



Tennessee Archives Management Advisory

1999

PROCESSING LOOSE RECORDS: A HANDBOOK FOR LOCAL ARCHIVES IN TENNESSEE

The following guide is intended for use by individuals just getting started in the process of organizing local government records. For more detailed information on processing records and creating an archives or records center, please contact the Tennessee State Library and Archives, Archives Development Program at (615) 253-3470.

STEP I FIRST THINGS FIRST:

Public Record: What's it all about?

A public record is a document in any medium that is used to do the work of government. It belongs to the people, and it is held in trust by a municipal, county, state, or national government.

Public records may be

- **active or inactive,**
- **permanent or temporary.**

Active records are records that are made and used regularly in the course of daily work by government offices. Such records are usually kept in those offices.

Inactive records are records that government offices may put in remote storage because they do not need to use them very often, if at all.

- *Government offices decide when records are active or inactive, based on their daily needs.*

Permanent records are records that must be kept intact, in their original form and medium, as long as possible (for centuries rather than decades) for public inspection.

Inactive permanent records are usually kept in **archives**.

Temporary records do not have to be kept beyond the legal and practical need to refer to them.

- *Records disposition schedules, available from the County Technical Assistance Service (CTAS), advise which records should be permanent and which should be temporary.*

- *Records disposition schedules also advise how long temporary records should be kept before they may be destroyed.*

Public records are instruments of government, kept to

- Protect the rights of citizens
- Assure the continuity of government
- Account for official actions
- Document state and local historical experience.

Public records must be open to the public.

Tennessee has an open public records law, which applies to county and municipal records as well as to state records.

The law requires state and local governments to make public records open and accessible for public inspection. [Tennessee Code Annotated § 10-7-503]

There are some exceptions to this rule (mostly confidential records of medical and mental conditions, adoptions, or law enforcement investigations). Although they are still “public” records in the sense of being the property of the people, **confidential records cannot be open to the public.** Unless they are specifically excepted by law, however, ALL state, county, and municipal records

- shall be open to inspection
- to any citizen of Tennessee
- during business hours

. . . and no government official may refuse this right.

An archives or records office is a cost-effective way to make inactive records open to the public for inspection according to law.

Every county government must have a county public records commission.

This is required by Tennessee Code Annotated § 10-7-401.

The public records commission must have *at least* six (6) members.

- The county clerk, county register, county historian, and county archivist (if there is one) are all members of the public records commission by virtue of their offices (*ex officio*).
- The county executive, with the approval of the county legislative body must appoint *at least* three (3) more members, and they must include at least one (1) county commissioner (member of the county legislative body), one (1) judge of a court of record within the county, and one (1) genealogist. He may appoint others as needed to provide additional expertise or support.

The public records commission must meet at least twice annually.

The public records commission authorizes

- retention of permanent records and

- destruction of temporary records when the temporary records reach the end of their useful life.

To do this, it is guided by records disposition schedules (RDS) prepared by the County Technical Assistance Service (CTAS) of the University of Tennessee's Institute for Public Service.

A county legislative body may also authorize the public records commission to oversee and establish regulations for the operation of a county archives and a county records office or county records center. See **Appendix A** for more information on basic archival principles.

STEP II PROMOTING AN ARCHIVES

- **Sell the idea of an archives.**

If you want an archives, you have to sell the idea to people who really would rather think about other things. You have to convince them it is not just good for *you*, but good for *them*.

- **Here are some reasons why an archives is GOOD for everyone:**

1. An archives saves space in the courthouse and county offices.
2. An archives takes good care of genealogists, historians, and public inquiries so that county officers can pay more attention to current business.
3. An archives is a source of revenue from
 - fees paid for copying documents
 - books published by the archives
 - people from out of state who come to search their family histories
4. A well-managed archives shows the voters and taxpayers that the county government knows what it is doing, and that builds public confidence and helps local officials get re-elected.
5. A well-managed archives can serve the needs of the citizens, professions, and county officials promptly, effectively, and efficiently.
6. An archives is a repository for local history and an important resource for schoolchildren to understand their county's past.
7. Besides being a source of local pride, an archives is a great place for retired people to volunteer their time providing service to the community.
8. According to Tennessee state law (Tennessee Code Annotated, section 10-7-503), public records must be open to and easily available for public inspection, and a well-managed archives does exactly that.

