

FALL CONFERENCE

Smorgasbord of sessions



Page 3: New SCAA officers

■ From top left, Elizabeth West of USC, vice president/president-elect; Dorothy Hazelrigg of USC, secretary; and Michael Kohl of Clemson University, director; are new officers.

Also inside:

President's Letter, 2
Business Minutes, 2
S.C. SHRAB news, 4

S.C. DAH news, 5
Treasurer's Report, 3

THIS YEAR'S Fall Conference attendees had varied choices for sessions. Dr. Julian Mims of South Aiken High School and Beth Bilderback of South Caroliniana Library spoke to how archivists can use their documentary acumen to guide teachers and students in the use of primary documents from their collections. Susan Dick Hoffius of Waring Historical Library and Ann Evans of White Homestead provided a back-to-the-basics instruction on the development and operation of "one-man" archives. Kate Boyd and Doug King of Thomas Cooper Library discussed the challenges of the University Libraries Digital Collection (<http://www.sc.edu/library/digital/>) and their solutions. Finally, Randy Akers of the Humanities Council and Dawn Mullin of the South

Carolina State Library discussed available grant funding and how to apply.

Between morning and after concurrent sessions, South Carolina State Museum Chief Curator Fritz Hamer entertained all attendants with his presentation, "The History of the Charleston Navy Yard and its Impact on the Holy City During World War II."

At the business meeting, members approved the slate of officer nominees presented by outgoing SCAA President Alexia Helsley. New officers include



Hamer

Members honored

At the Fall Conference of SCAA, three of our members were honored for their achievements. The recipients were Aimee Berry James, Roy H. Tryon, and Alexia J. Helsley.

Aimee James was awarded the Career Achievement Award for outstanding service to the state. She has served as Archivist and Coordinator for the South Carolina State University Historical Collections. During her career at SCSU, the usage of the historical collections grew significantly. She trained the faculty and staff about records retention and encouraged the donation of privately-held collections by alumni and community persons. Additionally, she encouraged faculty to

See **Awards**, page 3

New SCAA listserv

The SCAA has established a listserv through Yahoo Groups. The listserv will help the Executive Board communicate more effectively with membership, give members a forum to network, and provide a venue to post questions or announcements. In addition, it will help keep our membership lists current and allow us to post our membership directory and other documents online. Membership is free, but each member must register with Yahoo Groups (a free service) to access all membership features.

To subscribe, send a blank email to SCArchivists-subscribe@yahoogroups.com. If you have questions or problems subscribing, please contact Brian Fahey at bfahey@catholic-doc.org or 843-724-8372.

See **Conference**, page 6

President's Letter

SCAA nears 7-year mark

IN 2006, SCAA will begin its seventh year as an association devoted to the professional development of the state's archivists. Historically, the number seven is significant in many ways. In one way, it represents completion of a cycle. It is said that our bodies replenish themselves every seven years, as cells die and are replaced. Ancient people recognized a seven-year cycle in nature by leaving fields unplanted for a season after the sixth year, to allow the soil a time for rest.

Similarly, seven years can be a marker for us as an association as a time to pause and look at where we are and how far we have come. It is appropriate for us to re-examine the progress SCAA has made.

The leaders of SCAA have acquired information on how we've been doing based on statements made in your returned conference evaluations. We will carefully consider them when the Executive Board Leadership Retreat convenes in early January. Your ideas and suggestions are still welcome. Let us hear from you! I encourage all readers to contact me or any board member.

Suzanne

Suzanne Singleton
msingleton@fmarion.edu



Singleton

Business Minutes

Draft Minutes SCAA Business Meeting South Carolina Department of Archives and History 13 October 2005

Call to Order

President Alexia Helsley called the meeting to order at 1:40 p.m.

Minutes

The minutes from the Nov. 10, 2004, business meeting were distributed for review. There being no corrections, the minutes were approved.

Treasurer's Report

A copy of the report was distributed in the conference packets. Treasurer Jim Cross reported that the board had decided to transfer the scholarship funds into a separate account, and the certificate of deposit was transferred to BB&T.

Membership Report

No report.

