Archives & L

&History NEWS_

VOLUME VIII, No. 3 MAY 2007

From the Editor:

As we continue our series on the collections of the West Virginia State Archives, I would like to make an important distinction: While these collections are held by the State Archives, they are made accessible to the public through the West Virginia Archives and History Library. The State Archives receives, processes and holds materials for preservation purposes. The Archives and History Library provides a means for examination, study and copying of the collections. The historians and archivists of the Archives and History staff prepare and administer the collections. At the request of any patron, the staff of the Archives and History Library retrieves desired collections from their Closed Stack storage and makes them available for use in a secure and controlled space in the public Reading Room. Most importantly, all members of the Archives and History staff will assist patrons in understanding what is in the collections, how to find them and how to use them. We are dedicated to both preservation and public access.

WEST VIRGINIA
DIVISION OF
CULTURE & HISTORY

Not-So-Buried Treasure, Part III: Archival/ State Government Records Collections

The Archival Collection of the West Virginia State Archives consists of correspondence, documents, records and other items which originated from or were received by an office or official of West Virginia state government, as opposed to the Government Documents Collection which consists of actual publications and reports of state agencies. Also known for the sake of convenience as the State Government Records Collection, some county records are assigned here as well. Archival Collections are designated by "Ar" with an accession number and are housed in Closed Stacks. In the April 2007 issue of West Virginia Archives and History News, we looked at the portions of the Archival Collection relating to West Virginia's governors. This month we will list specific examples of other government records chosen more or less at random from the Archival Collection.

- Letters of Attorney General Edgar P. Rucker, 1897–1899 (Ar801).
- Record Book of Judgement and Execution, 1853–1867

[Kanawha County?] (Ar 802): Ledger recording amounts of financial judgements from lawsuits and Continued on the next page

Jennings Randolph Photograph Collection Finding Aid Online

The Jennings Randolph Photograph Collection, consisting of 20 boxes of 8" x 10" or smaller photographic prints and 7 folders of oversized photos, can now be explored through an online finding aid on the Archives and History Web site at http:// www.wvculture.org/history/images/ randolphphotos.html. The majority of the photos were taken during Randolph's career in the Senate from 1959 to 1985. Each photograph is identified with the subject of the photo or the name of those people in the picture who have been identified, plus the date where known or could

be determined. The list is searchable with the "Find" feature under "Edit" on your computer's tool bar. Note that only the photograph portion of the recently acquired collection has been processed. The remainder of the collection, over 900 boxes of unprocessed documents, will take from five to ten years to sort, identify, folder, box and list, depending on the availability of trained staff to do the work. Inquiries regarding either the photographs or the full collection should be addressed to archivist Debra Basham, (304) 558-0230, or debra.basham@wvculture.org.



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collection of funds in payment of those judgements. (Most parties appear to be residents of Kanawha County when names are checked against the 1850 and 1860 censuses.)

- West Virginia Legislature, Financial Records, 1875 (Ar803): Senate members' travel expenses.
- Records of State Archivists: Henry S. Green, 1913–1917; Clifford R. Myers, 1919– 1935 (Ar831).
- Capitol Building Commission: Records, 1929–1933
 (Ar835): Finding aid at http://www.wvculture.org/history/ar835.html, includes correspondence, printed programs, meeting minutes, etc.
- Capitol Building Commission: Records in the matter of the condemnation proceedings for the proposed capitol site, 1922 (Ar836): Commission appointed by the honorable A. P. Hudson, judge of the Kanawha County Circuit Court, to ascertain a just compensation to the owners of condemned real estate in the city of Charleston.
- West Virginia Legislature, Committee on the Investigation of the West Virginia Hospital for the Insane (Ar887-888): Report, 1887, two volumes.
- Secretary of State's Office. Corporation books, 1863–1903 (Ar1014-1065): Articles of incorporation filed with the Secretary of State. [See the online listings for additional years and indices available.]
- Superintendent of Public Printing, Order Book, 1863– 1900 (Ar1187).
- Board of Control, Official Correspondence of the

Evening Workshops Schedule		
Date	Conducted by:	Subject
May 8 Tuesday	Susan Scouras	Newspapers in Genealogical and Historical Research
May 15 Tuesday	Bob Taylor	Preserving Cherished Memories
	•	kshop is helpful but not required. or e-mail bobby.taylor@wvculture.org.
Workshops a	re held 6:00 p.m. to 7:00	p.m. in the West Virginia Archives and

History Library, The Cultural Center, Charleston, West Virginia.

