

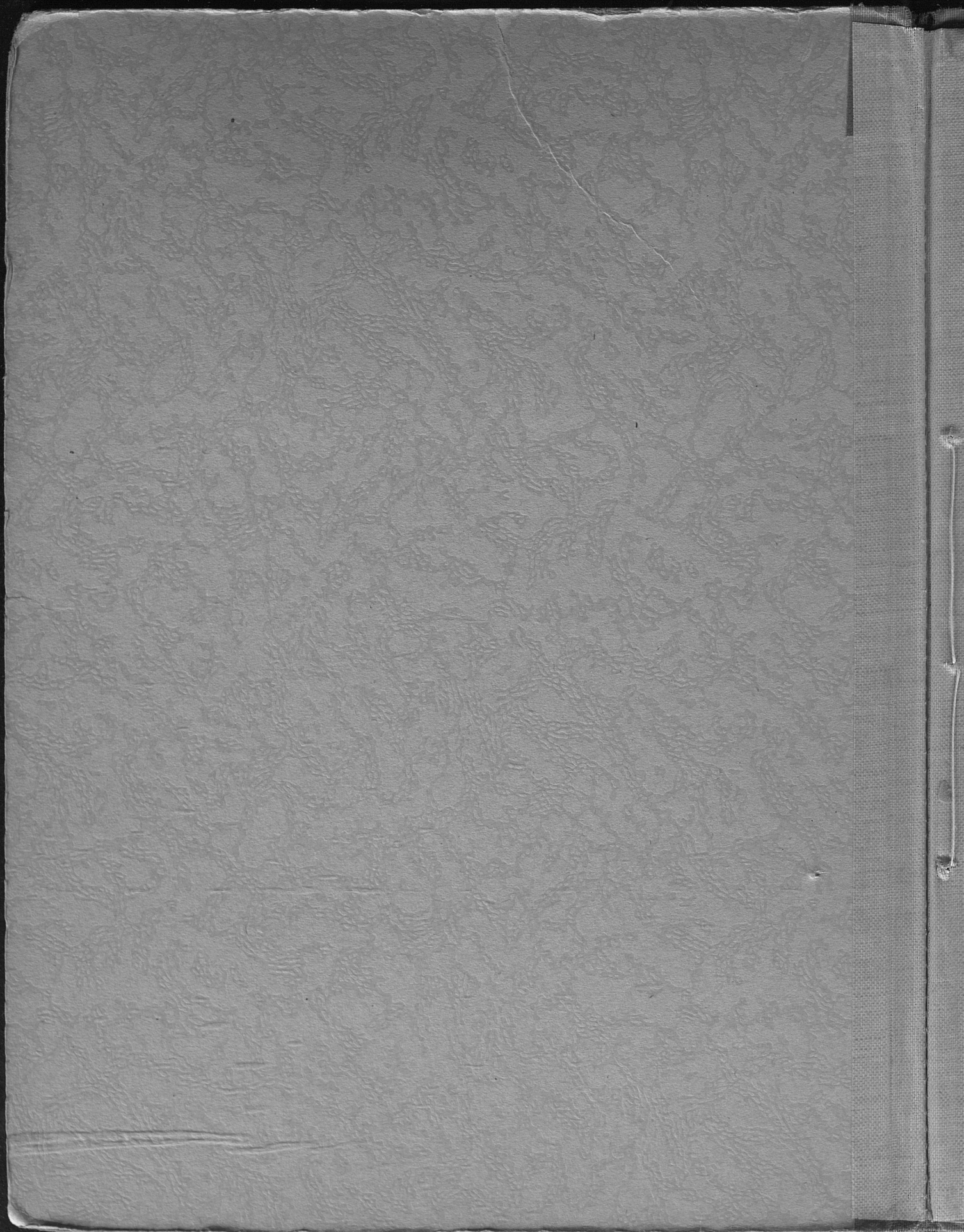
UNIVERSITY OF KENTUCKY

