The Georgia Archives Institute
Signposts of history are often first noticed by archivists sorting through the sometimes jumbled documents of the past. Loose pages from a diary, yellowed correspondence, and fading photographs may provide evidence of direction and motive in the flow of history.

Mapping out the highways of history for researchers of the present and of the future is a major responsibility of the archivist. By evaluating, organizing, and describing documents to be retained permanently, the archivist sets up road signs for researchers trailing a particular topic through a mass of records spanning several decades.

The education of an archivist should rest upon a general awareness of the world. As an archivist is trained, his acuity in selecting records which will present accurately their times and creators is carefully honed. The broad highways of history may already be well marked, but the archivist must not overlook the backroads of the past which present the commonplace people and events as well as the outstanding ones.

The Georgia Archives Institute, sponsored by the Georgia Department of Archives and History and by Emory University Division of Librarianship, is a four-week graduate-level course intended to provide training in both the theory and practice of archives and records management.
Participants in the annual Institute are exposed to a comprehensive program of lectures, seminars, laboratory workshops, and field trips which emphasize practical application of archival principles. Speakers with national and regional reputations are selected for Institute presentations. Staff members at the Georgia Archives and at the Emory Library School are also called upon to share their experiences in the application of archival principles. These staff members are readily accessible to Institute participants for discussion of specific problem areas.

The excellent facilities of the Georgia Archives, which include document conservation and microfilm laboratories, will be used to give Institute participants opportunities for working, in controlled settings, with actual records to appraise, arrange, preserve, and inventory them. Institute presentations will cover the field of archives and records management in an orderly fashion, with early sessions providing an overview of the profession while later sessions will focus more sharply on particular issues.

Private and public records and differences in their handling will be discussed. The collecting and processing of non-print records, such as computer tapes, phonograph records, movie film, video tapes, and microfilm, will be approached throughout the course. Special emphasis will be given these modern records in the 20th Century Documentation Seminar scheduled during the final week of the Institute.

Interspersed among the formal presentations will be time assigned to a laboratory project dealing with actual documents and visits to such places as a restored 1840s farmhouse, a business archives, an historical society, and a bindery. One out-of-town weekend trip to an area of historic interest is included in the four-week course. Transportation is provided for this trip as well as for the others.

student evaluation

Students will be evaluated on the basis of their participation during the course; an examination covering basic principles, problems, and terminology in archives and records management; and a 10- to 20-page paper applying archival principles to specific situations. Each student will select a topic in the field of archives and records management which will present his understanding of an archives and its functions. Though this will not be a formal research paper, students will be expected to align their archives with orthodox principles and practices and to draw on materials from assigned readings, as well as information presented in scheduled sessions, to substantiate their statements.
applicant information

Basic requirements for participation in the Georgia Archives Institute include a bachelor's degree from an accredited institution. Applications are invited from those presently employed or preparing for employment in the fields of archives, manuscripts, records management, special libraries or any history-related field. Although preference will be given those applicants who have had some exposure to archives and records management, other applicants whose background or position demonstrates a strong interest in the field will be considered. Enrollment is limited to 20 participants. (Application form, Institute calendar, and fee information for this year are inserted in the back cover.)

Reasonably priced housing on or near the Emory University campus will be available to Institute participants. Full information will be sent upon request. Public transportation is available from the Emory area to the Archives building. Campus parking privileges will be made available to those students living in Emory housing who have cars. Arrangements will be made, as necessary, for paid daily parking space at the Archives.

Participation in the Georgia Archives Institute may be arranged on a credit or on a non-credit basis. The Institute is offered as a six-credit graduate course through the Emory University Division of Librarianship. Two types of graduate status are available: regular (for currently enrolled Emory students) and transient (for students engaged in graduate work at another institution). Non-credit participation at a reduced cost is available to those not pursuing academic work. All students successfully completing the course will receive a certificate of participation.

development of the institute

Initiated in 1966, the Georgia Archives Institute has earned respect as a training course for professional archivists. The Georgia Department of Archives and History and the Emory University Division of Librarianship, sponsoring institutions, have witnessed the growth of the Institute and its stimulating effect on their own institutions.

Established by law in 1918, the Georgia Department of Archives and History enjoys a well-deserved reputation for leadership and innovation in the archival profession. Many archival programs designed and implemented by the Georgia Archives have been widely adopted by other states.

Examples of such transplanted programs include security microfilm programs for records created and maintained by local governments, fully integrated archives and records management programs which improve both the economy and efficiency of government and insure the orderly deposit of high quality archival records, and a range of training workshops, institutes, and intern programs.

