

## **Donating Private Manuscript Materials To the State Archives**

Hundreds of North Carolina families, individuals, businesses, and organizations have already donated their papers and archives to the State Archives of North Carolina. Increasingly, others are realizing the numerous advantages to placing private papers and manuscripts with the Archives, the state's permanent repository for historical materials. During processing, any manuscript papers that are badly damaged are identified and placed for repair in the Archive's Conservation Lab. Every collection received in the Archives is carefully arranged and is then described in a Finding Aid. This document helps the researcher gain an overview of the contents of the collection. It is also used by the archives' staff in the administration of the collection over time. Finding aids for the majority of private collections are available for use in the Archives Search Room.

Private papers and manuscripts are sought from, but not limited to the following groups:

- Public officials whose public records are in the Archives.
- North Carolinians who have played a leading role in some aspect of government.
- Individuals or families whose private lives have had significant impact on the public life of the state.
- Papers that significantly complement existing private or public records in the State Archives.
- Private papers that fill in gaps caused by the destruction or lack of information in public records.

Typical types of materials found in private manuscript collections at the State Archives:

- Letters
- Memoirs/reminiscences
- Diaries
- Letters
- Memoirs/reminiscences
- Diaries
- Speeches
- Poems
- Business records
- Legal and estate documents
- Photo Albums and Photographs (identified, preferably )
- Films/videos/audio tapes (labeled)

Materials that meet our collection standards may consist of a single item or fill dozens of boxes. Rather than focus on quantity, we generally seek a coherent body of material that is historically significant and contributes to our state's documentary heritage.

The State Archives of North Carolina does not accept private manuscripts on loan. Donors should be prepared to execute a contract of gift conveying physical and intellectual rights in the materials to the state of North Carolina. The collections become the property of the state and are available for use by the public in the Search Room of the State Archives.

#### Possible Restrictions Placed by Donors

The Archives is willing to accept reasonable, time-limited restrictions on access to donated papers. For instance, a donor may feel that a collection contains personal information that should not be available to researchers for a number of years. Archivists will be glad to give advice in the matter of appropriate restrictions.

#### Physical Storage of Collections

When arrangement and description are complete, the collection is carefully placed in archival quality, acid-free folders and document storage cases. These are numbered and labeled for identification, and preserved in the secure, closed stack areas of the Archives under carefully controlled conditions of temperature and humidity. While materials do not circulate outside of the Archives, they are available to researchers in the Search Room under the supervision of professional staff. In working with the collections, staff members identify and treat any items that need special conservation.

#### Contact Information

Prospective donors are invited to write or call the following:

Fran Tracy-Walls, Private Collections Archivist  
Special Collections Section  
North Carolina State Archives  
4614 Mail Service Center  
Raleigh, NC 27699-4614

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