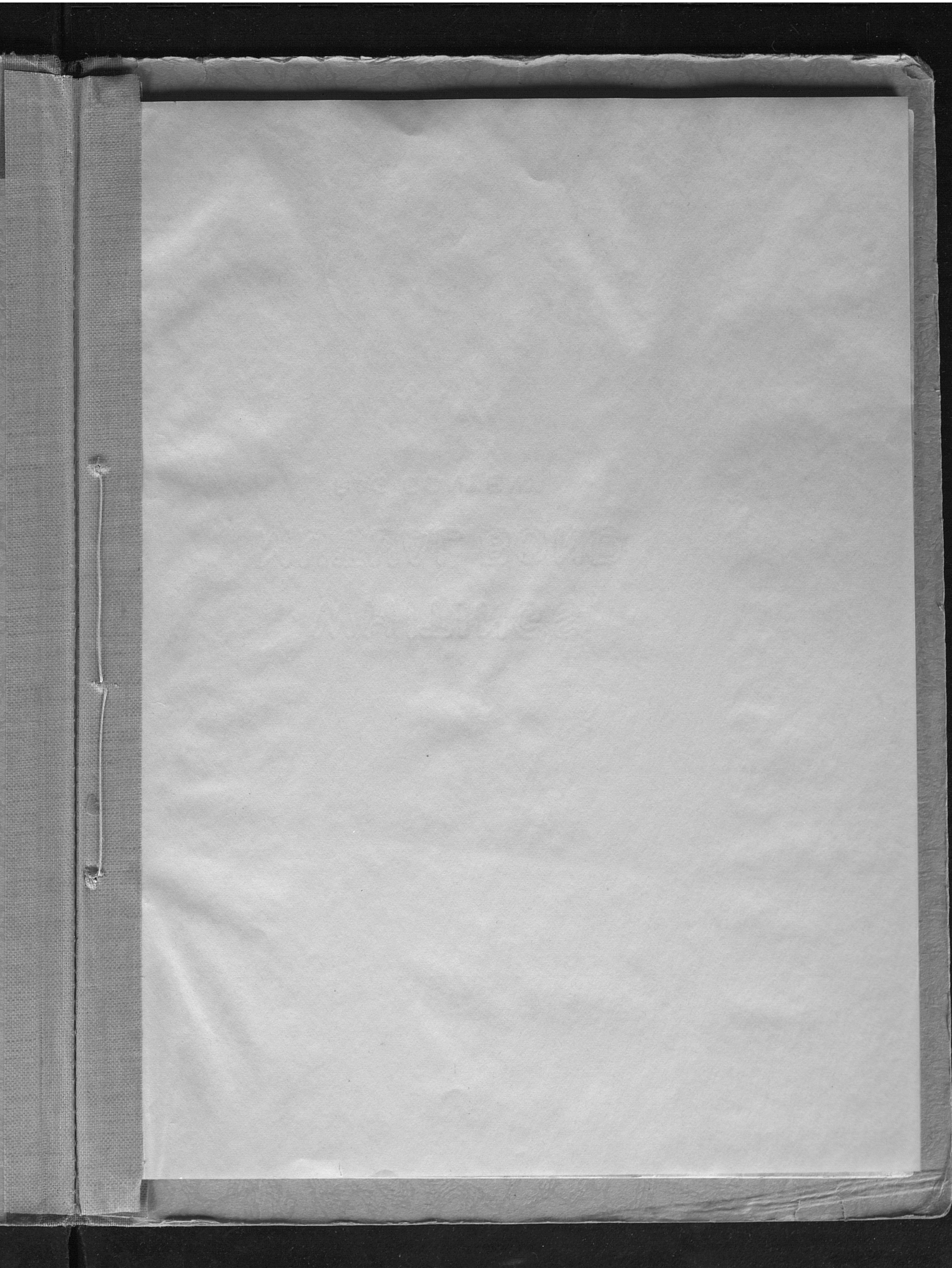
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