- **Here is a reason why NOT having an archives is BAD for everyone:**

Messy county records, heaped in damp rooms or attics,

- are not available to the public and make it impossible to find anything,
- show neglect and suggest that government doesn't properly manage the public's business, and
- endanger an irreplaceable part of local history.

STEP III PREPARING YOURSELF

- **Think about how county government and the courts work.**
 - The documents you will be working with are county records.
 - They were made to do government work.
 - They tell us how county government worked.
 - Even the way they are filed tells us how government worked.
- In an archives, records are sorted and filed in the same way that the original offices that made the records sorted and filed them.
- The arrangement of records by their original custodians is an important characteristic of the records; this is called the principle of **original order**.
- **Talk to county officers and study what sorts of records each office produces.**

What is the job or function of each of the following officers and how are those tasks reflected in the various records they keep?

 - circuit court clerk,
 - clerk and master,
 - county clerk,
 - register,
 - trustee, and
 - tax assessor

What can you expect to find in a particular type of record and what can it tell you about the work that office performed? For each office, you need to find out

- what they do,
- how they do it,
- what sorts of records they keep,
- how they file their records.

Familiarizing yourself with government offices, the work they do, and the content of the records they produce will help you understand how to sort and take care of the old records in the archives.

STEP IV CONDUCTING A SURVEY

Now you are prepared to work on the records themselves. Your **records inventory** (see sample form in **Appendix B**) will inventory and evaluate the records that are held in storage.

- **Look at the place where most old records are kept.**
- **Make a detailed list of everything that is there. Compare your inventory to the CTAS retention schedules.** [See *Records Management for County Governments: A reference guide for county officials and county public records commissions*, issued by the County Technical Assistance Service (CTAS), September 1999]
- **Check the retention period in the CTAS guidelines: Do the records have to be retained or can they be destroyed?** If there is not already a records disposition

authorization (RDA) from the county public records commission, get one at the earliest opportunity.

- **What are you likely to see? Bound records and loose records.**

BOUND RECORDS.

The most obvious thing is that some records seem to be large ledger books. Those are known as “**bound records**”.

Everything else is known as “**loose records**” or “files”. [See below.]

Bound records need to be kept flat. Standing them up puts too much strain on their spines and tends to break them apart.

On the spines of each one is usually a title such as “Civil Docket” that identifies the contents and the office that the book came from. However, you have to know what a “civil docket” is. That is why your study of the county offices is important.

Sort out the books that have no titles and set them aside.

Titled bound records:

Sort all the titled books so that all books of one title are together.

- Make a list of the titles of all the titled bound records you can find.
- Using a separate sheet of paper for each different title, make a book-by-book inventory for each title.
- List the dates covered by each book in that title.
- Note the condition of each book (good condition = firm, readable; poor condition = broken, damaged, badly stained, unreadable at least in part).
- Summarize at the top of the sheet the total number of books in that title.

Untitled bound records:

For bound records that have no titles, you will have to look into the books to see what they are.

Sometimes they will have a title written inside. Sometimes not.

You may have to figure out what sort of title to give the book from the contents.

You may need the help of one of the clerks from the courthouse or the county government offices.

[Repeat the above steps for titled bound records.]

LOOSE RECORDS.

Loose records are documents that are not in bound books. They typically consist of documents such as individual, handwritten wills, marriage records and bonds, estate packets, chancery court case files, and circuit court case files.

They can get out of order very easily.

You have to be very careful with them.

The basic rule here is that of **provenance**, i.e. the records of a given office must not be intermingled with those of another office:

What you find together, keep together.

—Unless there is a very, very good reason for doing something else.