Secretary, 1909 to November 1918 (Ar1301). [Note: similar records available through 1932.]

 Department of Banking, Records, 1924–1971 (Ar 1557): Added property forms, cancelled checks, small loan license applications, industrial loan examination reports,

- terminated receiverships, building and loan association examinations, bank liquidations and consolidations, and reports of conditions of banks in 1934.
- Geological and Economic Survey, Records of the Survey and Papers of Israel Charles White, 1898–1927 (Ar1763).

Continued on the next page

Archives and History Contact Information

When addressing correspondence to the Archives and History section of the West Virginia Division of Culture and History or to an individual Archives staff member, be sure to include all of the information below:

> WV Archives and History The Cultural Center, Bldg. 9 1900 Kanawha Blvd. East Charleston, WV 25305-0300

Research request letters may be directed specifically to the Archives and History Library. Visitors to Charleston and locals will recognize that the Kanawha Boulevard address is for the entire Capitol Complex. The inclusion of the building name, The Cultural Center, or its designation as Building 9, in the

address as well as the zip plus four designation of 25305-0300 will speed vour missive along by helping the state government mail center to sort quickly for on-campus delivery. Using the full division name as part of the address is not necessary, as long as Archives and History appears in the address. Mail addressed simply to the Division of Culture and History without including Archives and History will go to the Administrative section of the agency and be opened there, then forwarded to the Archives and History section, delaying your letter a day or so.

When calling the Archives and History section or a specific Archives employee, call (304) 558-0230 to reach us directly. A call to the

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- Point Pleasant Battle Monument Commission, Minutes of the Board of Trustees, 1901–1913 (Ar 1755).
- Land Tax Books, State Auditor's Office, 1782–1959, et al. (Ar1765).
- Delinquent Lands Tax Books, 1820–1864 (Ar1814).
- Supreme Court of Appeals, Case Records (Ar1800). Circa 1862–1931. Finding aid online at http://www.wvculture.org/history/ar1800.html.
- West Virginia Constitutional Convention, Proceedings, 1861–1863 (Ar1813).
- Various Blueprints and Specifications Relating to the State Capitol Complex in Charleston (Ar1812). Online finding aids for the Capitol blueprint collection at http://www.wvculture.org/history/ar1812a.html and for the Cass Gilbert Collection acquired from Butterfield's at http://www.wvculture.org/history/cassgilbertfinal.html.
- Journal of Current Expenses, Miners Hospital No.
 Fairmont, 1909–1922 (Ar1844).
- Department of Education, Correspondence, minutes and other material regarding teacher certification, 1878-1976 (Ar 1857).
- Civil Works Administration, Financial Reports for Relief Programs, 1935–1941 (Ar 1913).
- Department of Education, Golden Horseshoe Tests, 1942-2002 (Ar1913). Note: Tests for 1970 through the present are closed to the public—no cheating!!
- Camp Washington-Carver

- Collection (Ar1916): Correspondence, financial records and other materials relating to the Extension Services camp, 1942–1970.
- WPBY Collection (Ar1918): Correspondence, research, scripts, interviews and other materials, many pertaining to "A River Called Ohio," "Even the Heavens Weep," and other locally produced programs, 1978–1998.
- Governor's Mansion (Ar 1918): Correspondence and clippings regarding mansion furnishings and portraits, July 4 picnics hosted by Governor Rockefeller, 1961–1980's.
- Treasurer's Office, Checks drawn on state accounts, 1879–1883 (Ar1929).
- Women's Commission, Celebrate Women Awards, 1997– 1999 (Ar1948).