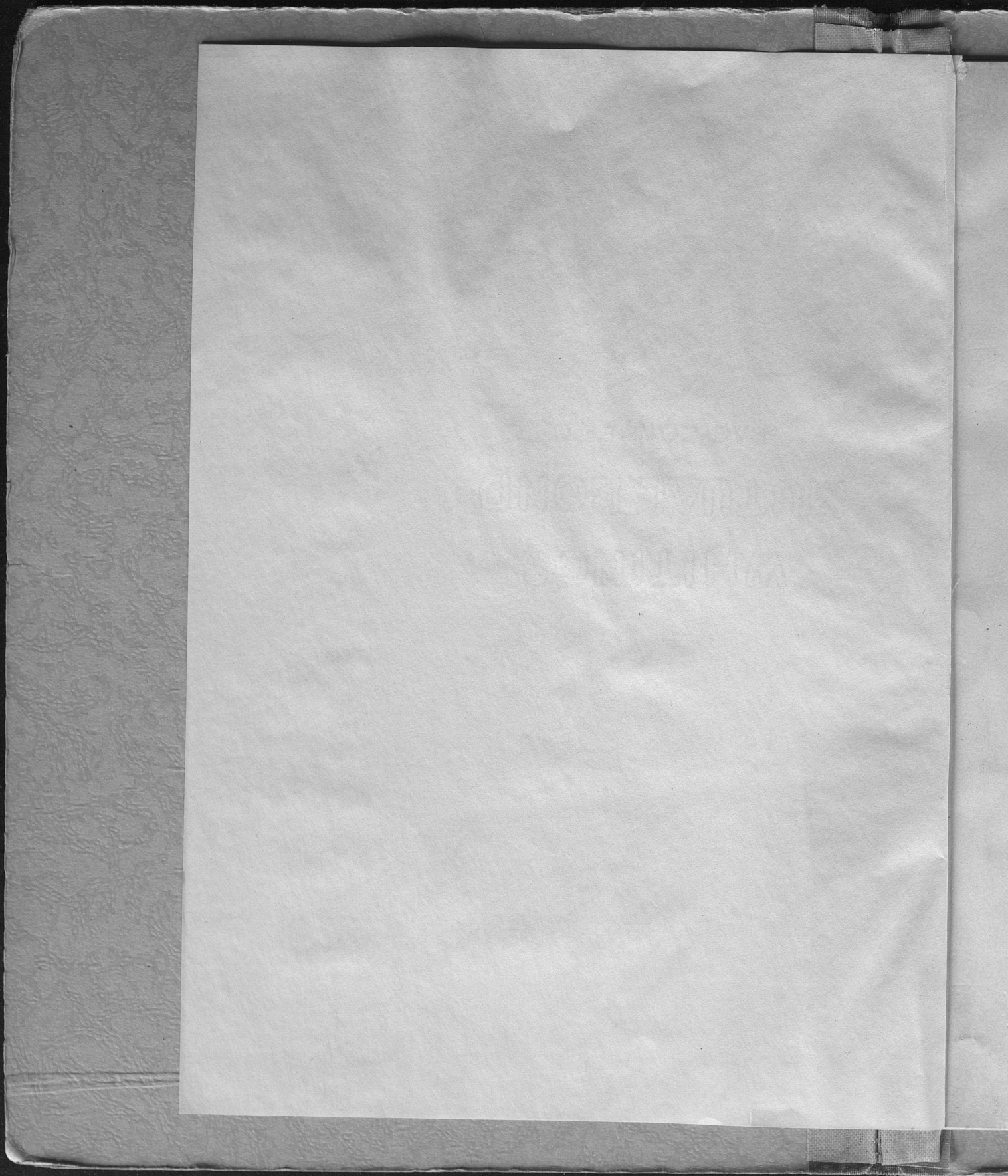
MANUAL OF THE
SURVEY OF FEDERAL ARCHIVES
IN KENTUCKY

