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LIBRARIES

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# TEXAS LIBRARIES

- 51 Workshop Slated at TSL  
On Administering Historical Records
- 52 New Legislation to Aid  
Counties in Records Management Marilyn von Kohl
- 59 An Act Relating to County  
Records Maintenance and Disposition
- 64 The Houston Public Library's  
Houston Metropolitan  
Research Center Don E. Carleton
- 69 The Moody Texas Ranger  
Memorial Library Sharon Ray and  
Terry Mattingly
- 74 Texas Historical Records  
Advisory Board
- 76 The Fort Worth Federal  
Records Center Katherine Williamson Thaler
- 84 Using Census Data  
for the Twentieth Century
- 88 News Notes
- 91 "The PLANE Facts, Ma'am" Frances W. Isbell

Editor: Millicent Huff

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## About the Cover

In the months to come pictures of the newly completed Perry Castenada Library at the University of Texas at Austin will appear in many places. With its modern facilities this library will be welcomed by both the staff that works in it and the library patrons that utilize the materials. For those of us whose first experience in a large library was in the University of Texas' Main Building, however, the move brings back many memories. There are first of all recollections of the funny little one-person cage elevator to which one hesitated to trust one's body unless the trip was to the upper reaches of the book collection where documents were shelved. With windows open and dust flying, these upper floors provided some relief from oppressive summer heat of the air of the third and fourth levels buried beneath the loan desk. It was the coveted stacks permit that provided entry to the elevator, to the dusty documents, and to the multiple numbers of linear feet of long-discontinued periodicals on the fourth level (or was it the third?). This piece of paper sent one past the line of less-fortunate ones waiting in front of the loan desk to see how many of the charge slips they had filled out would actually produce bound volumes.

For those who were waiting, however, there was the architectural elegance of the main loan desk, the handsome reading rooms at the east and west ends of the second floor, and even the wide staircases leading from the ground floor where generations of students indulged themselves in soft drinks and what may well have been the worst coffee ever to be produced by a machine.

The definitive picture of the Main Library may be that of a worn spot in the floor, a window ledge between the first and second floor with a reader perched somewhat precariously to scan a few lines, or the bench where generations of readers waited for their books to be delivered. For all of those for whom the Main Building was something more than a structure linking the bursar and registrar on the ground floor and the observation deck from which orange lights signaled football victories, however, we present a final picture of the building as a library. And we know that somewhere until the last books were moved there was at least one student trying to make the superscript numbers match the footnotes on a research paper that was due within the twenty-four hours.

## **Workshop Slated at TSL On Administering Historical Records**

A basic workshop on the care of historical records and manuscripts will be held at the Texas State Library, February 13-17, 1978, under the aegis of the Society of American Archivists, the Society of Southwest Archivists, the Texas Historical Records Advisory Board and the Texas State Library. Enrollment will be limited to thirty persons.

The workshop will focus on the rudiments of archival theory and practice: the nature, acquisition, description, administration and referencing of archives and manuscripts. The curriculum has been designed for those who have little or no previous training but who currently have responsibility for archives and manuscripts.

Charges for the workshop have been kept to a minimum, thanks to support for the workshop from the National Endowment for the Humanities. The \$52.00 registration fee covers instructional materials (including the first five volumes in the SAA's new *Basic Manual Series*) and related expenses. Housing will be available at the University of Texas campus for \$15 per night single, meals included. Room registration information will be sent to all those admitted to the workshop. Deadline for registration is January 13, 1978.

Further information may be obtained from either Timothy Walch, Society of American Archivists, Box 8198, University of Chicago Circle Library, Chicago, Illinois 60680, or David B. Gracy II, State Archivist, Texas State Library, Box 12917, Austin, Texas 78711.

# **New Legislation To Aid Counties in Records Management**

**By Marilyn von Kohl**

The State Legislature has given county officials new authority to take action to locate and preserve their permanently valuable records. Senate Bill 831 will allow custodians of county records to prepare schedules of their records stating the length of time each record is to be kept and to set up records management procedures based on the schedules.

The law requires the Local Records Department of the State Library's Archives Division to produce a County Records Manual, setting forth recommended minimum retention periods as guidelines for officials to use in establishing their schedules, and gives these retention periods the same authority as if set by law.

The Local Records Department was established to carry out provisions of a law passed in 1971 authorizing the State Library to establish Regional Historical Resource Depositories. These are housed in libraries--primarily in colleges and universities--around the state. As the State Archives preserves records of state agencies, the regional depositories preserve records of local governments--counties, cities, hospital districts, civil appeals courts, and so on. The 1971 law also provided for loan of materials among the depositories and between the State Library and the depositories.

Under the new legislation responsibilities of the Local Records Department are significantly broadened. One of the specific functions of the depositories is "to provide for an orderly, uniform, statewide system for the retention and preservation of historical resources on a manageable basis." No one, unfortunately, has ever identified which county records are "historical resources" and which are not.

Certainly old check stubs could generally be agreed upon as having no significant research value since the information they contain is readily available elsewhere. But the value of many county records is not so clear cut. Lacking suitable guidelines, and especially fearing legal problems in disposing of records for which there are no guidelines, some officials have hesitated to transfer records to depositories. Others, however, recognizing the lack of security and accessibility of records in their offices, did transfer

records to depositories. This situation soon brought the realization that before a "statewide uniform system" can be achieved, there will first have to be uniform standards which officials can trust to guide them.

The legislation just passed will provide such standards. The County Records Manual it calls for will provide the foundation for the State's first systematic effort to provide clear cut legal guidelines to county officials in the management of their records. The Manual will include a brief description of each county record, insofar as it is necessary to identify and distinguish the record from other similar ones. The more detailed descriptions that researchers need may be found in the county inventories produced by North Texas State University and so need not be repeated in the manual, which is to be used by county officials and Local Records Department staff already familiar with records content. When a particular record is filed under varying titles by different counties, or when the office in which a record is kept varies (as a result of the size of the county) cross references will be entered. A minimum retention period will be listed, as will a legal citation when a statute requires that a record be kept permanently. An appendix quoting the general laws affecting county records will be included in the manual. An introductory chapter will state the purpose of the manual, give guidelines for its use and provide instructions for implementing a records management system in each county. Included in these instructions will be provisions for incorporating into the system records which may have been omitted from the Manual.

The need of county officials for the assistance that the law now requires the Local Records Department to provide has long been recognized. In 1966 the Legislative Council pointed out in its report "County Government in Texas" the problem of "the lack of clear definitions of the records and documents which must be retained by counties and the manner by which they are maintained." Today, the same situation exists that the report described then: "Almost all of the counties within the state have incurred or are incurring an acute shortage of space, brought on by storage of records; the problem is becoming more severe every day, ... As a result, the county courthouses of our state have become and are increasingly becoming overridden with ancient, valueless documents which could be microfilmed or destroyed." The 1966 Legislative report continued to point out that a records management program had been established to cope with the same problem in State agencies, and that a similar program should be developed for county government.



*Among the problems that counties have faced in maintaining records have been moves from old buildings to new ones. The pictures on these two pages show the nineteenth century building that housed the Travis County offices and the twentieth century structure.*

Despite the report, nothing was done until this year. Although several laws now allow officials to microfilm and dispose of certain records, officials are not sure *which* records they should keep, which they should film, and which they should dispose of. Consequently, the problem is even worse today than it was a decade ago because the volume of records is so much greater.

An even more graphic account of the problem was given in a letter written to the Local Records Department by a researcher describing her attempt to use the records of one county and the conditions she found:

We were looking for old records this past week and were directed to the County Clerk's office. We were searching for records from about 1886 on. The County Clerk told us that the records were in the basement under the County Clerk's office and that there were large roaches down there. When we said that we still wanted to look, we were taken down some back stairs in the County Clerk's office to a two-room basement. In the back room of these two rooms were old ledgers and records from the year 1886 or earlier. There were huge roaches in the room and in one





old volume ... of Tax Records, we found termites eating the paper and destroying the ledger. The conditions in this back room in the two-room basement under the County Clerk's office are almost beyond description and we soon found it impossible to continue to look. There is mold, rot, mildew, termites, roaches, spiders, etc. Isn't there a law that will protect these very old valuable records? Doesn't a County Clerk have an obligation to protect these records?

The results of such situations in our counties are two: first, huge numbers of tax dollars are spent every year to maintain records no longer needed--to purchase filing cabinets, folders, and boxes; to pay staff to move them; and to lease or purchase and maintain storage areas for them. Second, an incalculable number of permanently valuable historical records are being lost or allowed to deteriorate because they are unknowingly stored with other records.