- Maryland vs. West Virginia (Ar1960): Nope, it's not a ball game! Documents relating to the boundary dispute between Maryland and West Virginia, 1891–1913. Finding aid online at http://www.wvculture.org/history/ar1960.html.
- Natural Resources, Records of James Schaffner, Forest Ranger, Seneca State Forest, 1948–1988 (Ar1941): Includes forest fire reports, correspondence and other materials.

You will find listings for the State Government Records Collection (Archival Collection) on our Web site at http://www.wvculture.org/history/wvsaarch.html. Collections with online finding aids will have links to those pages. For more information about Archival Collections contact archivist Debra Basham, (304) 558-0230, debra.basham@wvculture.org.

Next month: Not-So-Buried Treasure, Part IV: Images Other Than Photographs.

Notes About WV Research by Mail

If you want to make a research inquiry about West Virginia history and/or genealogy to a statewide organization or agency, be advised that the West Virginia Historical Society, the West Virginia Historical Association and the West Virginia Library Commission Library [West Virginia's state library | routinely forward all such letters to the West Virginia Archives and History Library. Less often, a public library will send us inquiries that they are unable to answer using their own resources. If the inquiry is more than a simple reference question and requires staff time to perform true research or to make photocopies, the Archives and History library manager must then send a letter informing the writer that his letter has been forwarded to the Archives,

and that an up-front fee is necessary for us to search for documents or historical information and/or to make photocopies. By the time the person sends his check or money order back to us, his inquiry has been delayed two to three weeks or more.

Some historical and genealogical societies offer research by mail, with or without charge. Contact the society for the county or special area most appropriate for the research you want done and ask about their research policy. A list of West Virginia organizations can be found on our Web site at http:// www.wvculture.org/history/ histsocs.html. If you do not have access to the Internet, call or write Archives and History and request a

Continued on the next page



Continued from the previous page copy of the list be mailed to you.

The West Virginia Archives and History Library performs research by mail under the following conditions:

- We must receive the research request in writing by regular mail or hand delivery to the Library. At this time, we are not set up to accept e-mail or telephone inquiries with electronic or credit card payment of the research fee, nor can we accept e-mail and telephone inquiries and bill later.
- The required fee of \$15.00 for out-of-state requests or \$5.00 for in-state requests by check or money order must be enclosed with the letter. [Do not send a copy of your driver's license or other I.D. with your check. We trust you, and our trust is seldom violated. If you do send such photocopies, we shred them immediately.] Your check will not be deposited until the reply has been mailed to you. If your check has not been cashed, your letter is still awaiting reply.
- A half-hour of staff time is allotted per letter for research,

SHPO 2007 Calendars

The West Virginia State Historic Preservation Office (SHPO) no longer has copies of the free 2007 Calendar, Who Knew?: Unusual historic sites in West Virginia, available. You may contact Conni McMorris at SHPO, (304) 558-0240, conni.mcmorris@wvculture.org, to be placed on the mailing list for next year. The West Virginia Archives and History Library has a limited number of copies available at the desk near the Library's entrance door for those able to visit us in The Cultural Center in Charleston to pick one up.

- and the first \$2.50 in copy costs is included in the fee. Extra costs for additional research time, copies over \$2.50 in value, and documents with statutory fees such as copies of state Vital Registration certificates and Auditor's Office land grants, will be charged via an invoice accompanying the reply.
- Do not send more than the basic fee requested to initiate research. If you wish, you may state in your letter that you authorize additional research fees and state a specific amount. We have no way of refunding excess fees. Your research will be delayed if we have to return your check to vou with a request to send a new one for only the required fee amount. If you have sent a money order exceeding the requested fee, we will attempt to find additional research we can perform for you to use up the extra fee amount, but we are not always able to do so.
- The fee is for the staff search time whether or not we locate the documents requested and is not based on results. The time needed for research can vary widely. For example, a specific date and location of a death usually leads quickly to finding a newspaper obituary. However, if the obituary was not published within a day of two of the death and the search extends to five or more issues. and especially if the newspaper does not have a defined obituary column and prints death notices throughout the paper, then what is typically a simple ten-minute process can eat up the full half-hour. Likewise, if the letter writer can not provide date and location of