You need to understand what you are looking at before you begin to work with loose records. Following are brief descriptions of the appearance and function of the most common types of loose records found in Tennessee courthouses and storage sites:

Loose wills Typically a 1 or 2-page probate instrument putting forth the last wishes and bequests of a recently deceased person. Such a document will usually commence with a statement of religious faith and the fleeting nature of earthly life, followed by a distribution of personal and/or real property among heirs and the naming of an executor to carry out the provisions in the will. There are generally two dates on the will—the date when the will was executed and signed by its maker and the date when the document was brought into court to be “proven” by witnesses (probated) as true and authentic. The original will may have appended to it additions or “codicils” embodying subsequent wishes of the author. Loose will documents will usually, though not always, be reproduced in the bound volumes of the will books.

Loose marriage records and bonds The marriage license itself is a 1-page instrument that records the names of the groom and bride, the date of the marriage, and the officiating minister. The marriage bond, on the other hand, records the terms of a surety bond whereby the groom’s bondsmen (close friend or kinsmen) obligate themselves for a certain amount of money as assurance that the groom is not already married. This instrument was designed to prevent a man from entering into multiple marriages in order to gain control of his brides’ dowries. Although this record is now obsolete, marriage bonds in Tennessee continue well into the twentieth century.

*The above-mentioned records generally originated in the county court clerk’s office. During the 1980s, the probate function (including the recording of wills) in most counties was moved to the clerk and master’s office.

Loose court case files Such records can originate in one of three different judicial venues—county court, chancery court, or circuit court, which has both a civil and criminal division. In more recent times, loose records have been generated by county general sessions and juvenile courts. All or most documents pertaining to a particular case of litigation typically were bundled together by the clerks. They may be tied together or enveloped in a heavy-gauge paper jacket, usually with the **case style** (plaintiff vs. defendant) written on the outside. These packets may contain trial transcripts, writs and summons, depositions, and other kinds of legal documents. Despite their variety, the contents of such case files or packets should not be separated since they constitute the compiled record of an individual legal proceeding. Just as

loose wills and marriages correspond to the recorded versions in the books, so do the materials in the case files correspond to briefer entries in the docket and minute books of the various courts.

- **Many older loose records are “tri-folded”.**

[Place a standard piece of typewriter paper on a table in front of you. Turn it so that its length is parallel to the edge of the table. Take the right short edge and fold it so that the folded leaf and the remaining unfolded part are equal in size. Crease the fold. Then open the fold and take the right short edge and fold it over to the fold mark of the first fold. Crease the new fold. Now fold the first fold-leaf back over the second leaf.]

That is a “tri-fold.” It is just like folding a business letter into a business envelope.

- **The tri-folded documents are often placed together in a document sheath or envelope.**

The sheath or envelope is about the size of a standard business envelope, but open at one end instead of along the long side.

- **The tri-folded documents and their envelopes may be tied together with string.**
- **They may be in deep but narrow metal or wooden drawers, known as “Woodruff boxes.”**
- **But more recent loose records may be in standard office file folders.**
- **Look for case files.**

Usually—unless someone has been messing about with the records—all records (documents) from one case will be together in one envelope or bound together with one piece of string. This is known as a “case file”.

A case file may be the documents in a court case, a marriage, a will that is probated, a property sale, or any other discrete, particular legal transaction.

[See the appendix to find descriptions of different kinds of documents you are likely to find in different kinds of court files—such as documents in a criminal prosecution case, documents in a civil suit, documents in a probate case, etc.]

- **Keep all records from one court or office together.**

Do not mix records from chancery court with those of circuit court—even if the cases are related or have to do with the same people. Do not mix records of the register’s office (registration of legal instruments) with probate records or records of property settlements in equity (chancery) court.

- **Look for case numbers.**

Although court record-keeping systems have not always been consistent about this, cases are usually numbered in sequence of their occurrence. That is, the court cases with the lowest numbers will usually have the earliest dates.