The expense of continuing to maintain records of no value should concern every taxpayer. A Texas county with a population of 200,000 could easily spend \$9,000 or \$10,000 a year maintaining its records, while a very large county could spend half a million dollars annually on records keeping. Since it is conservatively

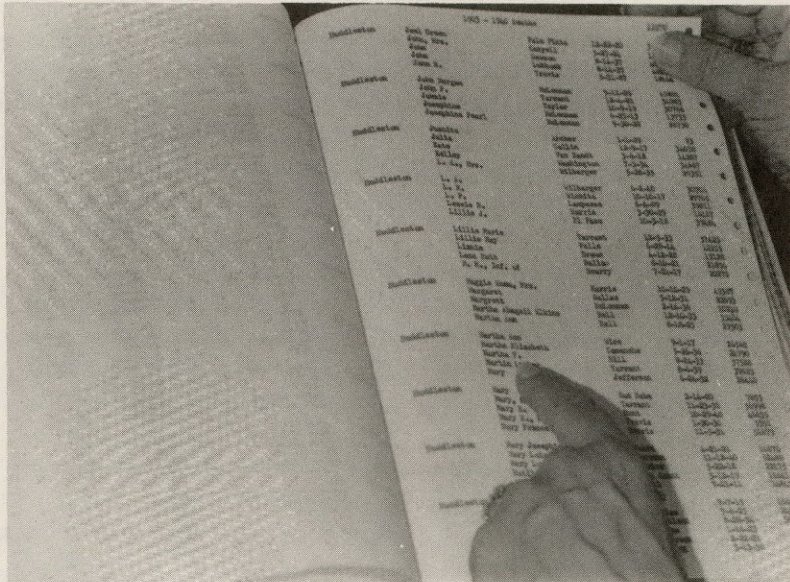
County	Year	County	Year
1	1850	2	1850
3	1850	4	1850
5	1850	6	1850
7	1850	8	1850
9	1850	10	1850
11	1850	12	1850
13	1850	14	1850
15	1850	16	1850
17	1850	18	1850
19	1850	20	1850
21	1850	22	1850
23	1850	24	1850
25	1850	26	1850
27	1850	28	1850
29	1850	30	1850
31	1850	32	1850
33	1850	34	1850
35	1850	36	1850
37	1850	38	1850
39	1850	40	1850
41	1850	42	1850
43	1850	44	1850
45	1850	46	1850
47	1850	48	1850
49	1850	50	1850
51	1850	52	1850
53	1850	54	1850
55	1850	56	1850
57	1850	58	1850
59	1850	60	1850
61	1850	62	1850
63	1850	64	1850
65	1850	66	1850
67	1850	68	1850
69	1850	70	1850
71	1850	72	1850
73	1850	74	1850
75	1850	76	1850
77	1850	78	1850
79	1850	80	1850
81	1850	82	1850
83	1850	84	1850
85	1850	86	1850
87	1850	88	1850
89	1850	90	1850
91	1850	92	1850
93	1850	94	1850
95	1850	96	1850
97	1850	98	1850
99	1850	100	1850

A major function of the counties has been that of keeping records. In some cases these are records that have been relayed to State offices. To the left are county tax rolls that were forwarded to the State Comptroller. These have been micro-filmed and are available in this form. Vital statistics are recorded by the county and sent to the Department of Health Resources. Since the 1930's indexes to these records have been available.

estimated that records accumulate at an average annual rate of 10 percent of an office's total holdings, the cost of continuing to preserve useless records could ultimately overwhelm the budgets of county government.

One of the hidden costs to the taxpayer of preserving records no longer needed is the additional staff time spent on locating information often inadvertently kept with them. Further, when records become an unwieldy mass that strains storage facilities and equipment, employees find it difficult or impossible to provide needed information from them; thus the quality of service the county can provide its citizens is lessened.

But achieving efficiency and cost reduction is only one of the reasons for county officials to establish records schedules. Equally important is the preservation of that relatively small percentage of the total records which do have permanent value. Once officials know which records these are, they can take steps to sort them out from those of no further value and place them in suitable facilities to safeguard them. The need for this has been demonstrated repeatedly. For instance, the only copies of early naturalization proceedings in county and district courts remain in those offices. They were not duplicated at the state or federal level; thus, in many cases they are the only documentation of citizenship for the early nineteenth century. Obviously, then, these are permanently valuable records wherever they still exist. Yet we know that in one of the State's most populous counties these records were discarded into a courthouse basement and were only saved



because a citizen happened to learn of their imminent destruction. Perhaps the greatest benefit of the County Records Manual will be to decrease the number of such occurrences by enabling county officials to identify records of permanent value. Many records now being “preserved” in untended storage areas must share quarters with old lawn mowers, vermin and dust, and must endure the vicissitudes of decay and disasters, such as fire, storms, boiler explosions, and the wrecking ball. Many of these records are of little current value, but since storage is rarely systematic, some records of considerable historical or legal value decay along with the others.

Although many county records are required by law to be kept, many are kept without any statutory requirement. Even those laws which require an official to keep a record rarely mention the length of time it must be kept. Case law *Snider v. Methovin*, 60 Tex. 487 (Tex. Sup. 1883) has declared that unless specific provisions are outlined in the law, any record statutorily required must be kept permanently. Because the laws governing individual county offices are scattered throughout the statutes, no one until now had determined exactly what the record-keeping requirements for each official are.

Research by the Texas Legislative Council and the Local Records Department has however, now yielded a list of all known existing laws requiring county officials to file specific records. This information will serve as the foundation for the County Records Manual. Recommended minimum retention periods in the manual

will be based on legal requirements, as well as on the advice of committees of county officials, historians, and attorneys. In addition, to further assure the wisdom of the retention periods suggested, they will be reviewed by a committee consisting of the attorney general; a representative appointed by the Texas Historical Commission; a county clerk, a district clerk; county judge or county commissioner; a county auditor, a county, district, or criminal district attorney; a county treasurer; a sheriff, a county assessor-collector of taxes; and the state librarian. Only when the review committee has approved it will the Manual become effective. Both the advisory committees and the final review committee will provide a safeguard against recommending destruction of records without due regard for their permanent legal or historical value.

The new authority given county officials by the Legislature will assist them in the more efficient and economical operation of their offices while facilitating the preservation, use, and accessibility of our local historical resources. And, perhaps of equal significance, it will cost little or nothing in additional funds to implement, for the initial groundwork will be laid using the present resources of the Local Records Department.

As a result of the new legislative mandate, the Local Records Department's responsibilities will become much more diversified. Heretofore, it has been concerned with the preservation of "historical resources" which officials wished to place in regional depositories as authorized by Art. 5442b in 1971. With the development of the County Records Manual, the department entered a new phase of its operations which will begin to bear fruit in September when initial work begins on setting schedules based on the manual.

Implementation of records scheduling will require the field staff of the Department to be available to county officials for advice in setting up the schedules themselves. After adoption of schedules, the archivists may help officials implement disposal of accumulated, obsolete records and advise them on suitable housing for preservation of permanent records. As part of the latter, transfer of records to one of the State Library's regional depositories will be available as an option for officials.

The new legislation and the County Records Manual permit county officials to develop records retention programs based on sound legal, fiscal, and historical criteria and consistent with what other counties are establishing. The staff of the Local Records Department looks forward to working with them in the interests of economy and historical preservation.

## **AN ACT**

relating to the maintenance and disposition of certain county records; amending Subsection (a), Section 6, Article 1941(a), Revised Civil Statutes of Texas, 1925, as added; and declaring an emergency.

**BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:**

**Section 1. DEFINITIONS.** In this Act:

(1) "County record" means any record required or authorized by law to be maintained in a county or precinct office or the office of district clerk.

(2) "Custodian" means the officer responsible for keeping a county record.

**Sec. 2. RECORDS MANUAL.** (a) The state librarian shall direct the staff of the regional historical resource depository program in the preparation of a county records manual. Those preparing the manual shall consult with affected local officials and other interested persons.

(b) The manual shall list the various types of county records, state the minimum retention period prescribed by law for those records for which a minimum retention period is so prescribed, and prescribe a minimum retention period for all other county records except those subject to Section 8 of this Act. When the manual takes effect, those retention periods prescribed by it for county records for which no retention period is prescribed by law have the same effect as if they were prescribed by law.

(c) The manual also shall contain information to assist local officials in carrying out their functions under this Act, including model records schedules and implementation plans, and may prescribe rules consistent with this Act governing the disposition of obsolete county records.

(d) The manual has no legal effect until it is approved by a

majority of the members of a review committee constituted as provided in Section 3 of this Act. The committee's approval is effective when a copy of the manual and a statement of its approval, signed and acknowledged by a majority of the members of the committee, is filed in the office of the secretary of State.

(e) The state librarian may amend the manual from time to time. An amendment is effective when the state librarian files a certified copy of the amendment in the office of the Secretary of State, except that an amendment must first be approved by a review committee in the same manner as provided for approval of the original manual if it:

(1) prescribes a minimum retention period for a county record required by law to be kept and for which a minimum retention period is not prescribed by state law;

(2) changes a minimum retention period established by the manual; or

(3) changes the rules governing disposition of obsolete county records.

Sec. 3. REVIEW COMMITTEE. (a) A review committee required under this Act is composed of:

(1) the state librarian, who is chairman of the committee;

(2) the attorney general;

(3) A representative of the Texas Historical Commission, appointed by the commission; and

(4) one county clerk; one district clerk; one county judge or county commissioner; one county auditor; one county, district, or criminal district attorney; one county treasurer; one sheriff; and one county assessor-collector of taxes, each of whom shall be appointed by the state librarian.

(b) Except as provided in Subsection (d) of this section, an officer is eligible for appointment to the review committee under Subdivision (4), Subsection (a) of this section only if:

(1) he has been nominated by a petition signed by at least 50 other officers of the type nominated; or

(2) he has been nominated by an organization representing officers of the type nominated that has as members at least 50 of those officers.

(c) For the purposes of Subsection (b) of this section, county judges and commissioners are of the same type and county, district, and criminal district attorneys are of the same type.

(d) At least 30 days before making an appointment under Subdivision (4), Subsection (a) of this section, the state librarian shall cause to be published in the Texas Register a notice of his intention to make the appointment. If the state librarian does not

receive a nomination for a particular type of officer meeting the requirements of Subsection (b) of this section before the 31st day after the notice is published, a nomination is not required.