- death and the staff member first must find a death record to determine that information before a newspaper search can begin, an obituary request is not a simple matter. The variations in condition and organization of county records also affects research times. In a county that has well-kept records and good indexes for the time period and record type needed, a record can be found and copied quickly. In a county that has haphazardly written ledgers with records for a single year or group of years divided over several unindexed books, the search for a single birth, death or marriage record can take well over the allotted time.
- Include telephone numbers where you can be reached during the day or where a message can be left for you, in case we have questions. Include an e-mail address if you check your e-mail often and can reply promptly to an e-mailed question from us. Sometimes a quick question with a quick response from you will not only speed up your reply, but result in more information than you originally anticipated.
- Letters are assigned to all our staff members based on each staff member's individual expertise and work load. Please allow four to six weeks for a reply. When we are shortstaffed or extra busy, response time will be longer. Give us a couple of weeks, then feel free to call and inquire about the progress of your request. Once the library manager or the secretary determines the status of your letter and to whom it was assigned, you will be able to speak with the staff member working on your request.



Musings on Conferences and the Kind of Research We Are Doing

By Curt B. Witcher

Reprinted from *Genealogy Gems: News from the Fort Wayne Library*, No. 38, April 30, 2007.

Over this past weekend, more than two hundred genealogists converged on the Genealogy Center to enjoy the 7 pm to 12 midnight extended research hours on Friday and attend the Indiana Genealogical Society's annual conference on Saturday. It was a fantastic time! Access to a great collection and knowledgeable staff. an excellent program of expert speakers, and exhibitors sharing information on all kinds of products and services available to nearly every level and type of genealogical interest-what else could one want?! More than a few times over the weekend I thought that if one day is this much fun, just think what four days will be like in August of this year at the Federation of Genealogical Societies' Conference the 15th through the 18th! Now would be a good time to register through the mail.

It has been both interesting and enlightening to watch the genealogy field from a number of vantage points over recent years. The continued deployment of contemporary technologies assuredly has changed the face of family history forever. And that is a very good thing! This deployment has welcomed millions of individuals to actively engage in exploring their past. It has allowed those with the busiest of schedules or living in the remotest of places to access indices, find records, view copies of actual documents, and connect with family members anywhere in the world. It has encouraged more publication activities and more sharing of data.

From my vantage point as an information professional, though,

more individuals posting and connecting to more online data while a very good thing—has caused some almost completely to become "stuff gatherers" rather than truly genealogists or family historians. Stuff gatherers do a tremendous amount of surfing, downloading anything that looks even remotely close for inspection later. And there's the rub, as they say. I don't think we commit to making that "later" time to evaluate exactly what it is we have gathered. Do we have an abstract or an image of the real document? Are we engaging in a lot of "close enough" analysis in putting the pieces of our family history together? Do we really know how to analyze and evaluate the data we find in books, microtext, serials and searchable databases?

Interestingly enough, one of the most frequently asked types of questions numerous genealogical librarians answer is the where-do-I- go-from-here questions. After gathering data, it is so consequential to take a few moments to understand the records we're using to evidence our ancestors. That helps us determine what [our] next research steps are. It is vital to understand why our ancestors were living in a particular geographic area during a specific time period or engaged in a particular activity. Establishing and understanding contexts will lead us to even more record discoveries and assist us in more fully and completely analyzing those new records.

Since opening our new facility in January of this year, the Genealogy Center has committed to providing librarians who are out from behind the reference kiosks and on the floor to assist in answering those wheredo-I-go-from-here questions. We want to meet you where you're doing your research to ensure that you are not only gathering great stuff when vou visit our facility but that you are also successful in analyzing that data to determine appropriate future research steps. I like to think of it as another important reason to make Fort Wayne and the Genealogy Center your research destination.