- When there is a case number, try to keep all documents associated with that case number together. Such case numbers may correspond with numbers in the docket books, which can serve as a guide or general index to the case files.
- Sometimes you will find the case number on the individual records (documents).
- **Look for strays.**
 - Some documents are misplaced, misfiled, out of order, or just plain messed up.
- **Restore strays if you can.**
 - When this is the case, you must read the document(s) and find out where it or they belong and restore it/them to the proper file location.
 - This is not always easy, and you need to be quite sure of what you are doing.
 - Care must be taken when restoring strays, since a misfile can mislead, making it impossible for future researchers to find the case.

**A PRIMARY GOAL OF YOUR RECORDS SURVEY IS TO
SEPARATE PERMANENT RECORDS TO BE RETAINED FROM
TEMPORARY RECORDS THAT CAN BE DISPOSED OF.**

STEP V PROCESSING THE RECORDS

Processing refers to the activities intended to facilitate the use of the papers, including the cleaning, arrangement, description, indexing and preservation of the material. Generally speaking, processing can be divided into activities dealing with **conservation** of the documents and those involving **arrangement and description** of the documents.

Conservation

- **Loose records often have things that damage them.**
 - Pins, paper clips, rubber bands, staples, and other artificial connectors and wrappers can damage documents by their rusting or deteriorating.
 - They should be removed—*very carefully* so as not to tear the paper. Old loose records may be sewn together, and great care must be used in separating pages.
 - Everything that was pinned, clipped, stapled, or bound together should remain together, and be put into its own folder.
- **Loose records are often dirty, dog-eared, ragged, and torn.**

Cleaning soot from blackened paper is essential. Dirt and dust not only mar the text, they carry acids that eat the paper. Workers with allergy problems may obtain surgical-type masks from archival supply houses; these will provide protection against dust.

 - Records covered with loose, “fluffy” dust may be brushed off with a soft brush.
 - Absorene (a putty-like cleaner) is available commercially and can be used to dab-up surface dirt. Do not use on records written in pencil, since rubbing can erase writing.

- NEVER use water—even a damp sponge—to surface-clean loose records. Water produces mildew and can quickly ruin the records you are trying to preserve.
- *Do not use tape (except archival tape) to mend torn creases and bent corners.*
- **Loose records are often folded and must be flattened.** Creases from folds break the fibers of paper, and eventually the paper comes apart at the fold. Use weight, **not ironing**, to flatten records.
 - Lay records on a hard, flat surface.
 - Polished stone is great.
 - Safety glass is acceptable if you are careful.
 - Cover them with a sheet of archival paper.
 - Place a sheet of archival board on top of the paper.
 - Place heavy weights (clean bricks will do) on top of the archival board
 - Leave for a day (24 hours), or longer until documents are reasonably flattened.
 - To flatten properly, it may be necessary to **humidify** old and brittle documents by slowly introducing controlled amounts of moisture into them. This must be done carefully, and you should first consult with a professional conservator.

Arrangement and Description

To store, find, retrieve, and use records efficiently and effectively, we arrange and describe them in an orderly way. If not properly arranged and described, they are not readily available for public inspection as the law requires.

Arrangement is the physical and functional order of records in relation to each other. It is the working relationship of records to each other that determines how they should be arranged.

Arrangement is the term archivists use for the way that we put

- pages in proper order in documents
- documents in proper order in files (folders)
- files in proper order in series
- series in proper order in groups
- groups in proper order in archives (an archival repository).

Description consists of the labels, lists, indexes, and catalogs we use to identify and locate records, as well as the recorded story of their origin, purpose, use, and functional relationship to all other records.

Description follows arrangement. Records must first be properly arranged before they can be properly described.

Arrange chronologically and alphabetically. Generally, an “alphabetical within chronological” arrangement is best. The exact system adopted may vary depending on a collection’s size and previous organization (or lack thereof). In preparing a lengthy run of records, it may be useful to divide them into ten-year “batches,” alphabetizing and indexing each batch separately. A researcher lacking the precise date will be able to

search the 1890s more quickly than all cases between 1800 and 1900. Sometimes, court records may be found—and can be left—in docket-number (thus, exact chronological) order. Few researchers, however, are likely to know their case's docket number, so this should not be used as the primary means of identification.