(e) Service on a review committee by a public officer is an additional duty of his office.

(f) Members of the committee receive no compensation, but they are entitled to be paid their actual expenses incurred on committee business. The payment of the expenses of the attorney general and the representative of the Texas Historical Commission shall be paid from funds of the attorney general's office and the commission, respectively. The payment of the expenses of other library members of the committee shall be from funds of the Texas Library and Historical Commission.

(g) A review committee ceases to exist when it completes the work for which it was constituted unless it is sooner discharged by the state librarian.

#### Sec. 4. RECORDS SCHEDULE AND IMPLEMENTATION PLAN.

(a) A custodian of county records may prepare a records schedule applicable to his office and a plan for its implementation. On the request of the custodian, the state librarian and the staff of the regional historical resource depository program shall assist the custodian in this regard by furnishing him recommended model records schedules and implementation plans and other information.

(b) A records schedule, if prepared, shall contain an inventory of county records kept by the custodian. It shall prescribe a minimum retention period for each type of record. The retention period for each type of record must be at least as long as that prescribed by law or established in the county records manual.

(c) If a custodian prepares a records schedule, he shall also prepare an implementation plan that prescribes, in conformity with this Act, the manner and procedure for disposing of records no longer needed on the expiration of the applicable retention period.

(d) The records schedule and implementation plan take effect when the custodian files a certified copy of the schedule and plan in the office of the county clerk. A custodian may amend an existing schedule or plan. An amendment takes effect when the custodian files a certified copy of it in the office of the county clerk.

Sec. 5. DISPOSITION OF OBSOLETE RECORDS. (a) When the retention period expires for a county record subject to an approved records schedule and implementation plan, and in the judgment of the custodian the record is no longer needed, he may dispose of the record in accordance with the implementation plan, the county records manual, and the provisions of this Act.

(b) No county record may be destroyed pursuant to an implementation plan unless at least 60 days before the day it is destroyed the custodian gives written notice to the state librarian of his intention to destroy the record. The notice must sufficiently describe the record to enable the state librarian to determine if it should be transferred to the state library for preservation in a regional historical resource depository. If the state librarian requests that a record be transferred, the custodian shall comply with the request. Otherwise, the record may be destroyed.

(c) County records may be destroyed only by the sale of them for recycling purposes or by shredding them or burning them. Regardless of the method used, adequate safeguards must be employed to insure that they do not remain in their original state and are no longer recognizable as county records.

(d) No later than the 10th day before records are destroyed, the custodian shall file and record with the county clerk a notice stating which records are to be destroyed, how they are to be destroyed, and the date they are to be destroyed. The same day the notice is filed, the county clerk shall post a copy of it in the same manner that notices of meetings are posted under Chapter 271, Acts of the 60th Legislature, Regular Session, 1967, as amended (Article 6252-17, Vernon's Texas Civil Statutes).

(e) No person is civilly liable for the destruction of a record in accordance with this Act and an approved records schedule and implementation plan.

**Sec. 6. TRANSFERRAL OF RECORDS TO STATE LIBRARY.** (a) A custodian may transfer to the state library for preservation in a regional historical resource depository any county record that is not needed for administrative purposes.

(b) When a custodian transfers a county record to the state library under Subsection (a) of this section or under Subsection (b), Section 5 of this Act, the state librarian shall give the custodian a receipt for the record. The custodian is not required to make a microfilm or other copy of the record before transferring it.

(c) The state librarian may make certified copies of county records that have been transferred to the state library. Each certified copy shall state that it is a true and correct copy of the record in the state librarian's custody. A certified copy made under the authority of this subsection has the same force and effect for all purposes as a copy certified by the county clerk or other custodian as provided by law.

**Sec. 7. MICROFILMING OF RECORDS.** This Act does not require the microfilming of county records, but an implementation



plan may include provision for microfilming of records in accordance with other state law.

Sec. 8. EXCEPTIONS. This Act does not permit the establishment of a retention period for:

- (1) any county record that affects the title to real property, other than a recorded lien that is no longer enforceable;
- (2) a will;
- (3) the minutes of a commissioners court; or
- (4) the pleadings or any order, decree, or judgment, or any instrument incorporated by reference in an order, decree, or judgment, in a civil case in a court of record.

Sec. 9. CONFORMING AMENDMENT. Subsection (a), Section 6, Article 1941(a), Revised Civil Statutes of Texas, 1925, as added, is amended to read as follows:

“(a) Each county clerk and county recorder and clerk of county courts, whenever the original paper record is not retained in the files of the county clerk, shall reproduce from microfilm onto paper records each filmed image on each roll of microfilm, or each filmed image of the discrete group of filmed images of such paper records, and shall inspect and check each reproduced paper record against the original instrument of writing, legal document, paper or record for accuracy and clarity. Should the paper record which was reproduced from a microfilm image be defective in any respect due to the image or images on the microfilm, the original instrument of writing, legal document, paper or record, from which said defective reproduced paper record was made, shall be remicrofilmed on a subsequent roll of microfilm, or on a subsequent discrete image or images of a subsequent discrete group of individual images, to obtain acceptable images on microfilm. *A record need not be reproduced if it is transferred to the custody of the state librarian pursuant to state law.*”

Sec. 10. EMERGENCY. The importance of this legislation and the crowded condition of the calendars in both houses create an emergency and an imperative public necessity that the constitutional rule requiring bills to be read on three several days in each house be suspended, and this rule is hereby suspended, and that this Act take effect and be in force from and after its passage, and it is so enacted.

# The Houston Public Library's Houston Metropolitan Research Center

by Don E. Carleton

In 1974 the National Endowment for the Humanities awarded \$116,000 to fund a two-year cooperative project of the Southwest Center for Urban Research, Rice University, the University of Houston, Texas Southern University, and the Houston Public Library. This project, the Houston Metropolitan Archives and Research Center (HMARC), was conceived and directed by Harold M. Hyman, professor of history at Rice University. The purpose of the project was to organize a program that would locate and preserve historical records relating to the development of the Houston area. Located at Rice University during its two-year grant phase, HMARC initiated an oral history project, created a computerized data retrieval system for historical sources, and acquired a core collection of archival and manuscript materials. At the end of its grant-funded phase in May, 1976, the products of the HMARC project were transferred to the Houston Public Library. In the summer of 1976, under the general supervision of its Director, David M. Henington, the Houston Public Library organized a new division within its system to incorporate and continue the work of HMARC. This new division is the Houston Metropolitan Research Center (HMRC).

HMRC seeks to locate, collect, preserve, and make usable for research the documentary and oral evidence of Houston's past. Specifically, the research center collects the non-current records of local governments, corporations, small businesses, private and public associations, religious institutions, cultural and civic organizations, labor groups, educational institutions, and any other organization or group that has played a role in the development of Houston. HMRC also actively solicits the public and private papers of individuals whose records may shed light on important historical episodes or trends in the history of the area. In addition to traditional manuscript and archival records, HMRC collects non-textual materials such as photographs, maps, drawing, recordings, and architectural blueprints that provide research information.

In just over two years HMRC has assembled nearly one hundred individual manuscript and archival collections, totaling over 2,500

linear feet in size, covering a diverse range of areas. New collections are acquired weekly, all of which provides vivid evidence of the need for such a project in the Houston area. Important acquisitions include the legal and operational records in the Houston area. Important acquisitions include the legal and operational records of the Gulf, Colorado, and Santa Fe Railroad, 1898-1968; the Houston *Press* newspaper morgue, 1920's-1964; the early financial records of Houston's First National Bank, 1866-1930's; the Alfred C. Finn Architectural Archive, 1920's-1950's; the Christ Episcopal Church Archive, 1840's-1960's; the papers of Houston Mayors Oscar Holcombe (1921-1957), Neal Pickett (1941-1943), Lewis Cutrer (1957-1964), and Louie Welch (1964-1974); and the papers of several other important Houston business, political, educational, civic, and cultural leaders. In addition, United States Congressmen Robert C. Eckhardt, W. R. Archer, and Robert Gammage have designated HMRC as the depository for their congressional papers. In keeping with its responsibilities as an official depository within the Texas State Library's Regional Historical Resource Depository system, HMRC has begun the transfer of the historically valuable non-current records of city and county governmental agencies and departments. Already accessioned City of Houston records include those from the Aviation, City Planning, Fire, Library, Model Cities, Tax, and Treasury departments.

