, amount due, deductions, and amount paid; Voucher Register A/c Classification, Form BB 802, showing name of department, date, fund, appropriation, purpose, amount this month, amount this quarter to date, and amount fiscal year to date, and previous fiscal year to date for comparison; Receipts Register, Form BB 804, showing name of department, date, fund credited, appropriation, date of each receipt, receipt number, amount and amount deposited to credit of State Treasurer; and Receipts Register A/c Classification, Form BB 805, showing name of department, date, fund, appropriation, purpose, amount this month, amount this quarter to date, and amount fiscal year to date, and previous year to date for comparison. Also contains Request for Quarterly Allotment, Form BB 601; Quarterly Estimates of Revenues, Form BB 605; Notification of Allotments for Quarter, Form BB 302; Transmittal of Estimates, Form BB 1001; Estimates of the Amounts Required for the Biennium, Form BB 1002; Statement supporting Form BB 1002, Form BB 1004; and Interoffice Communication, Form BB 606-706. Arranged chronologically by year, thereunder chronologically by quarter, and thereunder chronologically by month. No index. Typed on printed forms. 500 pp. 10 x 12 x 1. Room 406.

21. BILLS, REQUISITIONS, VOUCHERS, 1929--. 4,500 papers in 3 file drawers.

Requisitions, receipts, voucher warrants, and statements for supplies, equipment, and personal service. Also deposit slips and pay rolls. No obvious arrangement. No index. Typed and handwritten on printed forms and letterheads. 16 x 11 x 24. Room 406.

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Miscellaneous

22. CLIPPINGS, 1931--. 500 papers in 1 file drawer. Press clippings concerning the activities of libraries. Arranged alphabetically by name of city or county. No index. Printed. 16 x 11 x 24. Room 406.

No. 4 STATE BOARD OF ELECTIONS

1. Structural Organization and Evolution

The State Board of Elections was created by an act of the General Assembly of 1899. It consisted of "seven discreet persons who shall be electors elected by the General Assembly."¹ The legislature of 1901 amended the act of 1899 to provide for the selection by the Governor of a State Board of Elections of five members, not more than three of whom might belong to the same political party.² It has been required since 1933 that the members of the Board take an oath of office.³ The members originally served for two-year terms or until their successors were appointed and qualified.⁴ Since 1933 they have served for four-year terms.⁵ The members at first received \$4 a day and expenses for actual time spent in the performance of duties,⁶ and are reimbursed for any other expenses incurred in the performance of official duties.⁷ The Governor may remove members of the Board for not attending meetings, or for any other just reasons, and may appoint members to fill vacancies.⁸

The Board selects one of its members as chairman and another as secretary.⁹ The original act of 1899 provided that the Board meet in Raleigh on the first Monday in April of each year in which there was to be held a general election and that the chairman might call a special meeting when he deemed it necessary.¹⁰ This provision was amended in 1901 to provide for the calling of meetings by the chairman when and where he deemed it necessary.¹¹ At present meetings may be called upon submission to the chairman of a written request from any two members or at the oral request of any three members of the Board.¹² The Board employs a full-time Executive Secretary who is not one of its members.

The legislature of 1876-77 created the State Board of Canvassers, which consisted of the Governor, the Secretary of State, the Attorney General, and two members of the State Senate, one from each political party, to be selected by the Governor. Any member was forbidden to canvass votes for any office for which he was running and in every case the remainder of the Board selected some person to act in the place of such candidate.¹³ In 1901 the General Assembly created a new State Board of Canvassers to be composed of the Governor and four of the members of the newly created Board of Elections, such members to be selected by the Board of Elections.¹⁴ The State Board of Canvassers was given permission to hire during meetings two clerks at \$4 a day each.¹⁵ In