- **File the records into archival folders and boxes.**

Acidity is the great enemy of records preservation, particularly for records produced after 1870. The use of acid-free folders and storage boxes will greatly extend the life of loose records. Archival quality folders and boxes may be obtained from vendors of archival supplies (see **Appendix C**).

- For each court case file, prepare at least a folder to hold all the documents in that case. Generally speaking, each will or marriage record should have its own folder.

Usually, you should not put more than twenty (20) pages of documents in a single folder, because the rubbing of too many pages damages the paper.

Sometimes you may have to prepare several folders for the same case. You may even have to prepare a box or even several boxes for all the documents in the same case.

- **Label each folder with the title of the case and (if there is one) the case number of the case.**

- Write neatly with a number 4 graphite pencil on the lip of the folder.
- If you have room, write the beginning and end dates of the documents on the lip of the folder.
- All documents pertaining to a particular court case, will, or marriage should be placed in the same file folder. (Court cases, for instance, should not be broken into separate files of depositions, summonses, etc., nor should records from different offices be filed together by surname.) **Material from different cases, courts, or offices must not be intermixed within a file.**
- Each folder should be labeled with the box number and shelf location where it can be found.

- **Put folders with their documents into archival boxes.**

- **Label each box with the name of the county archives and the contents of the box.**

Content identification requires at least the

- the court or office that originated the records,
- the type of records, and
- the span of case numbers or date span of cases (or both).

- **Preparing an index is a vital part of making the records accessible and usable to researchers.**

- Indexes should be as simple as possible. For genealogical purposes, an “all-name” index is attractive, but may be too time-consuming. A more limited index (e.g., plaintiff and defendant index for court cases, or bride and groom index for marriage records) is satisfactory. Extensive indexing of other individuals, such as bondsmen, deponents, decedants and heirs (in estate cases), should identify their role in the proceeding. *Remember: this sort of indexing is very time-consuming!*
- **Loose wills** may be indexed by the name of the deceased, with secondary reference to heirs, executors, and slaves.
- **Loose marriage records** can be indexed by groom or bride, with secondary reference to the groom’s bondsmen, in the case of the **marriage bonds**.
- With **loose court records**, each name in the index should be linked with a case file number, or, if the files are not numbered but are alphabetical by plaintiff and defendant’s names (**case style**), the index should refer to the particular name under which it is filed. **The style and date of the case should be linked whenever possible.**
- For indexing, consider the current available computer software that would work best for your particular situation. Microsoft Access is a widely used program for genealogical indexing projects. One advantage of Access is that it provides a set of “fields” into which you can put the names and other identifying information for plaintiffs and defendants, brides and grooms, deponents, slaves, witnesses, etc.

Microfilming

Having properly cleaned, arranged, and indexed the records, you are now ready to prepare the records for copying onto archival quality microfilm. Microfilming is one of the most widespread and important means of preserving the information content of historical records.

For purposes of microfilming the records, there is a special kind of description called **targeting**. It consists of making special, large labels called **targets** that are filmed along with the records. The printing on targets must be sharp, large, on a white paper background, and very black so that it is easy to read on the microfilm.

Targets are “signposts” that let a researcher know

- what each folder or case file is named;
- where each folder or case file begins and ends;
- what each record series or subseries is named;
- where each record series or subseries begins and ends;
- where each roll of film begins and ends;
- who did the filming and when it was done.

Prepare targets by typing them on a computer and printing them out in large, bold-faced type (preferably arial style or something else equally sharp and distinct for easy reading.).

Targets for microfilming are full-size (8½ x 11) written paper labels (large black type) that indicate the beginnings and ends of films, series, and folders (where necessary).

Place targets in their proper locations in the record series or group of manuscripts that are to be filmed.

Film targets in their proper sequence along with the document pages.