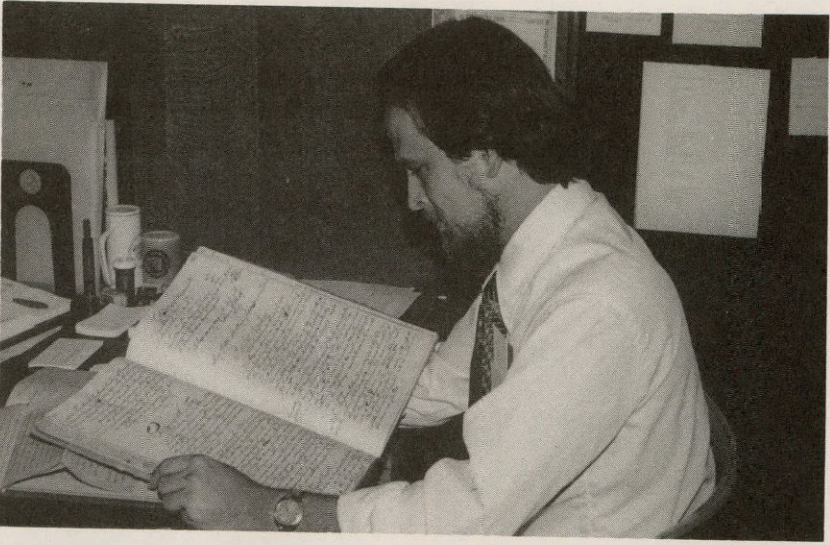
HMRC has initiated two special programs that complement its archival and manuscript holdings: the Oral History program and the Religious Archives System (RAS). Coordinated by Dr. Louis Marchiafava, the oral history program provides information not available in other sources. Consisting of nearly 250 taped interviews of persons with a first-hand knowledge of significant, political, cultural, economic, and social events in the growth of metropolitan Houston, the oral history collection is a valuable supplement to the written record of Houston's history. All the interviews are thoroughly indexed and listed in HMRC's card catalog. Use of some of the tapes is subject to the restrictions of the interviewees. Access to the oral history collection is by appointment only.



*Dr. Don E. Carleton, HMRC director, works on the John Milsaps Papers.*

Coordinated by Thomas Kreneck, the Religious Archives System (RAS) is a program designed to discover, catalogue, arrange, and preserve the historically valuable records of churches and synagogues in the Houston area. RAS makes an inventory of each institution's records, and these inventories are compiled into a Master List on deposit at HMRC. Interested scholars can use this Master List to locate needed material held by these various religious archives. Through HMRC the scholar may then gain permission from the participating religious institutions to examine those records necessary for his research.

Besides the Archives and Manuscripts Department, HMRC also includes the Texas and Local History Library (formerly known as the Texas Room). Headed by Dorothy Glasser, this department has more than 17,000 volumes of published and unpublished resource materials. Among the resources available to users are newspaper clipping files, photographs, maps, Houston city directories dating from 1866, and a microfilm collection of 19th century Texas newspapers. There is a fine collection of rare Texana, consisting of nearly 200 imprints prior to 1845. These include some of the earliest descriptive works on Texas by foreign travelers through the period of the Republic. The collection also includes many 19th century histories and biographical works now out of print. The Library is particularly strong in official municipal, county, and state publications and documents. There is, for example, an extensive collection of Houston city charters, codes and city council minutes as well as annual reports of agencies and departments, bulletin



*Thomas Kreneck, coordinator of the Religious Archives System, inspects record book from Temple Beth Israel, oldest synagogue in Texas.*

series, budgets, and special governmental studies. The House and Senate Journals (including those of the Republic) and the sessions laws of the Texas State Legislature are some of the important state documents in the Collection.

Thus, HMRC seeks to be the storehouse for research material relevant to the study of the Houston area. HMRC is, however, more than a passive depository for historical records. As a division of the Houston Public Library, HMRC plays an activist role in the pursuit of knowledge by working closely with the institutions of higher education in the Gulf Coast region. The Houston Public Library and the University of Houston's M. D. Anderson Library have joined in a program that allows HMRC to house the university's archival and manuscript collections relating to Texas and Houston history. These collections, which have already been transferred, include the archive of the Port of Houston. UH provides financial support to HMRC programs and helps solicit donations of research material and grant funds for HMRC. Special educational programs and graduate student fellowships have been initiated to provide a stimulus for specialized investigations that will broaden our understanding of the city. An advisory board of scholars from the various major universities in the area, such as the University of Houston and Rice University, provides HMRC staff with information about what types of materials need to be collected and makes suggestions useful for shaping overall HMRC policy. HMRC's archives and manuscripts department is staffed by professional historians who not only stimulate others to do research but are

themselves producing and publishing scholarly studies. With an understanding that contemporary events will be subjects for study by future researchers, HMRC's staff has initiated an on-going project to document contemporary episodes such as political campaigns through the use of oral history and accessions of relevant documents. In the future, HMRC will publish guides to its collections as well as inventories to material held by associate institutions. HMRC hopes to publish an historical journal, to appear quarterly, that will print articles by staff and outside scholars dealing with aspects of Texas Gulf Coast history, and will include a news and notes section providing current information about HMRC and its related programs.

At the present time, HMRC is located on the fourth floor of the Central Houston Public Library, and is open Monday through Saturday, excluding holidays, from 9 am to 6 pm. The future location of HMRC will be the Julia Ideson Building, former home of the Central Library and now adjacent to the new Central building, 500 McKinney in downtown Houston. The Ideson building, an architecturally distinctive Houston landmark since 1926, is being renovated by the City of Houston at a cost of 3.6 million dollars. When the renovation is completed in early 1979, the Ideson building will provide 68,000 square feet of usable space on three principal floors and six stack levels. Proper safeguards against fire, vermin, and theft will be provided as well as an atmospheric environment conducive to preservation of historically valuable material. A large research room will house the Texas and Local History Library as well as provide adequate and comfortable space for use by patrons. Two areas on the first floor, the Norma Meldrum Children's Room and the Harriet Dickson Reynolds Room, will contain materials of value to researchers in the field of juvenile literature. The Ideson building will have a small auditorium, meeting and seminar rooms, a reception area, exhibition gallery, and a rare book room. It will also provide space for archival workrooms, restoration and fumigation areas, and microfilming and photographic reproduction equipment.

Consciously designed as a prototype for other large cities, the HMRC has been based from the beginning on a unique pooling of interinstitutional resources, the cooperation of the Texas State Archives, the support of local governments, and generous grants from federal and private funding sources. This includes recent grants from the Houston Endowment, the Hobby Foundation, and the National Historical Publications and Records Commission. The cooperative efforts made to create the Houston Metropolitan Research Center will aid in the attempt to recreate the city's past, to analyze its present, and suggest its future.

# The Moody Texas Ranger Memorial Library

by Sharon Ray with Terry Mattingly

Travel trailers, sightseers afloat on the Brazos River in a "Mississippi" river boat, mock gunfights, Baylor University students drifting by in brightly colored sailcraft, and the saga of the Texas Rangers roaring out repeatedly each hour: an unusual setting for a research center. The Moody Texas Ranger Memorial Library (MTRML) is probably the world's largest holding of information about the Texas Rangers. Located in the Texas Ranger Hall of Fame in Waco's Fort Fisher Park, the library offers a number of services to a wide variety of patrons— ranging from scholars to "roots searchers."

The library draws its own roots from the Texas Ranger Commemorative Commission, Debbi Eloff, first MTRML librarian, said. The commission decided to include an area for research dedicated to the famed law enforcement group in the Hall of Fame. Gaines de Graffenreid, curator of Fort Fisher's Homer Garrison Museum and member of the commission, was instrumental in contacting the Moody Foundation of Galveston in mid-1975 for library funding. Due to the special interest of de Graffenreid and Carey T. Mayfield of Waco and trustee of the Moody Foundation, a grant of \$47,254.00 was donated. With more than \$20,000.00 for books and other materials, the library began.

Starting with twenty-four *Frontier Times* magazines, the non-circulating collection has grown to include not only 800 books, but photographs (copies and originals), paintings, periodicals, rare books, historical papers, documents, vertical file material, and the beginnings of a tape library. The books are arranged by Dewey decimal system for non-fiction with a separate biography section. Most of the collection concerns the history of the Rangers. Other

subjects such as firearms, Indians, early Texas settlers, gunfighters, and general Texas history are also included.

Photographs and vertical file material are stored in acid-free folders in sliding metal cabinets. Sources of photographs include the Institute of Texan Cultures, the Rose Collection of the University of Oklahoma, and the Texas Department of Public Safety. Classification of photos is by the year the picture is obtained by the library with the number following the number last assigned to a photograph affixed. To date, the library's collection numbers more than 250 photographs.

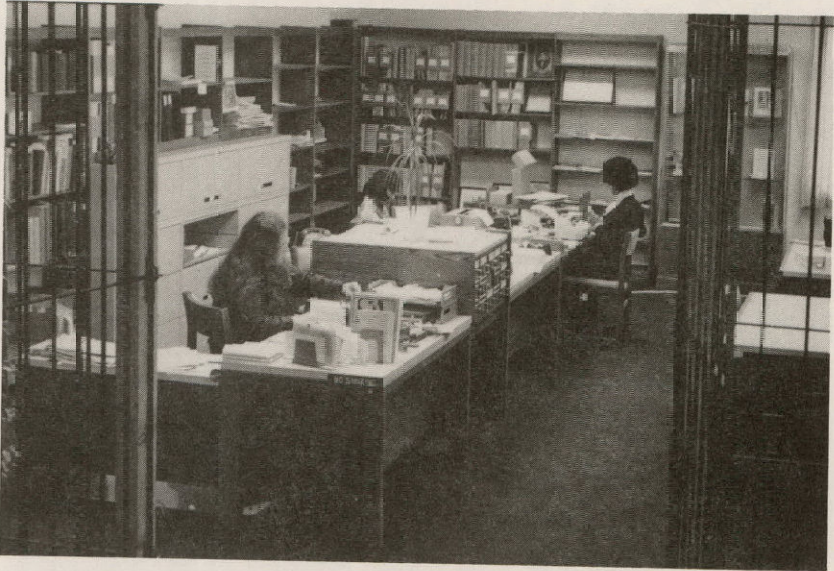
The library's rare books, historical papers, and documents are stored on sliding shelves in a dark, cool, closet-like room. The rare books are catalogued by Dewey, except that a designation of Rb precedes the number. The *Texas State Documents Classification* system is used to catalog Texas documents while the supplement to that system is used to classify the U.S. documents. Included in the historical papers section are personal records such as diaries, letters, and photograph albums and service records such as warrants, oaths, and muster rolls. Mrs. Elolf developed the classification system for historical papers. Materials are placed in general subject areas, such as correspondence that applies to the Texas Ranger Hall of Fame, biographical information, or service records. Various subdivisions are included. In essence, the cataloguing of the whole collection is of a specialized nature, and many alterations and additions have been made to meet with special needs.