Election of 2006 Officers

Helsley thanked Brian Fahey for his wonderful service as editor of the SCAAzette. She also thanked Sarah Murray for taking over Aimee James' duties as Director and especially for putting together the fall conference nearly single-handedly. Murray received a round of applause.

Helsley presented the slate of officers:

■ Vice President/President-Elect: Eliza-

beth West

■ Secretary: Dorothy Hazelrigg

■ Director: Mike Kohl

Kate Moore has agreed to serve as editor for one year.

There being no nominations from the floor, Marion Chandler moved that the slate be accepted by acclamation. Brian Collars seconded, and the slate was so approved.

Outgoing President's Message

Helsley stated that it has been a keen pleasure to work with everyone this year and she looks forward to more great meetings next year under Suzanne Singleton.

Awards

Vice President Suzanne Singleton thanked the award committee for their work.

The Career Achievement Award is normally given to retirees, but this year it is given to someone who left South Carolina after a distinguished career in the state: Aimee James.

Archivist of the Year: Roy Tryon

The President's Award is a special award given to Alexia Helsley for her service to the Association and the archival profession.

Incoming President's Message

Singleton announced that the leadership retreat would be in early January and she wants comments and input from as many members as possible. She is looking forward to serving as SCAA President.

Adjournment

The meeting adjourned at 2 p.m.

SCAA Executive Board

● President
Suzanne Singleton
Francis Marion University
843-661-1310
msingleton@fmarion.edu

● Vice President
Elizabeth Cassidy West
South Caroliniana Library, USC
803-777-5158
westec@gwm.sc.edu

● Secretary
Dorothy M. Hazelrigg
S.C. Political Collections, USC
803-777-3131

dhazelr@gwm.sc.edu

● Treasurer
James Cross
Clemson University Libraries
Special Collections
864-656-3031
jcross@clermson.edu

● Director 2005-2006
Sarah Murray
South Carolina Department
of Archives and History
803-896-6211
smurray@scdah.state.sc.us

● Director 2006-2007
Michael Kohl
Clemson University Libraries
864-6565176
kohl@clermson.edu

● Membership Officer
Henry G. Fulmer
South Caroliniana Library, USC
803-777-5183
fulmerh@gwm.sc.edu

● Past President
Alexia Jones Helsley
alexiahelsley@yahoo.com

SCAAzette Editorial Staff

● **Katherine V. Moore,**
Editor
South Carolina Political
Collections, USC
803-777-0578
moore-kate@sc.edu

● **Geoff LoCicero,**
Designer
University Publications,
USC
803-777-3682
locicero@gwm.sc.edu

New officers: West, Hazelrigg, Kohl

Elizabeth West, Vice President/President-Elect

A South Carolina native, Elizabeth West earned graduate degrees in Library Science and History from the University of South Carolina. She has worked at the University of South Carolina Archives since 1995, becoming University Archivist in 2001. She has established the department's oral history program, expanded acquisition and processing activities and records management services, and coordinated the transfer of the department's entire holdings to a new offsite storage facility. A development initiative led to the establishment of the Archives' first endowment, which funds a graduate assistantship in the department. She has produced exhibits and written articles relating to University history, archives, and South Carolina history. West also serves as outreach and digital activities coordinator for the South Caroliniana Library.



West



Hazelrigg



Kohl

archivist for the Senator Ernest F. Hollings papers at SCPC.

Michael Kohl, Director 2006-2007

Michael Kohl was born and educated in Wisconsin, earning graduate degrees in History, Library Science and Business Administration from the University of Wisconsin at Madison. He has worked as an archivist and librarian at repositories in Wisconsin, Rhode Island, and California before coming to Clemson as Head of the University Libraries Special Collections unit in 1982. He has been involved in the development of the unit, overseeing the transfer of its holdings to a new facility and the acquisition, arrangement and description of a wide variety of special collections material. He has written and given presentations about topics related to history, archives, and records management. He is a Certified Archivist and Certified Records Manager.