[*Editor's note*: For more information about the Allen County Public Library's Genealogy Center in Fort Wayne, Indiana, visit their Web site at http://www.acpl.lib.in.us/genealogy/index.html. To subscribe to *Genealogy Gems* or to read previous issues, visit the Web site of the Friends of Allen County at http://www.friendsofallencounty.org/.]

Web site of Interest

Who Gets Grandma's Yellow Pie Plate?™, http://yellowpieplate. umn.edu, is a University of Minnesota Extension Service Web site subtitled "Your Guide to Passing on Personal Belongings." The introduction states: "This web site provides people with practical information about the inheritance of personal property. Our goal is improving family decision making through education and research."

The site offers free articles, an introductory online video, and an Extension Store where you may order related workbooks, DVDs and other materials for your own use or for educators to teach others. [Editor's note: Apply the same principles to family Bibles and records, genealogy manuscripts and charts, family photographs and moving images, etc.]



Marshall University Graduate College Offering Course on Glenwood Estate

Marshall University Graduate College is offering a summer seminar on the Glenwood Estate in Charleston taught by Dr. Robert Maslowski, May 14–June 25, 2007, in the Graduate College Administration Building, South Charleston. Class description: This class will review the major historical, architectural and archeological data available for the Glenwood Estate and relate it to the historical

development of Charleston and the Kanawha valley. Glenwood was built by the Laidleys in 1852 and was subsequently owned by the Summers and Quarrier families, some of the most prominent families of Charleston. Glenwood reflects the transition from rural to urban life, slavery to servants and agriculture to industry in the Kanawha Valley as well as America. The class will review archival research using the

Glenwood collections and will include several field trips to archival repositories and historic homes and neighborhoods in the Charleston area. More information can be found on the Web site of the Graduate Humanities Program, http://www.marshall.ecu/gsepd/humn/.

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is available on the
Archives and History Web site
http://www.wvculture.org/history/
ahnews/ahnews.html

Records Management and Preservation Board Awards Grants

The Records Management and Preservation Board (RMPB) has awarded \$292,457 in grant funds to 22 West Virginia county commissions for county records management and preservation projects through its County Records Management and Preservation Grants program. The board reviewed submissions and made its recommendations in January for projects to improve management, storage conditions, access and preservation of public records held in several county offices. Following official letters announcing the successful grants in March RMPB staff began conducting courthouse site visits to provide technical assistance in setting up the grant project, which officially begins with the new fiscal year July 1. Grant awards range from \$2,250 to \$36,388. Five of the 22 counties receiving funds are fourth-time grant applicants; three counties are thirdtime grant applicants; nine counties are second-time grant applicants; and five counties are first-time grant applicants. A complete list of 2007-2008 grant recipients and brief descriptions of their winning

projects will be posted on the RMPB Web site at http://www.wvculture. org/history/rmpb/rmpb.html, where you also will find lists of grant recipients and their projects for the past three fiscal years.

The RMPB, with its continuing interest in addressing records storage and management issues in the courthouses, announced three grant criteria in its invitation to applicants last September: conduct a total records inventory and condition assessment, and develop a master records management plan for county records; remove non-records and accumulations of records having reached or exceeded required retention periods; and provide proper and improved storage of and access to permanent records or records with required retention periods in excess of 25 years. The latter will include physical storage to provide proper shelving and/or archival records boxes and security/preservation microfilm, with a digital imaging

> Don't Forget History Day, February 21, 2008

combination for enhanced access.