Library acquisitions have occurred with the aid of Dayton Kelley and John Willingham, the first two directors of the Ranger Hall of Fame, and Roger Conger, Texas historian and member of the Hall of Fame Executive Committee. Many of the materials are obtained through rare book dealers and publishers specializing in Texana. The Texas Department of Public Safety, the State Library, Baylor University's Texas Collection, flea markets, half-priced book stores, and various other cubby holes around the state are also sources of Ranger history.

In addition, the donation of the late Dr. Brian Aynesworth's collection, worth in excess of \$10,000, by Mrs. Aynesworth has added hundreds of rare and scarce volumes, catalogs, clippings, and periodicals to the library. Some of the more valuable items gained from this donation are a set of William Cowper Brann's *The Complete Works of the Iconoclast*, an 1898 edition of Wooten's *A Comprehensive History of Texas*, autographed copies of Walter Prescott Webb's *Texas Rangers* and Tom Lea's *The King Ranch*, and John Henry Brown's 1892 edition of the *History of Texas*.

Gifts, when applicable, are eagerly accepted: recently one retired





*View of the Moody Texas Ranger Memorial Library with Librarian Sharon Ray at the Front Desk*

Texas Ranger shipped to the library two 24" x 13" x 10" boxes of case studies while another gentleman donated four 1940 *True Detective* magazines which serialize the life of the "Border Boss," Ranger John R. Hughes.

An essential addition to the library is an oral history program based on interviews with retired Rangers. At a late May retired Ranger reunion, a team of four interviewers was able to question twenty old-time Rangers and gathered more than twelve hours of audio tape in addition to ten minutes of video tape on each Ranger. In-depth career-length interviews of the Rangers and associates will be the next step for the library along with the continuous, arduous chore of transcribing tapes. Pending the decision of a second application sent to the Moody Foundation, the planned expansion of this program is tenuous at present; however a rich, virtually unexplored field of Texas and Ranger history will eventually be tapped.

Another goal the library hopes to accomplish is the microfilming of all Ranger records at the Texas State Library, to make the information easily accessible to patrons. Of course the purchasing of a microfilm reader is imperative, and present funds do not permit such an expenditure.



*Deirdre McClain at Work on a Transcript of an Interview with a Retired Texas Ranger*

A third project is the preservation of photographs through extra copies and storage of negatives. This step is essential for any library wishing to maintain a photograph collection for historical use.

Reference is a large part of the work done at the Moody Texas Ranger Memorial Library. Most requests come from patrons tracing their ancestry to Rangers and early Texas settlers. Since the library obtained rosters listing pre-1900 Rangers, the search for this information has been facilitated. The library also maintains a card catalog which contains not only the usual listings for books, but also the compiled indexes of articles concerning Rangers from the periodicals received at the library. Indexes of books are also an important tool of research, and materials without indexes are the reference librarian's nightmare. Thus the staff of the library has made name indexes of such books as Andrew J. Sowell's *Rangers and Pioneers of Texas*, Albert B. Paine's *Captain Bill McDonald Texas Ranger*, and J. Marvin Hunter's *The Album of Gunfighters*. Indexing of later books will certainly be a necessity if the MTRML means to attract researchers. Telephone, mail, and personal research are encouraged from patrons. If no information is found, the material needed is placed on file for later examination. The library staff also attempts to refer the patron to other libraries and research centers of similar interests as the MTRML.

Displays usually depicting one specific Ranger or company are also an area of service, and the influence of the museum is most noted here. Photographs, open book references, personal possessions, and outline biographies are just a few of the items that



*Terry Mattingly at Work on a Transcript of an Interview with the Late Ranger Captain Tom Hickman*

can be included in these displays. General essays on the Rangers could even include drawings, guns, and comic books.

Management of the library is the duty of both the librarian and the Director of the Hall of Fame, in conjunction with Alva Stem, Director of Waco Parks and Recreation. Thus, close ties are maintained with the city and ties with the Rangers are aided by the closeness to the Ranger Company "F" in Waco and by the Assistance of U. S. Marshall Clint Peoples, former Senior Captain in the Texas Rangers and chairman of the Texas Ranger Commemorative Commission.

Of great help to the MTRML are the Friends of the Moody Texas Ranger Memorial Library. Besides adding moral support and advice, the Friends aid monetarily the projects of the library not funded by Moody or the city of Waco. Presently, the Friends are planning a special commemoration of the famous, colorful Ranger M. T. "Lone Wolf" Gonzauillas and a rare book sale in January, 1978. Among the board members of the Friends are several persons with ties to the fields of history, publishing, collecting, and librarianship. Much appreciation must go to this group of people.

As a final note, the Moody Texas Ranger Memorial Library maintains its stance as a research library and as an adjunct to the Hall of Fame in honoring the Texas Rangers. Perhaps this mingling of the museum atmosphere with the library work is not unusual, but MTRML is primarily dedicated to the purpose of commemorating the Rangers, and as such must gear its whole collection and mode of thinking toward that end.

## Texas Historical Records Advisory Board

Congress has presented a rare opportunity to quicken efforts to preserve the documentary heritage of Texas. It has created the National Historical Publications and Records Commission and set aside \$1 million specifically for the national records program. The Records Program itself distributes this \$1 million in the form of grants to stimulate the preservation of public records and manuscript collections of permanent value.

The program functions in each of the states through a Historical Records Advisory Board headed by the state archivist and appointed by the governor. The Texas board members are Llerena Friend, Roy Sylvan Dunn, Mary Pearson, Frank Vandiver, John Hyatt, George Woolfolk, Chester Kielman, Charles Schultz, and David B. Gracy II, the state archivist. This board in itself has no money. As the name implies, it serves in an advisory capacity to the national commission in its decisions. But the Texas board is active in seeking to stimulate more efficient, effective efforts in the state for the proper saving of the records of our state, our counties, our municipalities, and our individual citizens.

Specifically, the Board on March 4, 1977 reviewed the records situation in Texas and pinpointed four areas in which the need is the most immediate:

- 1) to save individual collections in imminent danger of loss,
- 2) to develop educational programs for archivists and would-be archivists,
- 3) to inform the general public of the importance of good record keeping,
- 4) to prepare guides and other publications that disseminate information on the resources presently available.

The next step is for those persons and organizations interested in the proper preservation of records and papers to formulate projects aimed at meeting one of the four needs. These projects should be prepared in the form of clear plans for accomplishing specific objectives and be requests for grant money from the NHPRC. Guidelines and further information are available in *Guidelines and Procedures: Applications and Grants* brochures available from the Texas State Archives.



#### A Meeting of the Texas Historical Records Advisory Board

To date three projects have been funded in Texas. The County Records Inventory Project at North Texas State University received \$20,200 in support of its program to survey county records. The Houston Metropolitan Research Center obtained \$22,700 and the Rosenberg Library in Galveston received \$12,500 to preserve, arrange and describe certain manuscript holdings.

In its own continuing effort to address the needs in Texas, the Board on September 8, 1977, sponsored a meeting of representatives of the principal collecting institutions in the state. "The Future of Collecting Institutions in Texas: Competition or Cooperation?" brought together twenty-five archivists and manuscripts curators to help begin charting a broad course for meeting our collective responsibilities in saving the documentary heritage of Texas and informing the public of this work. A subsequent statewide meeting to build on this foundation is being planned for the late spring of 1978.

To promote sound basic training of practitioners of the archival arts, the Board is joining with the Society of American Archivists to sponsor a week-long workshop to be held at the Texas State Library in Austin in February, 1978.

For further information on the work of the Texas Historical Records Advisory Board, write David B. Gracy II, State Archivist, at the Texas State Library.

# The Fort Worth Federal Records Center

by Katherine Williamson Thaler

The Federal Records Center in Fort Worth serves the region including Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.<sup>1</sup> It is part of a nationwide system of thirteen regional centers that have been created since the Federal Records Act of 1950. This legislation was sparked by the findings of a task force of the Hoover Commission on the organization of the Executive Branch of the federal government that was established in 1947 to study in detail government programs and services.<sup>2</sup> It provided, among other things, for the operation of records centers, which would deal more with records management than with archival work, and also for a uniform records management program for government agencies.<sup>3</sup> These activities are now administered by the National Archives and Records Service (NARS), which is, in turn, part of the General Services Administration, created in 1949, also as a result of the Hoover Commission.<sup>4</sup>

The primary purpose of the records centers is to store, process, and service as many semi-current federal records in as little space and as economically as possible, thus alleviating to some extent expenditures and lack of space in the National Archives, which formerly had been saddled with the duties of both records

management and archival administration.<sup>5</sup> The result had been the unnecessary accessioning of some records and the need to function as a records depository. Therefore, the records center in Fort Worth was created to receive within its region

- (a) records designated . . . as being of continuing value but not sufficiently active to be retained in agency operating space;
- (b) records that are disposable but have not yet reached disposal age; or
- (c) records that are suitable for eventual transfer to the National Archives but which are still too active to warrant deposit with that agency.<sup>6</sup>

Between 1951 and 1966, the centers were estimated to have saved the National Archives \$250,000,000.<sup>7</sup>

A second purpose arose from this first responsibility, for the National Archives was rapidly running out of space for its permanent accessions. For example, at the end of fiscal year 1947, the holdings comprised 832,280 cubic feet. In 1966, after the centers had been operating fifteen years, this number had only reached 898,895 cubic feet. Clearly, the centers had assumed some of the archival duties and were consequently becoming small archival institutions themselves.<sup>8</sup>

Another important function of the center includes screening records for eventual disposal. This activity is handled by the Office of Records Appraisal that was created in 1962 by the National Archives. Following T. R. Schellenberg's principles of records appraisal, it determines record retention on the basis of primary value to the originating agency and secondary value to the public. Secondary value is of two types: 1. Evidential, or bearing information on the government body that created the records; and 2. Informational, or containing information of research value other than the evidential information, such as persons, places, corporate bodies, problems, etc. Schedules for regular destruction of an agency's records are negotiated in Washington. Individual tax returns, for example, are held seven years then destroyed, while court records are all designated as permanently valuable and may be accessioned to the archives after twenty-five years. The director of the archives branch has the option of reviewing records scheduled for disposal and can attempt to justify their retention if he so desires.