Dorothy Hazelrigg, Secretary

Dorothy Hazelrigg is Curator of South Carolina Political Collections (formerly Modern Political Collections) at the University of South Carolina. She is also a member of the Steering Committee of the Congressional Papers Roundtable of the Society of American Archivists. Dorothy earned an M.A. in history at USC and is a Certified Archivist. Previously she served as project archivist for the Senator Hiram Fong papers at the University of Hawaii and as a project

AWARDS

FROM PAGE ONE

bring classes to visit the collections, and coordinated two internships for history majors. Aimee developed National Archives Week Programs displaying exhibits on campus and in the community. The Historical Collections' website at SCSU was maintained and developed by her. She has served on the SCAA Board as Secretary and as Director. Aimee left South Carolina this summer to work in the Special Collections Division of the Nashville Public Library.

Roy Tryon accepted the award for Archivist of the Year. Roy has been employed by the South Carolina Department of Archives and History since 1988 and is currently State Archivist and Records Administrator. He also teaches information and records management at the USC School of Library and Information Science. He is a member of the Council of State Historical Records Coordinators Board of Di-



Above, Suzanne Singleton with Roy Tryon, left, and Alexia Helsley

rectors, chair of the National Association of Government Archives and Records Administrators Annual Meeting Program Committee, and member of the Working Group for the Society of American Archivists' Institute of Museum and Library Services-funded Archival Census Project.

Roy is a grant reviewer for the National Historic Public Records Commission and the National Endowment for the Humanities. He has been the successful applicant and project director for 26 projects in South Carolina. Those grants have included such projects as the creation of archives guides, manuscript and photograph collection processing, an archival fellowship,

newspaper microfilming, an electronic records conference, a Bill of Rights celebration, archives database DOS to Windows conversion, and electronic records program development. His work with the State Historical Records Advisory Board has led to sponsoring archival training and education programs and publications, holding annual statewide historical records conferences, producing public service announcements on historical records topics for TV broadcast, instituting an archival awards program, and providing support for the creation of the South Carolina Archival Association. The SHRAB is now engaged in the development of a public awareness plan.

Alexia Helsley received the President's Award for her service to the Association. She is the author of several publications on the state's history, and has shared her expertise with innumerable groups of professionals, students and others. Now retired from the South Carolina Department of Archives and History, she is a genealogical and historical consultant.

News from the S.C. State Historical Records Advisory Board

The Board is about to enter a new planning process to develop a state plan (and state funding priorities for NHPRC funds) for the period 2007-2012. Many in the South Carolina archival community will be contacted to provide input. The SC SHRAB website has been thoroughly updated at <http://www.state.sc.us/scdah/shrab/shrab1.htm>. Finally, the SC SHRAB has made regrant awards to a great number of SC repositories in two cycles of funding. For details on the regrant program, see: <http://www.state.sc.us/scdah/shrab/regrantmain0406.htm>.

Below are listed the projects funded during the two funding cycles:

1st Cycle Awards: December 9, 2004

Beaufort County Public Library:

Funds to provide access to two locally significant collections of records: the Ciehanski Papers (1980-1984), modern political history materials relating to the creation of the Town of Hilton Head, and the Miller Collection (1955-2003), relating to the art of dance in Beaufort. Amount awarded: \$850

Catawba Cultural Preservation Project:

Funds to inventory and arrange the collection of legal documents from the settlement between the Catawba Indian Nation and the State of South Carolina, 1970-1993. Amount awarded: \$4,000

Charleston Library Society:

Funds to microfilm the Society's institutional records, 1759-1950. These records include minute books, journals, letterbooks, rules and by-laws, circulation records, member records, accession records, catalogs, and other miscellaneous volumes. Amount awarded: \$4,875.

The Charleston Museum: Funds to microfilm approximately 6 cubic feet of manuscript material in the Aiken-Rhett Collection (1860-1920) and to make copy negatives and prints of 25 original architectural photographs of the Aiken-Rhett House. The manuscript collection con-

tains the legal documents, personal correspondence, books, and music owned by the Aiken and Rhett families, including Robert Barnwell Rhett, the "Father of Secession." Amount awarded: \$1,490

Clemson University: Funds to process and provide access to audiotape collections that represent under-documented history of South Carolina. The collections date from 1959 to the early 1990s and document a South Carolina mill village and black communities in the upstate. Amount awarded: \$5,000

James R. Crumley Jr. Archives:

Funds to arrange, preserve, and describe 200 cubic feet of records (1821-present) pertaining to Lutheranism in South Carolina and the German settlement of the state. Included are assembly minutes, parish registers, congregation histories, scholarly and personal journals, diaries, manuscript collections of pastors' reports, clergy and bishop correspondence, financial records, photographs, broadsheets, and newsletters. Amount awarded: \$10,000

Cultural and Heritage Commission of York County:

Funds to unfold, mend, and re-house 63 linear feet of York County Court of Common Pleas Judgment Rolls, 1800-1911. Funds will also be used to train staff on disaster recovery and to write a Disaster Preparedness Plan. Amount awarded: \$3,305

Edgefield County Archives:

Funds to hire a current part-time staffer to work on item-level identification of recently discovered county records, ca. 1770-1900. Edgefield County will pay for a consultant who will offer guidance and direction on interfiling these records with the appropriate series of which they once were a part, indexing the additions, and preparing the records for microfilming. Amount awarded: \$10,000

Newberry College:

Funds to make copies of microfilm of the journal of Newberry College President Josiah P. Smeltzer (1850-1887) and to microfilm student publications Stylus (1884-1929), Newberry Collegian (1894-1896), and Indian (1929-1991). Funds are also requested to microfilm Minutes of Newberry College Faculty Meetings, 1879-1918. Amount awarded: \$1,963

Presbyterian College: Funds for the

examination, arrangement and preservation of two major collections of documents: 1) Bee-Mail Letters (1941-1945), and 2) the Jackson-Arnold Collection (ca. 1800-1900), materials of the interrelated families of Joseph Graham, Thomas "Stonewall" Jackson, Robert Hall Morrison, and D.H. Hill. Amount awarded: \$5,000

South Carolina Historical Society:

Funds to purchase cabinets to provide appropriate storage for oversized historic documents. The oversized documents include maps, plats, and other large format manuscript items, dating from the early 1700s through the late 20th century. Amount awarded: \$4,470

Trinity Episcopal Cathedral

Archives: Funds to employ a professional consultant to assess and define the need for inventorying the collection and for designing a finding aid. Amount awarded: \$500

Winthrop University:

Funds to arrange, describe, and preserve an historically valuable collection—The Alfred Gilchrist Architectural Drawings, dating from the late 1910s to the early 1940s. Amount awarded: \$4,000

Wofford College, Sandor Teszler Library:

Funds to purchase archival supplies to re-house Wofford College's archival photographic collections. These collections (ca. 1870-1990, bulk dates 1880-1930) document the history of Wofford College and a portion of the history of Spartanburg County. Included are images of students, faculty, student clubs, athletics teams, some campus scenes, and historic buildings and people in Spartanburg County. Amount awarded: \$2,000

2nd Cycle Awards: September 9, 2005

Clemson University: Funds to continue to process and provide access to audiotape collections that represent under-documented history of South Carolina. The collections date from 1959 to the early 1990s and document a South Carolina mill village, black communities in the upstate, and the founding of technical

News from the S.C. Department of Archives and History

LSTA Grant for Archives Catalog Conversion

Thanks to a grant awarded under the Library Services and Technology Act (LSTA) and administered by the SC State Library, the SC Department of Archives and History (SCDAH) will make its extensive catalog of information about the Archives' holdings of state and local government records available to the public via the World Wide Web. The LSTA grant provides the funds necessary to convert the Archives' outdated DOS-based catalog to Windows software that will be accessible over the Internet. The old system, implemented in the mid-1990s, was only available to patrons who visited the SCDAH Reference Room. Off-site researchers had to rely on an abbreviated listing of records on the SCDAH website (<http://www.state.sc.us/>

[scdah/guide/guide.htm#guide](http://www.state.sc.us/scdah/guide/guide.htm#guide)). In making the award, State Librarian James Johnson cited the pressing need for the SCDAH "...to acquire the information technology necessary to make their rich holdings more accessible to South Carolina's citizens." According to SCDAH Reference Room supervisor Steven D. Tuttle, the LSTA grant "...will dramatically increase information for the public about Archives holdings of colonial, state and local government records from 1671 to the present, making it possible to search from anyplace with Internet access."