Funding for the County Records Management and Preservation Board Program is from the filing fees collected by county clerks and deposited in the special Public Records and Preservation Revenue Account. The funds serve as incentives to equip county officials to improve the management and conditions for the preservation of their public records. The RMPB was created by the West Virginia Legislature in 2000 to develop uniform county records management programs. Its primary focus is to establish guidelines and provide technical assistance to address the needs of the records of county governments through a uniform records management system, and to further encourage adoption of these goals through the county records grant program. In pursuit of these goals the RMPB authorized a statewide survey and report on the current state of county records, developed rules and a County Records Management Manual for county offices, and sponsored records management workshops for

Continued on the next page



"Records" continued from page 6 county officials and staffs. The next grant cycle and priorities will be announced September 1, for the fiscal year 2008-2009.

Staffing for the RMPB is provided through the Archives and History section of the West Virginia Division of Culture and History. For more information about the Records Management and Preservation Board's annual grant program or the work of the RMPB, visit http://www.wvculture.org/history/rmpb/rmpb.html or contact Fredrick H. Armstrong, state archivist, (304) 558-0230 or fharmstrong@wvculture.org.

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(1) The reprint is not used for commercial purposes, and (2) the following notice appears at the end of the reprinted material: Previously published in *West Virginia Archives and History News*, [Volume and issue numbers], [Month, Year], a publication of the West Virginia Division of Culture and History.

"Contact" continued from page 3

Division of Culture and History main number, (304) 558-0220, will lead you to us as well, but probably with an extra transfer to get where you want to go. Speaking directly to an Archives and History staff member will be more informative and probably more efficient for all parties, since our staff member will be more likely to know immediately to whom to direct your call, and usually will be able to tell you if or when the staff member you seek is available before sending your call to voice mail.

The Archives and History staff prides itself on answering telephone calls quickly and in providing quick and appropriate responses to the callers' needs. If your call bounces back to a receptionist or ends up with

Calendar of Events

Please check our web site (http://www.wvculture.org/history) for genealogical and historical society meeting announcements, and for more complete information on activities listed below.

WEST VIRGINIA GENEALOGICAL SOCIETY GENEALOGY FAIR, May 12: Blue Creek.

For more information, e-mail ebw104@juno.com.

"PRESERVATION WORKS FOR WEST VIRGINIA,"

May 17-19: Preservation Alliance Annual Conference, Wheeling.

ARCHIVES AND HISTORY COMMISSION

MEETING, May 23: Moorefield.

VANDALIA GATHERING,

May 25–27: The Capitol Complex, Charleston.

MEMORIAL DAY, May 28: Archives Library will be closed.

WEST VIRGINIA DAY, June 20: Archives Library will be open.*

INDEPENDENCE DAY, July 4: Archives Library will be *closed*.

LABOR DAY, September 3: Archives Library will be closed.

HISTORY DAY, February 21, 2008:

West Virginia State Capitol Complex, Charleston.

*Only the Archives Library will be staffed—all other Archives offices will be closed.

The West Virginia Library Commission Library in the Cultural Center is closed weekends and all holidays.

a voice mailbox, rest assured that this indicates the staff member or the library is truly busy. We do not screen calls and we do not avoid calls purposely. We are here to serve both the public and our state government colleagues, and we are well aware of that responsibility.

Honoring Our Ancestors Genealogical Grants

Megan Smolenyak is well-known in the genealogical world as an author, speaker, and Chief Family Historian for Ancestry.com, and has a Web site entitled *Honoring Our Ancestors*. Ms. Smolenyak offers small grants to genealogical societies, libraries and individual genealogists to assist with funding of special family or

community history projects, newsletters, reunion organization, Web site startup and maintenance, etc. A description of the program, application form and lists of grants awarded are available on her Web site at http://www.honoringourancestors.com/grants.html.

West Virginia Division of Culture and History The Cultural Center 1900 Kanawha Boulevard East Charleston, WV 25305-0300

We would love to hear from you.

Let us know what you find helpful in the newsletter, and what new topics you would like covered.

Contact West Virginia Archives and History News Editor
Susan Scouras, (304) 558-0230, Ext. 742,
or by e-mail: susan.scouras@wvculture.org.



Archives and History Staff

Fredrick Armstrong	
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