HISTORICAL RECORD SURVEY. KENTUCKY

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Manual of the
Survey of Federal Archives
in Kentucky

Instructions for Field Workers

Prepared by

Federal Archives Project No. 9889

Division Women's and Professional Projects

Works Progress Administration

Louisville, Kentucky

Historical Records Survey, Kentucky.

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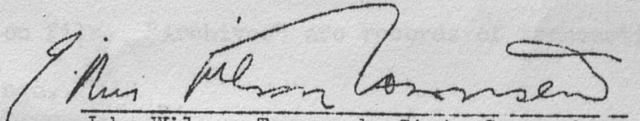
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UNIVERSITY OF KENTUCKY INTRODUCTION

This manual of instructions, prepared especially for field workers engaged in the Survey of Federal Archives in Kentucky, under the supervision of the Division of Women's and Professional Projects, Works Progress Administration in Kentucky, is based on more than two years of actual experience, as this Survey was begun on March 1, 1936.

In its preparation we have been actuated by the almost single desire to simplify the original manual prepared by Dr. Philip M. Hamer, of the National Archives, Washington, D. C., and National Director of our Survey. It also embodies the essential facts of more than 200 memorandums issued by Dr. Hamer's editorial staff, during the first sixteen months of the survey, when it was a federal project. Since September 1, 1937, our survey has operated as a state-wide project.

This manual is issued at this time especially for the instruction of the new workers that have been requisitioned for new units. We hope to be able to survey every depository of federal archives in these new cities at the earliest possible dates, and to make an exhaustive search for unlisted agencies.

To the new worker, we want to say that this manual has been for us our daily required reading, and we hope you will study it as carefully as each of our successful surveyors have done, as it is the backbone of our work. When you understand it thoroughly you will be able to survey federal archives.


John Wilson Townsend, State Supervisor,
Survey of Federal Archives in Kentucky

Louisville, Kentucky
July 7, 1938

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DESCRIPTION OF THE
SURVEY OF FEDERAL ARCHIVES

Purpose: The survey of Federal Archives in Kentucky shall be devoted to the inspection of the records of the agencies of the Federal Government, wherever located. It will seek to ascertain the exact location, volume and condition of the storage of Federal Archives. To identify, as to their contents, and other information which may be of assistance for public and official use, and to insure their preservation.

Organization: In order to make a survey of Federal Archives, a state-wide project, under the Women's and Professional division of the Works Progress Administration in Kentucky, as the official sponsor and the Kentucky State Historical Society as cooperating sponsor, was established.

Definition of Archives: By archives is meant, the unpublished records of an agency of the Federal Government, executive, legislative, or judicial, made in connection with the functions of that agency. However, any printed matter such as enclosures, or separate exhibits, should be included in the serial reports. Among archives desired are typed and written records, such as correspondence, memoranda, reports, schedules, questionnaires, dockets, forms which have been filed in the transaction of business, reference, tabulation, and index files. It includes printed maps upon which notations have been made, photographs, photographic plates, motion picture films, and sound recordings. It also includes circulars, press releases, bulletins, when original copy is not on file. "Archives" are records of transactions of yesterday or a century ago.

Published Records: The survey is not concerned with published proceedings or reports, except: to send to the State Director lists of published volumes or pamphlets which are old and rare. While it is primarily in-

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interested in unprinted records, it wishes to procure information regarding existence of maps and publications of the Government of the United States.

This survey is not concerned with the archives of states, counties, municipalities, private institutions, individuals or families, except insofar they are now in the possession of an agency of the Federal Government.

Duties of Field Workers: They shall acquaint themselves with the procedure to be followed in making a survey of Federal Archives. This knowledge may be gained by studying the forms on which the information regarding archives is to be entered, together with instructions set forth in this manual. Conferences shall be arranged for field workers at which time problems relating to the work can be discussed.

Regulations: Workers must observe the following regulations:

1. Do not write on archives, even for the purpose of numbering them.
2. Do not mutilate archives. Violation of this regulation shall be grounds for dismissal.
3. Do not remove archives from containers, without permission from official in charge.
4. Under no circumstances are archives to be removed from building.
5. Rearrangement of archives is only permitted upon written authority from the state director, with the approval of the officer in charge of the agency.
6. Containers having locks or seals are not to be opened without consent of officer in charge.
7. Contents of an individual document is of no concern to the workers, therefore no copies of abstracts of documents shall be made. However, copies of inventories and finding lists shall be made.

8. Smoking by workers is prohibited in rooms where survey is being conducted. Observe this regulation even when not imposed upon clerks and custodians.

9. Cooperate with Government Employees or custodians of archives.

Completion of Forms: It is very important that the workers have a thorough understanding of the information desired, and that forms be completed with scrupulous regard for accuracy. Precaution should be taken that all data collected is, as far as possible, errorless.

Use of Forms: For the purpose of procuring information four forms have been developed (copies are included in this manual). In upper left hand corner enter name of state, city or town in which agency is located. In upper right hand corner leave "Report No." blank. "Sheet ___ of ___ sheets" enter "1 of 1", unless addenda sheet is attached, in which case it should read "1 of 2". On top of addenda sheet a notation should be made. Example: "Report on Agency, Covington, Ky., No. ___ sheet 2 of 2 sheets."