1. Public Laws, 1899, c. 507,
s. 4.

2. Ibid., 1901, c. 89, s. 5.

3. Ibid., 1933, c. 165, s. 1.

4. Ibid., 1899, c. 507, s. 4.

5. Ibid., 1933, c. 165, s. 1.

6. Ibid., 1899, c. 507, s. 6.

7. Ibid., 1933, c. 165, s. 1.

8. Ibid.

9. Ibid., 1899, c. 507, s. 6.

10. Ibid.

11. Ibid., 1901, c. 89, s. 5.

12. Ibid., 1933, c. 165, s. 1.

13. Laws of North Carolina,
1876-77, c. 275.

14. Public Laws, 1901, c. 89,
s. 62.

15. Ibid.

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1933 the legislature abolished the State Board of Canvassers and transferred its functions to the State Board of Elections.¹⁶

2. Powers and Duties

The State Board of Elections is charged with the following duties: To appoint all members of the county boards of elections, and to advise such members of such boards as to the proper methods of conducting primaries and elections; to prepare rules, regulations and instructions for the conduct of primaries and elections; to publish and furnish to the county boards of elections and other election officials, from time to time, a sufficient number of indexed copies of all elections laws then in force; to publish, issue and distribute such explanatory pamphlets as in the opinion of the Board should be issued to the electorate; to furnish to the county boards of elections such registration and poll books, cards, blanks, instructions and forms as may be necessary for the registration of voters and holding elections in the respective counties; to determine, in the manner provided by law, the forms of ballots, the forms of all blanks, instructions, poll books, tally sheets, abstract and return forms, and certificates of elections to be used in primaries and elections; to prepare, print and distribute to the county boards of elections all ballots for use in any primary or election held in the State which the law provides shall be printed and furnished by the State to the counties, and to instruct the county board of elections as to the printing of their county and local ballots; to certify to the several county boards of elections the names of such candidates for district offices who are required to file notice of candidacy with the State Board of Elections, but whose names are required to be printed on the county ballots; to require such reports from the several county boards and election officers as are provided by law, or as may be deemed necessary; to compel the observance, by election officers in the counties, of the requirements of the election laws, and the State Board of Elections has the right to hear and act on complaints arising by petition or otherwise, on the failure or neglect of a county board of elections to comply with any part of the election laws pertaining to their duties thereunder, and to remove any member of a county board of elections for neglect or failure in his duties and to appoint a successor; to investigate when necessary or advisable, the administration or election laws, frauds and irregularities in elections in any county, and to report violations of the election laws to the Attorney General or solicitor of the district for the further investigation and prosecution; to tabulate the primary and election returns and to declare the results of same; to keep a minute book showing a record of all proceedings and findings at each meeting of the State Board of Elections, which book shall be kept in the office of the State Board of Elections; to make such recommendations to the Governor and Legislature relative to the conduct and administration of the primaries and the elections in the State as it may deem advisable; and to have the general supervision over the primaries and elections in the

16. Public Laws, 1933, c. 165, s. 9.

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State and it shall have the authority to make such reasonable rules and regulations with respect to the conduct of primaries and elections as it may deem advisable.

In the performance of these enumerated duties, the chairman of the State Board of Elections has the power to administer oaths, issue subpoenas, summon witnesses, compel the production of papers, books, records and other evidence and to fix the time and place for hearing any matter relating to the administration and the enforcement of the election laws.¹⁷

Prior to 1933 the State Board of Canvassers ascertained and declared, from abstracts of votes cast prepared by county boards of canvassers and submitted to the Secretary of State by clerks of the superior courts of the various counties, the results of the elections for Governor and all State officers, Justices of the Supreme Court, judges of superior court, solicitors, congressmen, and United States senators. The Board was further required to certify the results to the Secretary of State and to publish a statement of results based on the abstracts.¹⁸ In 1923 it was required to certify the results to the State Board of Elections.¹⁹ All of the functions of the State Board of Canvassers were transferred to the State Board of Elections in 1933.²⁰

In 1933 the staff of the Attorney General's office was inadequate to prosecute suits against patients who had been treated in State hospitals and who, although able to, had failed to pay for treatment. The duty of prosecuting these cases was added to other duties of the Executive Secretary of the Board of Elections by executive agreement between the Assistant Director of the Budget and the chairman of the Board of Elections. The records of these cases are described in the volume on the Department of Justice.²¹

3. Housing, Care, and Accessibility of Records

The records of the State Board of Elections are housed in the office of Mr. R. C. Maxwell, its Executive Secretary, room 225, Agricultural Building, Raleigh, N. C. The building, erected in 1924, is constructed of brick, steel, and concrete with limestone facing. All offices have floors of concrete overlaid with wood and steel window casements.