The achievements of the Georgia program have not been accidental but are part of a spirit of self-improvement which has characterized the Georgia Archives from its earliest days. Realizing the importance of having a formal and regular setting for the sharing of information and problem-solving techniques, Archives Director Carroll Hart formulated the idea of a four-week Archives Institute in early 1965. Designed to expose participants to the latest developments in archival theory and practice—from appraisal to administrative planning—the Institute has three objectives. First is to bring top archivists, records managers, scholars, and outstanding practitioners of related professions to Georgia to share their knowledge with
the Georgia Archives staff. Second, the Institute encourages continuous improvement of departmental operations in a less direct way, by opening the inner workings of the department to the constructive criticism of student scrutiny. Third and last, the Archives Institute program offers regular theoretical and practical training to archives to Georgians and other Southerners, thus enlisting new talent in the cause of preserving the fragile documentary heritage of the state and region.

The first curriculum was openly experimental. Director Hart and Dr. Martha Jane Zachert of Florida State University, the Institute's first student, spent four weeks of intensive study exploring all phases of archival work. Their research led to a basic curriculum focusing upon modern archival documentation rather than antiquarian collecting, on organization of collections by function rather than by subject, and on establishing the varied research values of records in general, especially those of the twentieth century.

In the summer of 1967, a class of seven students was accepted for the four-week Archives Institute. At the end of their experience, the students evaluated the total program. They found the focus of the curriculum very helpful and the work in general challenging. The students especially enjoyed the small, informal group instruction. Because of the intensive work required, without academic reward, foremost among their suggestions for improvement was an appeal for academic credit. They suggested that Emory University be approached about offering credit for the Institute as a course in their library program.

That fall the Archives Institute formally became part of the Emory University Division of Librarianship curriculum, as the only graduate course to carry more than five hours of academic credit. Emory's library school, the oldest American Library Association-accredited school in the Southeast, has long enjoyed a national reputation for excellence. The selective nature of the library program offers the student a personalized schedule of instruction featuring small seminars and faculty-directed individual study. These program features, combined with an interest in curriculum innovation, led Emory to adopt the Institute program without hesitation.

Viewed from the perspective of more than a decade, the decisions of those early years have proved prophetically wise. Modern archives now practice much of what ten years ago was only a theory. Twentieth-century documentation has become the brainchild of the mid-seventies. Functional organization and the total information planning approach of a joint archives/records management program are now keystones of the profession. But not all the challenges have been met; new forms of records and new ways of managing them require constant attention and the development of new archival techniques. These too will find their place in the Institute curriculum—perhaps first as theory and later as practice.
Guest Speakers, Georgia Archives Institutes

Lee Alexander, Archivist, Atlanta University.
John C. Allen, Computer Specialist, Georgia Agricultural Chemicals.
Robert Allen, Director, Georgia Computer Center.
Lee Antiques, Reference Librarian, National Medical Audio Visual Center.
P. E. Backus, Analyst, Service Bureau Corporation.
Mrs. Craig Barrow, Hostess, Wormsloe Plantation.
Charles K. Bauer, Lockheed Corporation.
William Bealle, Archivist, United Methodist Church.
Jack Blicksilver, Professor of Economic History, Georgia State University (GSU).
John W. Bonner, Archivist, University of Georgia (UGA).
Donald Bradley, Professor of Sociology, GSU.
Josephine Brandon, Educator, Madison, Ga., Schools.
Carlton Brown, Administrator, Federal Records Center, Region IV, National Archives and Records Service (NARS).