WPA Form 55SA: This form shall be submitted for each local office of a sub-division of a department, or independent agency. Information of sub-divisions of local offices will appear on form 58SA. Where possible, charts showing the organization of the local office should be attached to the report. Information desired can be secured by interviewing someone connected with the office.

1. List name of department. Example: War Department, Department of Treasury, Veterans Administration, Interstate Commerce Commission.
2. List names of sub-division, proceeding from the largest to the smallest unit, ending with the name of the local office.

Example: Bureau of Internal Revenue, Alcohol Tax Unit, District No. 7, District Supervisor. This information can be

secured from organization charts, or by questioning government officials.

3. If you question accuracy of date of establishment of local agency or office, indicate thus: 1830 (?). If only an approximate date is obtainable, indicate thus: C. 1830.
4. If this information is not readily obtainable, no research should be made to procure it.
5. Include all buildings in which archives of the agency are housed.
6. Ascertain whether agency was formerly located in other buildings.
- 7 and 8. Inquire whether archives have been lost, destroyed or disposed of. Procure lists if possible and describe fully.
9. Records considered of no permanent value.
10. Determine whether any archives are sent to Washington.
- 11 and 12. List name, title and address of person interviewed, and official in charge of local agency.
13. Note any additional information you consider of value.

WPA Form 56SA. The project superintendent shall locate buildings in which Federal Archives are stored, submit a report, and where possible attach pictures thereof. Its purpose is to furnish information as to its suitability as a safe depository of archives.

- 1 and 2. Name and location of building, Example:

Hurley--Wright Building
128 South Cherry Street.

- 3 and 4. Date of erection, type of construction, number of floors, and materials of which building is constructed.
- 5, 6 and 7. Obtain ratings from Underwriters Association, and other information from custodian, or building inspector. If this is not possible, make your own estimate and give reasons

therefor.

8. Precautions to be noted, are prohibition against smoking, use of metal containers and clearing desks of loose papers at the end of the day. Among the protective devices to be noted, are automatic sprinkler systems, hose and fire extinguishers.
9. Note any additional information you consider of value.

WPA Form 57SA. In addition to the building reports, a report on rooms in which archives are located shall be submitted. Describe rooms, and if possible obtain photographs, showing storage conditions.

- 1 and 2. List name and location of building.
3. List room number, or symbol, if any, otherwise indicate its location thus: Basement, south-west corner.
4. Indicate whether used as office or storage room.
- 5, 6, 7 and 8. Check conditions which exist as indicated on report, and describe menaces or impediments.
9. Note additional information you consider of value.

WPA Form 58SA. The purpose of this form is to obtain an identification of the archives in a depository. The quantity of archives does not signify a serial, the determining factor is how they are filed. In smaller offices, correspondence, reports, memoranda and other records, are usually filed as one unit, however, if filed separately, a serial report shall be submitted for each set of files, such as, correspondence, reference, financial, research, and personnel.

- 1, 2 and 3. List name, address, and room number in which serial, being reported upon, is located.
4. If "agency or origin" is other than "agency of custody", where possible, obtain information as to how the records came into their custody, otherwise follow instructions given in item 1,

report on agencies. As a rule the agencies of origin and custody are the same. The distinction here is important and must be made with great care. If one agency receives material peace-meal from another and files it in its own office for its own use, the receiving agency will be considered as creating the archives, and is, accordingly, the agency of origin. Thus, if the clerk of courts receives forms and photographs from the Bureau of Naturalization and Immigration and files them, he thereby makes them part of the archives of the courts. If a bureau, office or other subdivision is transferred from one department to another, it is considered to be part of its present department; and its files, even though they may go back into the period when it was another department, will be counted as the files of the department to which it now belongs.

5. Follow instructions illustrated in item 2, report on agencies.
- 6 and 7. If agency of custody is same as agency of origin, write in "same", if not write in name of department and subdivision as instructed, in items 1 and 2, report on agencies.
8. List title of serial, this information can usually be supplied by the persons interviewed, or from labels on filing cases, packages, or volumes.
9. Show inclusive dates, if certain portions of the serials are missing, ascertain why.
10. The title of a serial is sometimes sufficient to identify it, if not, the description should be brief, but sufficiently clear, that one who has not seen the serial may have an understanding of the general character of its contents, whether, correspondence, reports, tabulations, charts, maps, or other types. When

only form numbers are shown as titles, this information should be given under item 10, and title listed should be descriptive of contents of files. It is not the purpose to delve into intimate contents of a file, but investigations beyond the mere naming and measuring of records should be made.