Conditions of storage and facilities for use of records are good. The offices are large, well-lighted, and well-ventilated. The records are kept in steel file drawers with little evidence of crowding and all are in excellent condition. There is ample space for additional filing equipment.

17. Public Laws, 1933, c. 165,

s. 1.

18. Laws of North Carolina, 1876-77, c. 275; Public Laws, 1901, c. 89.

19. Ibid., 1911, c. 111.

20. Ibid., 1933, c. 165, s. 9.

21. Inventory of the State Archives of North Carolina, Series III, Courts and Law Enforcement Agencies, No. 2, Department of Justice.

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Minutes

23. MINUTE BOOKS OF STATE BOARD OF ELECTIONS, 1899-1900, 1929---.
1 vol. and 2 looseleaf binders.

Minutes of Board meetings, showing date, place of meeting, names of members present, business transacted, and other administrative matters. Arranged chronologically by date of meetings. No index. Handwritten, 1899-1900; typed, 1929---. Vol. 150 pp. 9 x 3 x $\frac{1}{2}$; looseleaf binders, 150 pp. 12 x 9 x 2. 1 vol., 1899-1900, Historical Commission; 2 looseleaf binders, 1929---, room 225.

Correspondence

24. COUNTY ELECTIONS FILE [Correspondence], 1926---. 1,900 papers in 1 bundle and 1 file drawer. Correspondence prior to 1930 has been destroyed.

Correspondence, 1930---, with county boards of elections relative to instructions, supplies, reports, expenditures, and other administrative matters. Also contains copies of statements for travel, salary, and other expenses, 1926-34. No obvious arrangement. No index. Handwritten and typed. Bundle, 12 x 9 x 5; file drawer, 14 x 11 x 24.

25. NOTICES OF CANDIDACY DISTRICTS, ETC., ETC. [Filing Fee Register], 1926---. 1 vol.

Record of paid filing fees, showing name of office, district, name of candidate, address, amount paid, and date. No obvious arrangement. No index. Handwritten on ruled ledger pages. 120 pp. 12 x 8 x 1.

26. [ABSTRACT OF VOTES], 1926---. 2,500 sheets in 7 bundles.

Abstract of votes from county boards of elections, showing name of candidate, name of office, name of county, number of district, number of votes, and date of primary. Arranged alphabetically by name of county. No index. Handwritten on printed forms. 13 x 8 x 4.

27. [ABSTRACT ON CERTIFICATION OF VOTES FOR PRIMARY AND ELECTIONS HELD], 1926---. 40 abstracts in 1 bundle.

Copies of abstracts on certification of votes for primary and elections from all counties, showing a record of votes cast for each candidate by county, for United States Senator, all state and district offices, and constitutional amendments. Arranged chronologically by date of filing. No index. Typed. 12 x 10 x 6.

28. [ELECTION INVESTIGATION FILE], 1928-38. 1,500 papers in 1 file drawer.

Records of complaints of irregularities at polls, including investigation reports and correspondence with county boards concerning complaints. Also contains copies of minutes of meetings showing disposition of cases. Arranged by name of county on folders. No index. Typed. 14 x 11 x 24.