Film finding aids. *Finding aid* is the word that archivists use for inventories, catalogs, indexes, and the like that help people find things in record groups and document collections.

If there is a finding aid for a group or collection being microfilmed, it should be filmed at the same time as the documents.

Film the finding aid at the beginning of the group or collection it represents.

Archives (Repository) Target. The first frame on any microfilm roll should be a target that identifies (1) the archives or repository where the records are kept and where the master film is kept, (2) the agency or enterprise that did the filming, (3) the date the filming was done. (See sample target in **Appendix D**).

It is a good idea to consult with the Preservation Services Division of the Tennessee State Library & Archives before undertaking any microfilm project. If it is not done properly, microfilming is a waste of time, money, and effort. Please refer to the TAMA, *Microfilming Loose Records: Guidelines for Local Archives in Tennessee* for further information.

STEP VI ESTABLISHING AN ARCHIVES

- **Get a good place to work and keep the records.**

It is very important to find

- a dry, secure space
- with stable temperature and humidity, and
- sufficient room to accommodate records, staff, and researchers.

You have to talk to and convince a lot of people: the county executive, members of the county commission, the local newspaper editor, local lawyers, local bankers, members of the local genealogical and historical societies.

You have to convince them that having a good archives is good for the county.

You must convince them the county government should acquire or fix up for the archives a space that is about 3,000-4,000 square feet in a good, strong, secure building.

Other counties have found such space in

- an old post office
- an old national guard armory
- an old bank
- an old school
- an old jail
- an old courthouse (when a new county center has been built)
- an annex to the public library

Work must be done to make sure that the space is

- dry and will stay dry
- free of pests (vermin, insects, mold, etc.)
- secure and strong so no one can get into it
- protected against fire
- has good heating and air conditioning to keep the inside temperature and humidity constant and stable

- **Acquire and procure furnishings, equipment, and supplies.**

Furnishings have to be acquired, such as

- standard metal—NOT wood—shelves for storing the records and
- tables for working on the records.

Equipment may have to be acquired, such as

- a computer, printer, and software
- a copying machine
- a microfilm reader-printer

Supplies have to be acquired, such as

- archival boxes
- archival folders
- cleaning and conservation supplies

- **Move the county records to the archives space.**

YOU NOW SHOULD BE READY TO OPEN FOR BUSINESS.

APPENDIX A

BASIC ARCHIVAL PRINCIPLES

PUBLIC TRUST AND CONFIDENCE

- **The key to good records keeping and good archives is to remember that they serve public trust and confidence in government.**
- If the public cannot have trust and confidence in the records, it is difficult for them to have trust and confidence in government.
- If representatives of the voters and those appointed to do the work of government do not keep good records and take care of them properly, they should not be surprised if citizens mistrust government.

EVIDENTIAL and MATERIAL INTEGRITY

- **Records are not merely information—they are evidence that can inspire or destroy public confidence in government.**
- The “evidential integrity” of a public record is ability of the record, by itself and without any help to make the public confident that it truly represents the government action, policy or function that it records.
- The “material integrity” of a record is its original shape, form, context, content, structure, substance, and the specific material form in which it was created.

ORIGINALITY

- **An original document, in its original form and substance is the best evidence against which any copy may be compared for confidence that it is a true copy.**
- Any copy, no matter how well certified, is still a copy, and to the degree that a copy is imperfect it diminishes public confidence in its integrity.
- To the degree that you cannot be sure a copy is a true copy, you cannot have confidence in its evidence—you cannot trust it.

KEEP RECORDS UNDER CONTINUOUS CUSTODY

- **Public confidence depends on records being carefully kept in the continuous custody of a responsible government official.**
- When a record is removed or hidden from the ability of a responsible official to be sure that it still exists in its original form and substance, public confidence in the integrity of the record is diminished.
- It is much harder to be confident that a record still exists in its original form when the record is kept in an electronic records-keeping system than when the record is kept in an easily-accessible, observable paper file under continuous custody.