11. Indicate, whether "daily", "frequently", "occasionally", "rarely", or "never".
12. Indicate whether "public", "official", or "confidential".
13. Show location, if in another room, card or volume index, dimensions, and linear footage.
14. Check in square, the form in which archives are maintained.
15. Show approximately length and width of forms indicated above.
Example: "10x12", or "10x16".
16. Show total linear feet of archives of serial in question.
Linear footage means measurement of archives from top to bottom if placed flat one on top of another. Do not remove from containers for measurement. Example: One drawer of filing case, when full, contains about 2 linear feet.
17. Show number and type of containers.
 1. Indicate number of drawers, thus: "20 drawers".
 2. Indicate number of cases, thus 3, 6 or 12.
 3. Obsolete containers, indicate thus: "4x9 size".
 4. Indicate size of cards, thus: "3x5", or "5x8".
 5. Indicate whether, open or enclosed, wood or steel.
 - 6 and 7. Indicate size, in width, height and length.
 8. Indicate any other type of containers.
18. Check in squares, conditions existing.
19. List, name and title of person supplying information.

20. If serial has any peculiar interest because of condition or content, the facts should be noted.

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WORKS PROGRESS ADMINISTRATION
SURVEY OF FEDERAL ARCHIVES

State.....
City or
Town.....

Report No.
Sheet.....
of..... sheets

Report on Agencies

1. Department or office

2. Subdivisions

3. Date of its establishment

4. What administrative reorganizations has it undergone since its establishment?

5. Name and location of buildings it now occupies

6. Other buildings it has occupied and inclusive dates of occupancy thereof

7. Have any of its archives been lost or destroyed?

8. If so, give information as to cause, date, and extent

9. What is its policy with regard to so-called *useless* papers?

WORKS PROGRESS ADMINISTRATION
SURVEY OF FEDERAL ARCHIVES

State
City or
Town

REPORT ON BUILDINGS

Report No.
Sheet
of sheets

1. Name of building

2. Location

3. Date of construction

4. Type of construction

5. What is the fire hazard?

6. Has the building ever been burned, or damaged in any other manner

7. If so, give dates and statement of the extent of damage

8. What precautions are taken against fire and what protective devices against fire have been installed?

9. Comments

Date, 1936

Signed by
Project Superintendent.

Report Number of this Survey
 Date
 Street

WORKS PROGRESS ADMINISTRATION
 SURVEY OF FEDERAL ARCHIVES

REPORT ON BUILDING

Name
 City or Town

1. Name of building
2. Location
3. Date of construction
4. Type of construction
5. What is the fire hazard?
6. Has the building ever been burned, or damaged in any other manner?
7. If so, give dates and statement of the extent of damage.
8. What precautions are taken against fire and what protective devices against fire have been installed?
9. Comments

Date _____ Signed by _____
 Project Superintendent

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State
City or town

WORKS PROGRESS ADMINISTRATION
SURVEY OF FEDERAL ARCHIVES

Report No.
Sheet
of sheets

REPORT ON ROOMS

1. Name of building

2. Address 3. Room number

4. Use of the room

5. Check the following menaces applicable to archives in this room:

- (1) Lack of protective devices against fire
- (2) Proximity of highly inflammable materials
- (3) Other fire hazards
- (4) Lack of protection against theft
- (5) Exposure to moisture
- (6) Presence of rodents
- (7) Presence of vermin
- (8) Presence of dirt, soot, etc.
- (9) Excessive heat or sunlight
- (10) Disorderliness and careless handling
- (11) Exposure to direct sunlight

6. Describe other menaces or give details of above menaces

7. Check the following impediments to use of archives in this room:

- (1) Inaccessible
- (2) Crowded
- (3) Lack of adequate ventilation
- (4) Lack of heat
- (5) Inadequate facilities for use of archives

8. Describe any other impediments or give necessary details on above

9. Comments

SIGNED BY Project Superintendent. APPROVED BY Regional Director.

DATE

1.
2.
4.
6.
8.
9.
10.
11.
12.
13.