John Burrows, Professor of Folklore, GSU.
Charlotte Capers, Director, Mississippi Department of Archives and History.
David Chestnut, Assistant Editor, Henry Laurens Papers.
Frank Clark, Emory University Center for Research in Social Change.
Minnie Clayton, Archivist, Martin Luther King, Jr., Center for Social Change.
Jim Collins, Training Coordinator, Eastman Kodak Company.
T. Fischer Craft, Grants Consultant, Georgia Institute of Technology (GIT).
Timothy Crimmins, Professor of History, GSU.
Edna E. Cunningham, Lockheed Corporation.
Helen Davidson, Archivist, El Lilly and Company.
Carolyn Dixon, Archivist, Auburn University.
Jim Dodd, Information Consultant, GIT.
Gilbert Dorame, Director, Federal Records Center, Region IV, NARS.
R. F. Doust, Archivist, New South Wales, Australia.
Richard T. Elsloth, Archivist, Atlanta Historical Society.
David Estes, Head of Special Collections, Robert W. Woodruff Library, Emory University.
Francis Fears, Probate Judge, Morgan County, Ga.
Lois Ferr, Archivist, the Billy Graham Evangelistic Association.
Meyer Fishbein, Director, Records Appraisal Division, NARS.
Patricia Freedman, Sound Archivist, Center for Educational Resources, Eastern Michigan University.
Herman Friis, Director, Center for Polar Archives, NARS.
Franklin Garrett, Director, Atlanta Historical Society.
David B. Gracy, II, Archivist, Southern Labor Archives, GSU.
Steven Gurn, Professor of History, Georgia Southwestern University.
Willie L. Hornford, Archivist, Martin Luther King, Jr., Center for Social Change.
Lilla Hawes, Director, Georgia Historical Society.
Charles T. Hill, Director, Thomas County Historical Society.
Michael Holmes, Professor of History, University of Wisconsin.
Alton Honsby, Professor of History, Morehouse College.
Mila Howard, Director, Alabama Department of Archives and History.
Tom Hudson, Director, Records Management Division, Region IV, NARS.
John Hutchins, Public Relations Consultant.
John L. Jellicorse, Professor of Speech and Theatre, University of Tennessee.
A. K. Johnson, Director, Region IV, NARS.
Walter Jordan, Archivist, Tennessee State Library and Archives.
Monroe M. King, Records Manager, Fulton County, Ga.
Spencer King, Professor of History, Mercer University.
Wilbur Kurts, Archivist, The Coca-Cola Company.
Mills L. Lane, IV, Editor, The Beeswax Press.
Charles Lee, Director, South Carolina Department of Archives and History.
Joseph Mahan, Director, Historic Westville, Lumpkin, Ga.
Linda Mathies, Reference Archivist, Special Collections, Robert W. Woodruff Library, Emory University.
Robertins McLeod, Director, Juliette Gordon Low Birth Home, Savannah, Ga.
George Mitchell, Oral Historian, Project Pragnia.
Thomson Mitchell, Chief, Archives and Records Section, North Carolina Department of Cultural Affairs.
William R. Mitchell, Director, Historic Sites Survey, Georgia Historical Commission.
James Morgan, Archivist, Georgia College at Milledgeville.
James Morton, Museum Curator, Atlanta Historical Society.

M. Overby, Curator, Georgia Baptist Historical Society.
Richard G. Page, General Manager, Perpetual Storage Vaults.
Rambert Patrick, Professor of History, UGA.
Gayle Peters, Regional Archivist, Federal Records Center, Region IV, NARS.
Walter B. P/fs, Professor of History, Indiana University.
William Pressly, Director, Atlanta Historical Society.
Barbara Price, Clerk of the Superior Court, Fulton County, Ga.
Patricia Reedy, Vice-President, Faxfire Foundation.
Darlene Roth-White, Visiting Lecturer, Emory University.
Marl Reed, Professor of History, GSU.
Warren Rundell, Professor of History, Emory University.
Muttie Russell, Curator of Manuscripts, Duke University.
Phinly Spalding, Professor of History, UGA.
Lester Strong, Producer/Community Affairs Director, WSB television, Atlanta, Ga.
Sara E. Taylor, Clerk of the Superior Court, Henry County, Ga.
George Thomas, Director, Religious Heritage of the Black World, ITC, Atlanta, Ga.
Ronan D. Thoms, Chief of Records Management Division, Veterans Administration.
Edwin Thompson, Director, Records Declassification Division, NARS.
Carolyn Wallace, Director, Southern Historical Collection, University of North Carolina.
Judson Ward, Professor of History and Dean of Faculties, Emory University.
Robert Williams, Archivist, The Foot Foundation.
Prince Wilson, Georgia Coordinator, National Endowment for the Humanities.
Warren Wilson, Manager, Federal Records Center, Region IV, NARS.
William Yates, Records Manager, West Point Pepperell.

The Georgia Archives periodically sends questionnaires to graduates of past Institutes to keep up to date with their professional development. Listed below are the names and current positions of 80 per cent of the Georgia Archives Institute participants for whom this information was available.