The Fort Worth depository has no destruction facilities. Records to be disposed of are sent to a local roofing company for pulping, or else sent out to be both pulped and buried if they are highly confidential.<sup>9</sup> Thus, the center operates as a kind of way station, where records wait for either destruction or preservation.

The records center provides any necessary reference service—

to both agencies and individuals. An agency, of course, need only request its records to have access to them. This is done in two ways—by oral request or by completion of a request form. The latter is preferred, since the procedure aids in record keeping and prevents errors. In general, however, an individual must obtain written permission from the originating agency to use its records, since the records center does not hold title to the materials. In some cases, however, the information already belongs to the center's archives branch, which will be discussed later.<sup>10</sup>

To maintain the economy, efficiency, and security of records storage at the center, NARS has developed certain standards for the physical housing of the records. The Fort Worth center has fourteen tiers of shelving on each stack row, with items shelved two deep, thus insuring optimum utilization of space. There is indeed difficulty at times in retrieving an item if it is the rear box on the top row, since that spot is some thirteen to fourteen feet off the floor, but, again, the records are *semi-current* and seldom called for, and ladders are readily available. Records are housed in a single story building, thus preventing costs of elevator installation and time loss due to inoperative elevators. The building is equipped with smoke alarms and a sprinkler system to prevent extensive fire damage. Sufficient lighting and temperature and humidity controls are also maintained, and finally the grounds are located near two interstate highways and several major city streets in order to permit easy access.<sup>11</sup>

The holdings of the center are extensive and diverse, amounting to over 600,000 cubic feet of records. The most important, in terms of historical research, are those of the Judicial Branch, which include the District Courts and the U. S. Court of Appeals for the region served by the Fort Worth center. District Court records contain "criminal, civil, admiralty, and bankruptcy dockets and case files, indexes, and related records,"<sup>12</sup> dating from as early as 1806. The records of the appellate Court date from 1891 and include case files and appellate jurisdiction dockets. Their value lies in their coverage of such things as land policies, rate regulations, marketing and distribution, and labor. Also many cases reflect the issues and politics of their time.<sup>13</sup> Other examples of holdings include records of the U. S. Coast Guard, Bureau of Indian Affairs, Army Corps of Engineers, Quartermaster General, Office of Economic Opportunity, tax records, and records from the National Aeronautics and Space Administration. Of course, some of these are restricted, such as the NASA record group, and only the originating agency has access to them.

Vast amounts of space are required to store this material. To give





some concept of the number of pieces 600,000 cubic feet of records is, one cubic foot of records equals approximately three thousand letter-size sheets or two thirds of a full standard size file drawer.<sup>14</sup> In terms of shelving, there are seven active bays of shelves in the Fort Worth center, each bay able to accommodate 100,000 cubic feet of records. An eighth bay is presently under construction and is over three hundred yards away from the front entrance of the center. A large staff is certainly a prerequisite to servicing this mammoth collection, so there are currently around forty-four permanent employees plus the fifty to sixty temporary staff whose usual duty is to pull individual tax returns.

Records management can never be totally separate from archival activities, hence the development within the General Services Administration of NARS, which embraces both fields. In response to conditions already existing in the records centers, archival branches were officially established in eleven of the thirteen Federal Records Centers. The Fort Worth depository is one of the eleven. The offices of its archives branch, along with the search room and holdings are located within the center's building. Its purpose is to service regional records of permanent value and provide reference service to the region.

On a limited budget, a staff of four—two professional archivists and two technicians—carry on the operation, performing all the

tasks related to the archives branch, including accessioning and processing record groups, creating finding aids, and dealing with researchers. If present conditions continue, it is estimated that it will take ten years to describe what is in the archives holdings at the moment (i.e. about 24,000 of the 600,000 cubic feet of holdings). However, the collection could be tripled merely by accessioning the "eligible" court records, if time and manpower were available to do the work. These records, in particular, are difficult to process because not only are huge amounts of material generated, it is *all* designated as permanently valuable and, consequently, must be saved.

The most important components of the archival collection are the records for thirty-six of the forty court divisions within its region, the Records of the Bureau of Indian Affairs, and Census/Records. The value of the court records was discussed earlier. The fine collection of Indian records has so far been of more interest to genealogists than historians, since they not only give information on the Bureau of Indian Affairs, but also birth, death, and marriage registers; tribe censuses; and school records. Some of these records are in poor condition and require gentle handling and limited use. (The usual procedure is to provide the patron with a copy of the original, if one is available.) Another target of the genealogists, the Records of the Census Bureau, includes the first twelve federal censuses (1790—1900). They are on microfilm, and microfilm readers are available to patrons.

The censuses are part of microfilming project begun by the National Archives ten or fifteen years ago. At present 105,000 rolls of film have been produced with nearly 22,000 rolls deposited in the federal records centers. The materials being filmed are those in poor condition or with high research value. One such group is the Papers of the Continental Congress, 1774-1789, comprising 204 rolls of film. The film at the centers can be borrowed on interlibrary loan, with the important exception of the 1900 census, which is subject to special provisions concerning use. In addition to lending film, NARS also sells film for \$12.00 a roll, returning the revenues to the microfilming program.

The archival holdings, except for the census rolls, which are stored in the reading room, are housed with the other records of the center. A three hundred plus yard hike puts one in the vicinity of the collection, which is stored in the standard acid-free containers with more or less fixed locations. The staff, of course, desires a more convenient and safer location, since it is generally poor policy to have archives stored with non-permanent records because of the possibility of unfortunate accidents.

Finding aids are sometimes confusing, because they are usually the guides compiled by the originating agency before the records were accessioned by the center. Also some record groups are in such disorganization that complete restructuring is necessary. The staff simply has not had the opportunity to do all the needed work. However, staff members are knowledgeable and willing to assist the patron who needs help. The finding aids accompanying the microfilm are good, having been created by the National Archives before the film was deposited at the center. In the case of the Papers of the Continental Congress, there is a printed pamphlet describing each item in the group, and also a detailed computer-assisted index.

Restoration facilities are non-existent; this is understandable in view of the overall purpose of the records center, but unfortunate, nonetheless. Regional preservation and restoration centers, akin to the records centers, would be desirable as the archival program continues to grow. At present, however, preservation facilities consist of two microfilm cameras and a Xerox machine.

Some records are more valuable than others. The court records, for example, have the original signatures of Andrew Jackson, Jean Lafitte, etc. These cause security problems, which are handled in the usual ways. If the patron is using very valuable items, he must check his possessions in a locker provided by the center, and he is under constant observation. The number of items allowed each patron is limited, and copies are given when possible. Notes must be taken in pencil if originals are being used. Thus, the emphasis is on prevention of theft rather than discovery after the fact.<sup>15</sup>

Some writers have discussed the great research potential at the records centers.<sup>16</sup> However, for the most part, they lie undiscovered by the "scholarly" world. By far the greatest use is by genealogists, whose favorite sources are census reports. For example, in February, 1977, there were 398 visitors to the archives branch. Of these, 396 were genealogists, two were masters' candidates. During the same month 1680 rolls of 1900 census microfilm were pulled for patrons. It is estimated that almost 99 percent of the genealogists want to look at this particular item. Some may feel that genealogical research is not a true fulfillment of the archives' purpose. However, in this case, the influx of genealogists may provoke the creation of another badly needed archivist's position. The archives branch also handles a significant amount of mail and phone reference. Again, in February, 252 requests were answered by mail and 551 oral requests answered. Use of the archives has increased each year, and the nature of the holdings and the amount accomplished in a short time promise a truly productive institution in years to come.

In the future, access and control of records at the center will

improve. Two automated systems—NARS-5 and NARSA-1— are being planned. The former is for controlling records in the center as a whole, and the latter for keeping track of records held by the National Archives, including the regional branches.<sup>17</sup>

The Federal Records Depository in Fort Worth has been a valuable and multi-faceted part of nationwide records control since its inception in 1951. It has saved both money and space for the National Archives and for federal agencies and has been a convenient "way-station" for semi-current records. The addition of an archives branch in 1969 expanded its usefulness even farther, and the prospects for a productive future continue to grow.