Financial Records

29. [MONTHLY REPORTS TO THE BUDGET BUREAU], 1928---. 1 post binder. Monthly reports to the Budget Bureau including: Monthly Reports on the Budget, Form BB 701, showing name of department, date, appropriation

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symbol, and details of purpose and amount of expenditure; Monthly Report on the Appropriation and Allotment, Form BB 702, showing name of department, date, appropriation symbol, allotment symbol, total appropriation and total allotment for the month less estimated receipts, total transactions, unexpended balance, outstanding obligations, and unencumbered balance; Monthly Report of Outstanding Obligations, Form BB 703, showing name of department, date, appropriation symbol, allotment symbol, date of invoice, order number, name of vendor, contractor, or claimant, amount of obligations this quarter and ensuing quarters, budget classification, and date of delivery; Monthly Report of Expenditures, Form BB 704, showing name of department, date, name of function, bureau, or division, amount for each object, total all objects for each function, bureau, or division, and final total; Voucher Register, Form BB 801, showing name of department, date, fund, appropriation symbol, and date, order number, voucher number, payee, purpose, code number, and amount of each voucher; Pay Roll, Form BB 8011, showing name of department, date, appropriation symbol, voucher number, payee, position, code number, days worked, rate per annum, amount due, deductions, and amount paid; Voucher Register A/c Classification, Form BB 802, showing name of department, date, fund, appropriation, purpose, amount this month, amount this quarter to date, and amount fiscal year to date, and previous fiscal year to date for comparison; Receipts Register, Form BB 804, showing name of department, date, fund credited, appropriation, date of each receipt, receipt number, amount and amount deposited to credit of State Treasurer; and Receipts Register A/c Classification, Form BB 805, showing name of department, date, fund, appropriation, purpose, amount this month, amount this quarter to date, and amount fiscal year to date, and previous year to date for comparison. Also contains Request for Quarterly Allotment, Form BB 601; Quarterly Estimates of Revenues, Form BB 605; Notification of Allotments for Quarter, Form BB 302; Transmittal of Estimates, Form BB 1001; Estimates of the Amounts Required for the Biennium, Form BB 1002; Statement supporting Form BB 1002, Form BB 1004; and Interoffice Communication, Form BB 606-706. Arranged chronologically by year, thereunder chronologically by quarter, and thereunder chronologically by month. No index. Typed on printed forms. 900 pp. 10 x 12 x 4.

30. [VOUCHER WARRANT AND TRANSMITTAL SHEETS OF FILING FEES], 1927---.
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Voucher warrant and transmittal sheets of filing fees, showing amount of fees received and transmitted to State Treasurer's office with Treasurer's deposit slip attached. Arranged numerically by voucher number, transmittal sheets chronologically by date of filing. No index. Typed on printed forms and typed and handwritten on printed heads. 12 x 9 x 5.

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Journal of the House of Commons.

Journal of the Senate.

Laws of North Carolina.

Library Commission, Biennial Report, 1909-40. 16 vols.

Public Laws of North Carolina.

State Librarian, Report, 1846-47, 1851-52, 1856-61, 1870-1940.
39 vols.

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List of Publications

THE HISTORICAL RECORDS OF NORTH CAROLINA: THE COUNTY RECORDS:

- Vol. 1. Alamance through Columbus. (26 counties, xi, 491 p. printed, March 1938)
- Vol. 2. Craven through Moore. (40 counties, xi, 568 p. printed, August 1938)
- Vol. 3. Nash through Yancey. (37 counties, x, 760 p. printed, October 1939)

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 - No. 4. Local Government Commission. (iv, 32 p. mimeo., March 1941)
- Series 4. Regulatory Agencies:
 - No. 3. Insurance Department. (iv, 78 p. mimeo., August 1940)
 - No. 4. State Board of Alcoholic Control. (iv, 12 p. mimeo., November 1939)
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- Series 8. Social Service Agencies:
 - No. 20. Stonewall Jackson Manual Training and Industrial School. (iv, 12 p. mimeo., January 1941)
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 - No. 1. North Carolina Historical Commission. (iv, 13 p. mimeo., September 1940)
 - No. 5. Board of Advisers of the Veterans Loan Fund. (iv, 22 p. mimeo., April 1940)
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- Guide to Depositories of Manuscript Collections in North Carolina. (18 p. printed, 1940)
- Guide to the Manuscript Collections in the Duke University Library. (v, 165 p. mimeo., June 1939)
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