Report No. _____
Sheet _____
of _____ sheets

WORKS PROGRESS ADMINISTRATION
BUREAU OF FEDERAL ARCHIVES

State _____
City or town _____

REPORT ON ROOMS

1. Name of building _____
2. Address _____
3. Use of the room _____
4. Room number _____

5. Check the following instances applicable to archives in the room:
- (1) Lack of protective device against fire
 - (2) Presence of highly inflammable materials
 - (3) Other fire hazards
 - (4) Lack of protection against theft
 - (5) Exposure to moisture
 - (6) Exposure to direct sunlight
 - (7) Presence of rodents
 - (8) Presence of vermin
 - (9) Presence of dirt, soot, etc.
 - (10) Irregular hours of sunlight
 - (11) Discardings and careless handling

6. Describe other hazards or give details of above instances _____

7. Check the following impediments to use of archives in the room:
- (1) Inaccessible
 - (2) Crowded
 - (3) Lack of adequate ventilation
 - (4) Lack of heat
 - (5) Inadequate facilities for use of archives

8. Describe any other impediments or give necessary details on above _____

9. Comments _____

Checked by _____ Approved by _____

DATE _____

State

City or town

WORKS PROGRESS ADMINISTRATION

SURVEY OF FEDERAL ARCHIVES

Report No.

Sheet

of sheets

REPORT ON SERIALS

1. Name of building
2. Address of building
3. Room No.
4. Agency of origin
5. Subdivision
6. Agency of custody
7. Subdivision
8. Title of serial
- (Give title of serial as entered on label or as indicated by custodian)
9. Dates
- (Give inclusive dates, and report any gaps that may exist in the serial)
10. Additional description
- (Examine records carefully, noting method of organization and noting particularly the type, that is, whether correspondence, reports, tabulations, charts, maps, etc.)
11. How often are they used?
12. For what purpose?
13. Indexes and inventories
- (Describe all indexes, and copy all inventories, attaching copies to report)

14. Check in squares the form in which archives are maintained:

- | | | | |
|-------------------|--------------------------|-------------------------------|--------------------------|
| (1) Bound volumes | <input type="checkbox"/> | (5) Covers | <input type="checkbox"/> |
| (2) Folders | <input type="checkbox"/> | (6) Loose-leaf books | <input type="checkbox"/> |
| (3) Envelopes | <input type="checkbox"/> | (7) Bundles or paper packages | <input type="checkbox"/> |
| (4) Pockets | <input type="checkbox"/> | (8) Other forms | |

15. Size (Give dimensions of above) 16. Volume (Give total linear feet of archives)

17. Indicate the number and type of containers in the following blanks:

- | | | | |
|-------------------------------|-------|--------------------------|-------|
| (1) Filing cases | | (2) Transfer cases | |
| (3) Folded document holders | | (4) Card cabinets | |
| (5) Shelves | | (Give brief description) | |
| (6) Wooden boxes | | (Give size also) | |
| (7) Paper or pasteboard boxes | | (Give size also) | |
| (8) Other types | | (Give brief description) | |

18. Check in squares evidences of the following conditions of the archives:

- | | | | |
|----------------------------------|--------------------------|---------------------------|--------------------------|
| (1) Damaged by fire | <input type="checkbox"/> | (8) Papers dirty or sooty | <input type="checkbox"/> |
| (2) Damaged by water | <input type="checkbox"/> | (9) Papers torn | <input type="checkbox"/> |
| (3) Damaged by vermin | <input type="checkbox"/> | (10) Papers scattered | <input type="checkbox"/> |
| (4) Damaged by rodents | <input type="checkbox"/> | (11) Bindings broken | <input type="checkbox"/> |
| (5) Damaged by careless handling | <input type="checkbox"/> | (12) Ink faded | <input type="checkbox"/> |
| (6) Damaged by faulty containers | <input type="checkbox"/> | (13) Other conditions | |
| (7) Paper brittle | <input type="checkbox"/> | | |

19. Persons contacted (List individuals, with their titles, who have supplied information or who could supply information about the archives)

20. Additional information

.....

.....

.....

SIGNED BY *Field workers.* APPROVED BY *Project superintendent.*

DATE

This book may be kept

FOURTEEN DAYS

A fine of TWO CENTS will be charged for each of
the book is kept over time.

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