ADAMS, Marilyn, 1973. Archivist/Editor, Georgia Department of Archives and History, Atlanta, Ga.
BANKS, Brenda, 1975. Archivist, Public Records Section, Georgia Department of Archives and History, Atlanta, Ga.
BARNES, Robert Nelson, 1967. Head of Fine Arts Department, Tampa-Hillsborough County Public Library, Tampa, Fla.
BEAL, William C., Jr., 1971. Archivist, United Methodist Church, Janulusco, N.C.
BLALOCK, Samuel J., 1973. Archivist, Surveys and Research Department, Region IV, NARS.
BRABHAM, Robert F., Jr., 1975. Librarian, University of North Carolina at Charlotte, Charlotte, N.C.
BRADHAM, JoAllan, 1971. Associate Professor of English, Agnes Scott College, Decatur, Ga.
BROWNE, Margaret W., 1972. Director, Chacon Regional Library, St. George, Utah.
BULLOCK, Pamela L., 1974. Associate Professor, Atlanta University School of Library Science, Atlanta, Ga.
CARPENTER, Mary Paige, 1975. Head of Educational Services Section, Georgia Department of Archives and History, Atlanta, Ga.
COLLINS, Rachel B., 1975. Graduate student, University of Wisconsin School of Library Science, Madison, Wis.
CONAWAY, Charles W., 1968. Assistant Professor, School of Information and Library Studies, State University of New York at Buffalo, Buffalo, N.Y.
COREN, Robert W., 1975. Graduate student, Syracuse University, Syracuse, N.Y.
DAVENPORT, Honor Jean, 1974. Archivist/Special Collections Librarian, Interdenominational Theological Center, Atlanta, Ga.


DAWKINS, Jan Cille, 1969. Reader, Magnolia State Clipping Service, Jackson, Miss.

FLEMISTER, Wilson, 1975. Librarian, Interdenominational Theological Center, Atlanta, Ga.


HERSH, Jane B., 1974. Librarian/Archivist, West Georgia College Library, Carrollton, Ga.


HUCKS, Herbert Jr., 1967. Librarian, Wofford College, Spartanburg, S.C.

HUMPHREYS, Hubert, 1974. Assistant Professor of History, Coordinator of Oral History and Archives, Louisiana State University, Shreveport, La.

HUX, Roger, 1975. Assistant Reference Librarian, Frances Marion College, Florence, S.C.


KIRKSEY, Mary Bess, 1975. Head, Southern History Collection, Birmingham Public Library, Birmingham, Ala.

KITCHEN, Mary Frances, 1970. Between jobs.

KITCHENS, John W., 1975. Research Historian, Department of History, Tuskegee Institute, Tuskegee, Ala.

KOENIG, Carol, 1970. Assistant Head, Periodicals Department, University of North Carolina, Chapel Hill, N.C.

LARIMER, Mary R., 1968. Supervisor of Special Collections, Virginia Polytechnic Institute and State University, Blacksburg, Va.

LESLEE, Linda, 1973. Librarian, Georgia Department of Archives and History, Atlanta, Ga.


LOWE, Curt, 1975. Graduate student, Emory University, Atlanta, Ga.


MATHIS, Trevor W., 1968. Associate Director/Coordinator of the Quaker Collection, Guilford College, Greensboro, N.C.


MENEN, Nancy V., 1967. Project Coordinator, National Endowment for the Humanities, American Jewish Archives and Hebrew Union College Library, Cincinnati, Ohio.

MEYER, Robin, 1974. Archivist, Microfilm Library, Georgia Department of Archives and History, Atlanta, Ga.


MOSELEY, Sally, 1973. Head, Microfilm Library, Georgia Department of Archives and History, Atlanta, Ga.


NEAL, Ellen Barrier, 1975. Technical Services Archivist, Southern Historical Collection, University of North Carolina, Chapel Hill, N.C.


SCHINKEL, Peter, 1971. Head of Manuscripts Section, Georgia Department of Archives and History, Atlanta, Ga.

SCOTT, Mary Cebrum, 1970. Branch Librarian, Williams Public Library, Christiansted, St. Croix, United States Virgin Islands.


SOKORA, Cerise, 1975. Graduate student, Emory University Division of Librarianship, Atlanta, Ga.


WELLINGTON, Roger, 1974. Reference Librarian, Local Information & History Section, Greenville County Library, Greenville, S.C.


WHITE, Bab, 1972. Archivist, Public Records Section, Georgia Department of Archives and History, Atlanta, Ga.


WILLIAMS, Mary Helen, 1949. Librarian, Emory University School of Nursing, Atlanta, Ga.

Institute students share problems, solutions in group sessions.

Archives and Records Building, Atlanta
State Records Center provides economical storage and efficient servicing of agency records.

Restoration Laboratory employs modern techniques in conservation of fragile documents.
Address all inquiries about the Institute to:

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c/o Georgia Department of Archives and History  
Division of the Office of Secretary of State  
330 Capitol Avenue, S.E.  
Atlanta, Georgia 30334  
or  
Dr. A. Venable Lawson, Director  
Division of Librarianship  
Emory University  
Atlanta, Georgia 30322