The expected benefits of the LSTA-funded project are:

- Catalog data is saved, protected, and properly maintained
- Catalog will be easier to understand and use than the previous DOS version, and available to the public at home as well at the Archives
- SCDAH holdings will be more accessible for new categories of users who otherwise might not visit the Archives
- SCDAH operations will be brought into the 21st Century, facilitating future

linking of scanned historical records to descriptions in the online catalog

- Better service to the people of South Carolina

The conversion of the old catalog is a fifteen-month project that is scheduled for completion by fall 2006.

Electronic Records Management Guidelines Available

The Archives' NHPRC-funded electronic records management program development project recently completed work on electronic records guidelines. They are available at: <http://www.state.sc.us/scdah/erg/erg.htm>. The SC Architecture Oversight Committee has adopted the guidelines sections on electronic document management systems and on digital imaging as state government standards.

New on the SCDAH Website

Statement on the sale of public records on eBay and other auction site and a copy of a court ruling on Civil War era letters of South Carolina governors (<http://www.state.sc.us/scdah/>).

SHRAB

FROM PAGE FOUR

schools in the state. Amount awarded: \$2,197.

College of Charleston, Addlestone

Library: Funds to organize and preserve 200 linear feet of the Burnet R. Maybank Senatorial Papers, (1941-1954). Included in this collection are correspondence, government documents, photographs, and periodical clippings relating to Maybank's career in the US Senate. Amount awarded: \$3,200.

James R. Crumley Jr. Archives:

Funds to arrange, preserve, and describe 126 linear feet of records (1832-present) pertaining to the Lutheran Theological Southern Seminary, America's second oldest Lutheran seminary. Included are Board of Trustee minutes; records from Seminary presidents and deans; extensive property records including deeds and blueprints; yearbooks and other records of student life; faculty lectures from the mid- 1800s and later; and photographs of students, faculty, and facilities from the 1890s to today. Amount

awarded: \$6,900.

Edgefield County Archives: Funds to microfilm historical records being identified and arranged under guidance of a consultant (first cycle regrant project). Documents for filming include estate papers and, as funds permit, coroner's reports and inquisitions, general sessions criminal cases, deeds, plats, and other historical documents. Amount awarded: \$4,999.

Hampton County: Funds to microfilm the following historically valuable records: county commissioners minute books (1888-1904), Democratic club rolls (1897-1916, some have suffered water damage), and auditor's tax duplicates (1878-1900, treasurer's tax duplicate for 1892 will be filmed to substitute for missing auditor's tax duplicate for that year). Amount awarded: \$4,350.

Lancaster County Library: Funds to catalog and preserve historically significant photographs, maps and manuscript materials (ca. late 1700s—present) relating to the history of Lancaster County and to that part of the state. Funds will also be used to train staff on disaster recovery and to write a Disaster Prepared-

ness Plan. Amount awarded: \$4,829.

South Carolina Historical Society:

Funds to continue to purchase supplies to provide appropriate storage for oversized historic documents. The oversized documents include maps, plats, and other large format manuscript items, dating from the early 1700s through the late 20th century. Amount awarded: \$3,000.

University of South Carolina, Lan-

caster: Funds to accession, organize, and describe the Thomas J. Blumer Catawba Research Collection (bulk 1976-present), the single largest existing collection of documentary materials on the Catawba Tribe of Native Americans. The collection consists of approximately 55 cubic feet and includes personal papers, photographs and slides of Catawba leaders and potters, collected diaries and correspondence, and oral interviews of Catawba tribal leaders and potters. Amount awarded: \$9,577.

Winthrop University: Funds to continue to arrange, describe, and preserve an historically valuable collection—The Alfred Gilchrist Architectural Drawings, dating from the late 1910s to the early 1940s. Amount awarded: \$3,495.