KEEP RECORDS OF EACH OFFICE SEPARATE

- **Keep all the records from one office together and do not mix them with the records of other offices.**
 - If you mix the records of one office with those of another, you confuse the record, damage evidential integrity, and lose the confidence of the public; and you make historical research difficult.
- **Keep all the records from one function within an office together in their own series, and do not mix them with the records of other functions.**
 - If you mix the records of one function within an office with those of another, you confuse the record, damage evidential integrity, and lose the confidence of the public; and you make historical research difficult.

KEEP RECORDS IN ORIGINAL FILE ORDER

- **Keep records in files and files in series in their original order.**
 - If you mix up the original order of records in a file, you confuse the record, damage evidential integrity, and lose the confidence of the public; and you make historical research difficult.
 - If you mix up the original order of files within a functional series, you confuse the record, damage evidential integrity, and lose the confidence of the public; and you make historical research difficult.

RECORDS ARE PUBLIC PROPERTY HELD BY GOVERNMENT IN TRUST FOR THE PEOPLE

- **Keep records secure to prevent theft.**
- **Keep records in good storage conditions to slow down deterioration.**
- **Keep records in good order to prevent confusion.**
- **Make and keep good catalogs and indexes to the records so that evidence in information may be found easily and efficiently.**
- **When copying, use the safest possible means to protect the integrity of the original items.**

TENNESSEE CODE ANNOTATED REQUIRES:

- **Each county to have a public records commission to assure the orderly disposition of its records.**

[TCA 10-7-401]

All public records, unless otherwise protected by law, must be made available for public inspection. [TCA 10-7-503 and 10-7-504]

APPENDIX B

▪ **RECORDS INVENTORY**

County: _____

Date of Inventory: _____

Records of the Office of the: _____

Series Title or Series Description: _____

CTAS Manual Guideline Number: _____

<u>Container (Box) Number</u>	<u>Date Span of Contents</u>	<u>Content Description</u>
_____	_____ - _____	_____
_____	_____ - _____	_____
_____	_____ - _____	_____
_____	_____ - _____	_____
_____	_____ - _____	_____
_____	_____ - _____	_____
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_____	_____ - _____	_____

APPENDIX C

Vendors of Archival Supplies

Local archives have asked about suppliers of archival-quality products such as acid-neutral folders and boxes. Catalogues of products may be obtained from the following vendors that supply archives throughout the United States. TSLA does not endorse any of the vendors listed below; the vendors listed are only suggestions of where archival materials can be purchased.

<u>Phone</u>	<u>Vendor Name, Postal Address, & E-mail/Website</u>
1-800-634-6932	Conservation Resources International 8000-H Forbes Place Springfield, VA 22151 Home Page: http://www.conservationresources.com Email: criusa@conservationresources.com
1-800-448-6160	Gaylord Archival Storage Materials and Conservation Supplies Box 4901, Syracuse, NY 13221-4901 Home Page: http://www.gaylord.com Email: customerservice@gaylord.com
1-800-634-0491	The Hollinger Corporation P.O. Box 8360, Fredericksburg, VA 22404-8360 Home Page: http://www.hollingercorp.com E-mail: Hollingercorp@erols.com
1-800-828-6216	Light Impressions P.O. Box 787, Brea, CA 92822-0787 Home Page: www.lightimpressionsdirect.com Email: LiWebsite@limpressions.com
1-800-862-2228	Metal Edge, Inc., 6340 Bandini Boulevard, Commerce, CA 90040 Home Page: http://www.metaledgeinc.com E-mail: info@metaledgeinc.com
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1-800-628-1912	University Products, Inc. 517 Main Street, P.O. Box 101 Holyoke, MA 01401-0101 Home Page: www.universityproducts.com Email: custserv@universityproducts.com

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Email: boxmaker@pohlig.com

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E-mail: andrea@vsa1.com

APPENDIX D
SAMPLE RECORD SERIES TARGET

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OFFICE OF THE
CLERK AND MASTER

CHANCERY COURT CASE FILES

1920-1930

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