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# Using Census Data for the Twentieth Century

While the United States Census for 1790 through the limited surviving records for 1890 have been available for some time on microfilm and are held by many libraries, the twentieth century records are subject to various restrictions. In Texas the 1900 Census have been available at the Archives Branch of the Federal Records Center and have been much used. As this publication goes to press, changes have been proposed that will make the 1900 data more widely accessible.

More limited access is available to the census materials for the period from 1910 to 1970. Additional information and forms may be obtained from U.S. Department of Commerce, Bureau of the Census, Pittsburg, Kansas 66742. Available materials are described on the pages that follow, and headings from the 1910 Census are reproduced on this page and following two.

STATE .....

COUNTY .....

TOWNSHIP OR OTHER DIVISION OF COUNTY .....

[Insert proper name and, also, name of class, as township, town, precinct, district, hundred, beat, etc.]

NAME OF INSTITUTION .....

[Insert name of institution, if any, and indicate the lines on which the entries are made. See instructions.]

DEF  
THIRTEENTH

	LOCATION.				NAME of each person whose place of abode on April 15, 1910, was in this family. Enter surname first, then the given name and middle initial, if any. Include every person living on April 15, 1910. Omit children born since April 15, 1910.	RELATION. Relationship of this person to the head of the family.	PERSONAL DESCRIPTION.			
	Street, avenue, road, etc.	House number (in cities or towns).	Number of family has been in order of visitation.	Number of family in order of visitation.			Sex.	Color or race.	Age at last birthday.	Whether single, married, widowed, or divorced.
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### Using Census Data 1910-1970

The Federal censuses are divided into two categories. The early records (1790-1890) are open to the public and are in the custody of the National Archives and Records Service, Washington, D.C. These are available on microfilm in many libraries.

The Personal Census Service Branch at Pittsburg, Kansas, maintains the 1900 through 1970 Federal Censuses for searching purposes. The staff does not perform genealogical research, but will search for the record of an individual when requested to do so.

The information furnished from these records is the personal

## DEPARTMENT OF COMMERCE AND LABOR—BUREAU OF THE CENSUS

# CENSUS OF THE UNITED STATES: 1910—POPULATION



NAME OF INCORPORATED PLACE \_\_\_\_\_ [See instructions.] [Insert proper name and, also, name of class, as city, village, town, or borough]

ENUMERATED BY ME ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_

NATIVITY.			CITIZENSHIP.		Whether able to speak English; or, if not, give language spoken.	Trade or profession of particular kind of done by this person spinner, salesman, boxer, etc.
Place of birth of each person and parents of each person enumerated. If born in the United States, give the state or territory. If of foreign birth, give the country.			Year of immigration to United States.	Whether naturalized or alien.		
Place of birth of this Person.	Place of birth of Father of this person.	Place of birth of Mother of this person.	15	16	17	18
12	12	14				

data recorded for the individual on the specific census date which includes the name, relationship to the head of the household, age, place of birth and, if foreign-born, citizenship data. The names of parents or other head of household with whom the individual resided may be shown; however, the name of other persons residing in the household are not listed unless we receive the authority to do so for each person.

The personal information contained in the 1900 and later censuses on file with this office is confidential and may be released only when certain conditions are met. The Service Branch must receive the written request of the person to whom it pertains, if living. For a deceased person, the application must be signed by a member of the family in the direct bloodline (child or grandchild), a surviving brother, sister or spouse, and sent to us with the death certificate. In those instances when the death certificate is unavailable, another document which shows name and date of

**IPLE**

{ SUPERVISOR'S DISTRICT No. .... } SHEET No. **A**  
 { ENUMERATION DISTRICT No. .... }

[ See instructions. ]

WARD OF CITY .....

..... 1910.

....., ENUMERATOR.

OCCUPATION.				EDUCATION.				OWNERSHIP OF HOME.				Whether blind (both eyes).	Whether deaf and dumb.
19	20	21	22	23	24	25	26	27	28	29	30		

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death, as an obituary notice, cemetery record, picture of tombstone, etc., can be substituted.

The applications sent in response to inquiries explain the requirements for release of personal data from the census records, the information needed to search these records and the current fee of \$8.50. As the forms explain, two census years are searched for information about one person for one search fee. For genealogy purposes, the requested information can also be furnished in the form of a full schedule for a payment of \$2.00 for one individual in each census year.

The full schedule is the complete one-line entry of personal data recorded for the individual on the census date; that is, in addition to name, relationship to the head of household, age, place of birth and citizenship data, the complete one-line entry may also show the place of birth of parents, sex, race, marital status, education and occupation information, depending upon the questions asked by the enumerator on the particular census date.

The records do not reflect names of parents of persons unless the information for the individual shows that they were listed in the same household on the particular census date. The enumerators did not ask for names of parents of persons unless they were actually residing together at the time the census was taken.

Experience in searching the Federal Censuses has been that in many instances information lists an individual's direct bloodline relatives (parents, grandparents, great-grandparents, etc.) living in the same household. This is very often the data family genealogists are seeking. Since record searching can become costly, the Service Branch's policy is to charge one fee of \$8.50 for each family in two census years and provide a transcript of personal data (name, relationship, age, and place of birth) for one member of the family. The full schedule, as indicated on the application, requires an additional \$2.00 for each individual. Consequently, for one search fee, complete one-line entries of personal data for more than one member of the family can be provided when the following is furnished: (1) the authority to release each individual's census data; and (2) a \$2.00 payment for each individual's complete one-line entry of personal data. As the Service Branch is a self-supporting operation, it is necessary to charge a fee to persons requesting information from the records; however, every effort is made to provide the service as economically as possible.

## News Notes

### Midland Reader Produces Tapes of Texas Titles

Pam Allen is a new resident of Texas who is getting an introduction to the state by reading about it. This is not unusual. What's unusual about Ms. Allen's reading is that when she reads a book at the studios of the Midland Tape Lending Library, it's available to the thousands of Texans who read by listening because poor vision or a physical handicap prevents their reading ordinary printed material.

With theatrical training that had produced a voice suitable for taping, Ms. Allen became one of the narrators for the taping operation. Other volunteers proofread the tapes against the printed copies of the materials being recorded and carry out a host of other operations essential to transform the written word to the spoken one.

Like many of the other volunteers, Ms. Allen has a full-time job. But her free hours are different from most of theirs. She's assistant manager of a local doughnut shop and works from



1 a.m. to 9 a.m. Her usual time at the studio begins about 9:30 a.m. On her day off this may be an extended narrating session. On other days, she may record shorter pieces or make corrections that have been marked by proofreaders.

When a tape has been made and all the corrections added, it is sent to the Texas State Library where high-speed duplicating equipment produces multiple copies of the original to be sent to blind and physically handicapped Texans who want to read about their state.

## UT-Austin Publishes Program on User Education

A guide for the development of a more comprehensive and coordinated program of library instruction in The University of Texas at Austin General Libraries has been prepared.

Developed by the 1975 and 1976 User Education Committees of the General Libraries, the program was approved January, 1977. A Taskforce on Self-Instruction and a Taskforce on Graduate Students Library Instruction have begun work on pilot programs.

In formulating the program, the Committee defined categories of users and in cooperation with the University's Measurement and Evaluation Center, designed and implemented two questionnaires to learn more about student library

instruction needs and student and faculty opinions. The Committee also designed report forms to collect information about present user education activities in the General Libraries. The information gathered from both the questionnaires and the user education report forms is summarized in the publication. User education goals and specific objectives for each category of University user and proposed programs are also detailed.

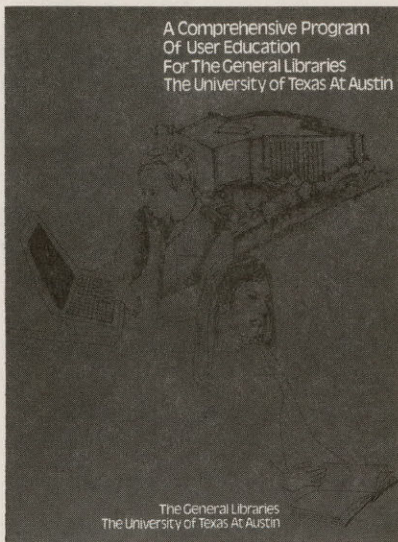
Three stages of proposed implementation are outlined. Since the actual resources available, the changing needs of users, and evaluations of specific programs will influence the extent, design and format of the program, the first stage is more detailed than stages II and III.

The publication is number 1 in the series: Contributions to Librarianship. The series will be issued by the General Libraries, The University of Texas at Austin for the purpose of sharing its programs and work with other academic libraries and librarians.

The program is available for \$5.00. Remittance must accompany order and be made payable to: The University of Texas at Austin General Libraries.

Send order to:

The General Libraries Office,  
PCL 3.200,  
The University of Texas at  
Austin,  
Austin, Texas 78712





## **"...The PLANE Facts, Ma'am"**

**By Frances W. Isbell**

"One for all and all for one" was the library philosophy which evolved from an extensive library project conducted in Hidalgo County during 1975 and 1976.

Hidalgo County lies along the Rio Grande, inland about 45 miles from the Gulf of Mexico, and is the base of a major migrant stream of agricultural workers. Many of its inhabitants are economically and educationally disadvantaged.

Acronymed PLANE (For Public Library Action for Neighborhood Education), and federally funded under the Library Services and Construction Act in the amount of \$311,211, the project brought library services to the disadvantaged predominantly Mexican American population of Hidalgo County. The "disadvantaged" often did not use the library at all, or used it only minimally, because of the lack of linguistic, cultural, economic, physical or educational opportunity.