Treasurer's Report

October 13, 2005

For the period 11 November 2004 –
13 October 2005

GENERAL ACCOUNT

Income

2005 Membership Dues	\$1,085.00
2006 Membership Dues	\$155.00
2004 Fall Conference	*\$98.78
2005 Spring Conference registrations	\$2,095.00
2005 Fall Conference registrations	\$1,135.00
Scholarship	\$94.00
2005 Summer Social (to scholarship)	\$210.00
Deposit correction	\$15.00
Bank fee reimbursement	\$5.00
Total:	\$4,892.78

Expenses

Newsletter	(\$425.00)
2005 Spring Conference	(\$1,484.26)
2005 Summer Social	(\$17.76)
Transfer to Scholarship Account	(\$1,153.00)
2005 Membership Directory	(\$119.70)
Awards	(\$100.00)
Bank fee	(\$5.00)
Total:	(\$3,304.72)

Balance as of 11 Nov. 2004	\$8,759.92
Income	\$4,892.78
Subtotal	\$13,652.70

Expenses	(\$3,304.72)
Balance as of 13 Oct. 2005	\$10,347.98

SCHOLARSHIP FUND ACCOUNT

Income

Transfer from General Account	\$1,153.00
Total:	\$1,153.00

Expenses

None	\$0.00
Total:	\$0.00

Income	\$1,153.00
Subtotal	\$1,153.00

Expenses	(\$ 0.00)
Balance as of 13 October 2005	\$1,153.00

TOTAL, BOTH ACCOUNTS: \$11,500.98

Certificate of Deposit at BB&T

Current Balance (10-13-2005) \$10,302.93

Next maturity date 30 April 2006
Current Interest Rate 2.72%

*Income after expenses, which were subtracted before the amount was distributed to the organizations involved in the joint conference

SAA honors USC student

G EORGETTE MAYO, graduate student of the University of South Carolina, was recognized at this year's Society of American Archivists (SAA) annual meeting in New Orleans for her 2004 receipt of the society's Harold T. Pinkett Minority Student Award. The award recognizes minority undergraduate and graduate students of African, Asian, Hispanic, or Native American descent who, through scholastic achievement, manifest an interest in becoming professional archivists and active members of SAA. Established in 1993, the award honors the late Dr. Harold T. Pinkett, who served with distinction during his long tenure at the National Archives and Records Administration and was a Fellow of SAA. It is coordinated through the SAA Archivists and Archives of Color Roundtable.

Georgette hopes to graduate this December from the university's joint program in Library Science and Public History. A few of her accomplishments credited for the award include her involvement as a founding member of USC's student SAA chapter, her processing of collections with the South Carolina Department of Archives and History's "Miscellaneous Records Series Online Indexing Project" and the manuscript collections of Millicent Brown and Robert Rosen at the Avery Research Center for the African American History and Culture, as well as her scholarly research on the topics of Ethel Bolden and the Colored Fair in Columbia, SC, 1890-1930.

CONFERENCE

FROM PAGE ONE

Elizabeth West of the South Caroliniana Library as Vice President/President Elect, Dorothy Hazelrigg of South Carolina Political Collections as Secretary, and Michael Kohl of Clemson University Special Libraries as Director for 2006-2007. Immediately after

Archives basics available on CD

T HE AMERICAN Association for State and Local History (AASLH) has produced CDs on the basics of archives, a good introduction to a broad range of archival activities. For details, see <http://www.statearchivists.org/arc/bace/index.htm>. You will find this useful to become familiar with archives work or to use as the basis for a workshop or other instruction. The CDs are available free by contacting State Archivist Roy Tryon at tryon@scdah.state.sc.us or (803) 896-6120 with your name and mailing address.

— Roy Tryon, SCDAH

Bennett assists in New Orleans

S HARON BENNETT, past president of SCAA and current president of Southeastern Museums Conference (SEMC), traveled to the New Orleans area shortly after Hurricane Katrina struck. She was part of a large joint recovery unit with a mission for the immediate assessment and abatement of damage to area museum and archival collections. For a taste of what Sharon and colleagues dealt with, read this 28 September article by the Christian Science Monitor: <http://www.csmonitor.com/2005/0928/p12s01-lihc.html>.

acceptance of the new officers, Alexia turned her gavel over to incoming President Suzanne Singleton of Francis Marion University. Suzanne then issued the following awards: Career Achievement Award to Aimee Berry James who recently left SC State University for Nashville Public Library; Archivist of the Year to State Archivist Roy Tryon; and the Presidents' Award to Alexia Helsley.