Some specific goals in reaching the non-user were to provide meaningful recreation for the elderly, increase the local library's collection of Mexican heritage books, add audiovisual materials, establish book deposit centers in remote areas, and provide intercultural programs for adults and children.

Five Rio Grande Valley public libraries, in the cities of McAllen, Edinburg, Pharr, Weslaco, and Mission, cooperated to provide materials and programs especially selected for the targeted population. This entailed a giant leap into audiovisuals, with films, filmstrips, tapes, and color slides, rhythm instruments, videotapes, and educational toys and games attuned to the area's ethnic background, as well as more traditional library materials such as books, Spanish language newspapers and magazines and records.

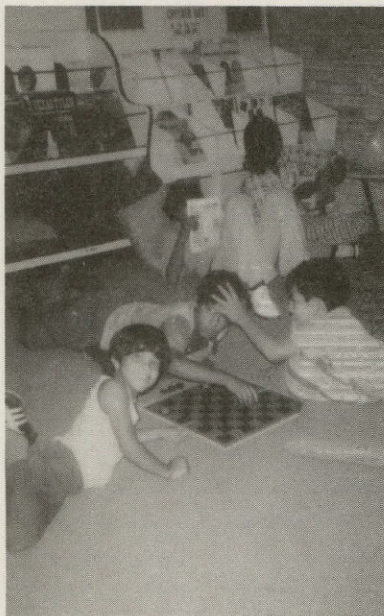
The participating libraries from an upside down "T" strung out along U.S. Highway 83, which parallels the Rio Grande River. Its stem is at Edinburg, the county seat, eleven miles north of McAllen on US 281, the major north-south highway. The rest of Hidalgo County consists largely of ranches and small communities without public libraries.

Each library conducted active programs designed to lure new

*Boys enjoy a game of checkers, in library meeting room.*

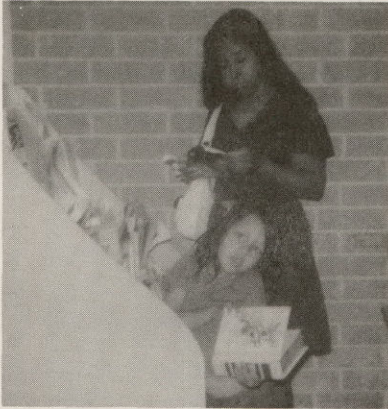
*The Weslaco PLANE Project stocks a magazine and book deposit rack at the Health Clinic.*

*A giant checkerboard is a popular feature in the young people's room.*



users. In the library itself, programs varied from karate demonstrations, paper flower making and English-as-a-second language to guitar recitals and Mexican handweaving. Staff members carried puppet shows to nursing homes, craft classes to senior citizens centers, and storytellers to day care centers. They conducted workshops on poster making; recorded oral history, formed Spanish language study groups, chess classes, and Spanish language nutrition classes; gave library tours to migrant summer school children; and conducted bicultural folkdancing and songfests. To provide a library "tie-in," speakers were flanked by arrays of subject-related books and records.

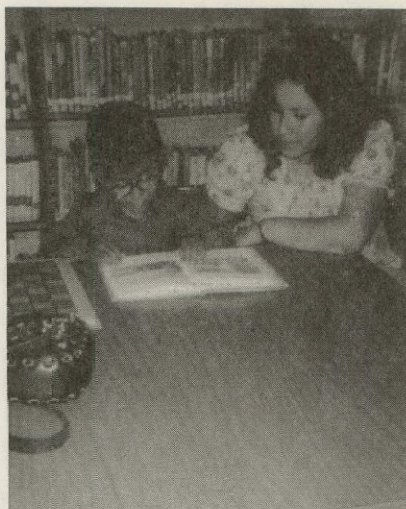
Administration of the project was a sometimes traumatic learning experience for the incipient Hidalgo County Library System, which undertook the monumental task only four years after it had been organized as a federated system of eight public libraries. Members were still learning to work together on a cautious, deliberate basis, and many cooperative procedures were still untried. Pressing demands of the large project threw all members, including three small libraries which chose not to undertake outreach programs, into immediate and continuous interaction.



None of the outreach techniques was completely new, either to the profession or to the library concerned. Each library had tested project procedures on a smaller scale with individual patrons and through previous LSCA projects. For example, one library was regularly mailing books to homebound patrons; another delivered books to patients in a nursing home; a third conducted Spanish study classes.

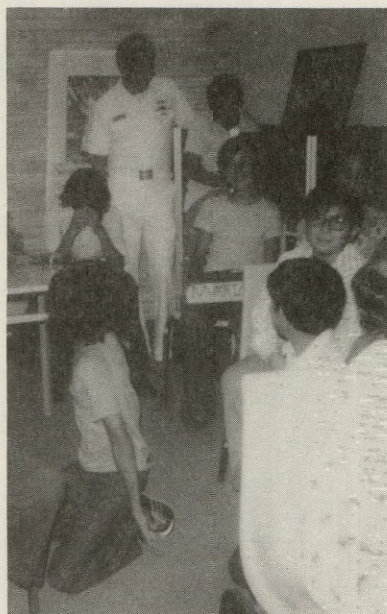
"Sharing" expedited progress. Knowledgeable staff members trained personnel from other libraries in poster making, operation and care of audiovisual equipment, puppetry, and crafts. Project workers passed along to other libraries their successful displays, exhibits and packaged programs. Materials were purchased jointly in order to obtain a sizeable discount from suppliers, and processed centrally. When expertise was lacking, the staff expanded their own skills or borrowed them from another library or from the community.

With a mileage allowance, outreach workers (funded under the LSCA grant and trained at the library) made weekly trips to nursing homes, senior citizens centers, parish meeting halls, child development classrooms, model housing areas, and barrio centers



*CWO Villegas, United States Navy recruiter, talks "Navy" during a PLANE Project program for youngsters.*

*A young reader shares his book with a family member.*



to take books, films, storytelling, and Spanish language problems. This also gave them an opportunity to explain library resources.

Although a system director and a project director provided overall monitoring, actual direction and daily coordination was accomplished largely by a council of the participating librarians, who staked the success of the project, on their experience, skills and library facilities. Participating librarians trained project workers and exercised on-the-spot supervision through local PLANE coordinators.

The central project office mailed books to rural patrons, maintained a central audiovisual library, and operated a van for pickup and delivery of materials and equipment between the libraries and the processing center. The system coordinator's office kept central accounts, accomplished liaison with the county auditor who administered the funds, and supervised a large book deposit station, in the one highly populated area of the county farthest from established libraries.

Some management problems developed and had to be resolved with the active support of the Hidalgo County Library Board: an originally inflexible budget, slow processing of requisitions, uncoordinated central purchasing, reluctance to discard marginal activities, inconsistency in (city, county and federal) fiscal year





reporting, and some overlap and imperfect delineation of responsibilities. Librarians found themselves giving additional time to planning, communicating, training, and executing.

Original plans to separate the outreach project from regular library operations were modified. Project staff members, sometimes the only bilingual employees in the library, were pressed into service at the circulation desk and children's department to help patrons who did not speak English. In return, regular staff members took over in-house programs to release project members for outreach work. Project personnel's familiarity with library operations was mutually beneficial. A complete independent project superimposed on day-to-day library operation would not have been as successful.

An indirect approach with already established community leaders (social workers, migrant teachers, ministers) as intermediaries proved more effective than direct contact with the new users. Such diverse groups as the Senior Citizens Nutrition Program, Texas Migrant Council, school Parental Involvement Groups, health clinic nurses, youth group workers and Child Development Center teachers helped indoctrinate new users. Conversely, the project stimulated staff involvement in outside community affairs.

Despite copious newspaper publicity, there were still patrons coming in every day who didn't realize they could check out films, for instance, or borrow a projector. Corner groceries and supermarkets handed out flyers advertising Spanish language films and other library programs. Outreach workers placed posters at the local health clinics, in boy's clubs, senior citizens centers and laundromats. However, the best advertising was word-of-mouth, which activated an informal network brining new contacts and new patrons.

The project pointed up the pitfalls of overemphasizing one ethnic group. Zealously selecting materials with which the Mexican American patrons could identify, some libraries neglected to point out the multiethnic character of our national culture. This was brought home when a young patron, commenting on a display of Mexican American history books, mistakenly observed that "Americans have no ethnic background." (Later library displays featured other cultures.)

Major achievement of the project was acquainting many new users with library services, of course. The project enabled the libraries to identify many more groups to be served. Project materials will continue to benefit the community for years to come. But none of that is significant unless the results endure and the new patrons continue to use the library.

The project fostered public support for libraries. One new fully qualified public library emerged from the project, as the Elsa Book Deposit Center became the nucleus for the present Elsa Public Library.

The lasting benefit to the citizens of Hidalgo County from the PLANE project is undoubtedly the great strength of their public library system. By working together, the librarians evaluated, tested, and reformulated the purpose of their federated system. Shared administration of the PLANE Project was a "trial by fire" for the Hidalgo County Library System, which emerged stronger, more cohesive, more aware of strengths and limitations, and firmly committed to the benefits of cooperative actions.

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Box 12927, Capitol Station  
Austin, Texas 78711

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KING'S INDEX TO BOOKS ABOUT TEXAS BEFORE 1889, Austin,  
1976. Hardcover, 9-1/2 x 13-1/2, 300 pages. \$17 per copy.

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