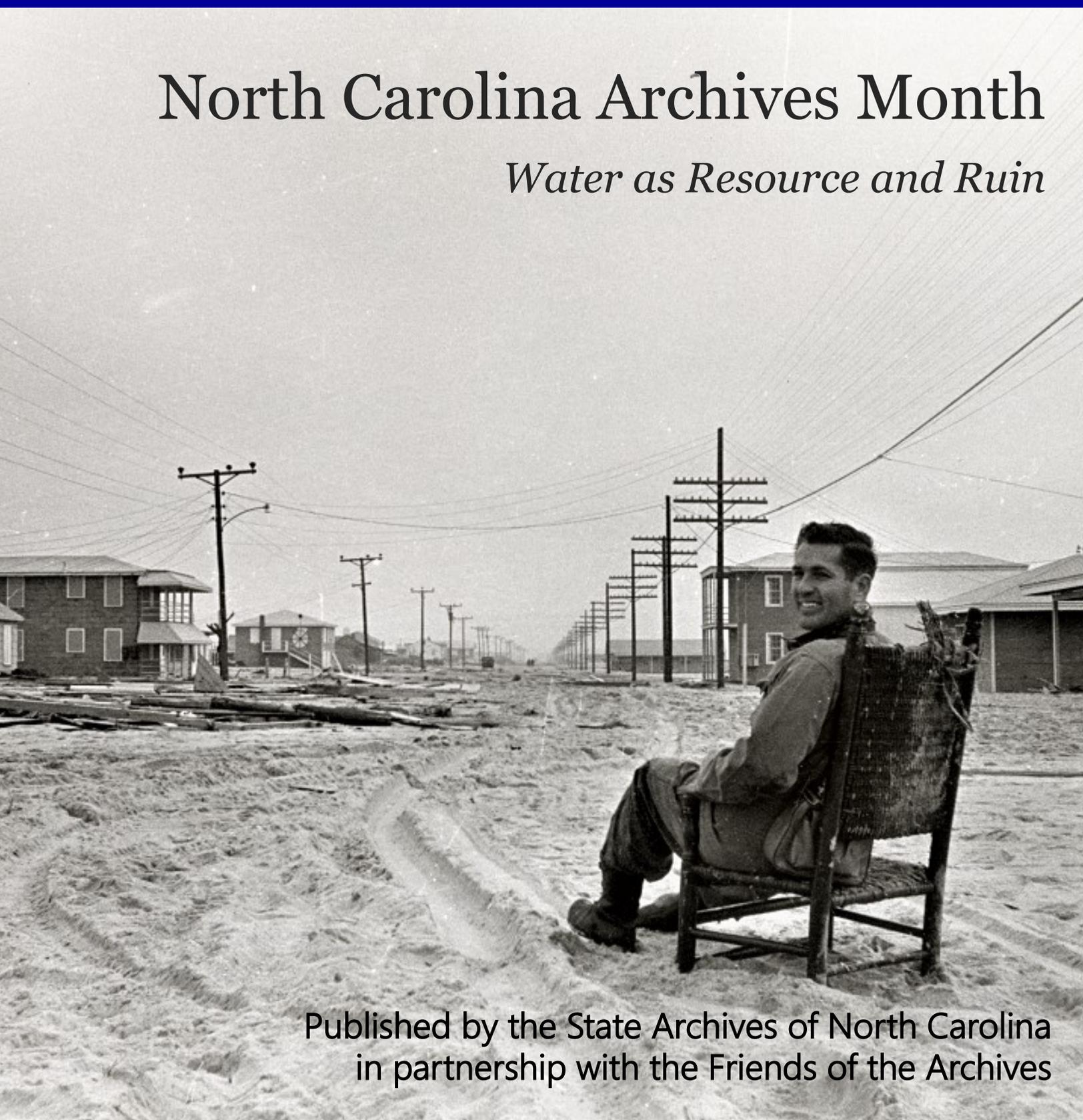


# THE CHARTER

The State Archives of North Carolina  
Fall 2018

## North Carolina Archives Month

*Water as Resource and Ruin*



Published by the State Archives of North Carolina  
in partnership with the Friends of the Archives

# THE CHARTER

The State Archives of North Carolina  
Fall 2018

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The mission of the **State Archives** is to collect, preserve, manage, and provide access to information that protects citizen rights, documents North Carolina history and culture, promotes transparency, and encourages stewardship of government records.

*The Charter* is a publication of the Division of Archives and Records, funded by the [Friends of the Archives](#), Inc., a nonprofit organization. Copies are electronically distributed to FOA members twice annually.

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*Cover Photo:*

Man in chair, post Ash Wednesday Storm, *photo by Aycock Brown, 1962.*  
*PC.5127 Aycock Brown Papers*



# From 109 East Jones

Our online catalog, MARS (Manuscript and Archives Records System), has served us and our users for more than thirty years. MARS was developed in the 1980s as a public search tool to identify and locate archival and government records held in our collection. Over the years it's been updated with other features to enhance its usability, for example, the ability to restrict searches by location or type of record. Each enhancement was designed to provide the user with as much specific information as possible. At the same time, we have developed several internal databases to track accessions, records schedules and finding aids, and microfilm production and processes.

After nearly five years of planning, programming, and extensive trial-and-error internal testing, we will soon be ready to reveal a new online catalog that offers standard patron searching while integrating many of our internal functions. For example, each bibliographic record will have a public interface, while staff will regularly access the same record to note the creation of different formats, for instance, microfilm or digital copies, to track barcoded containers for inventory, to find and record shelf locations, and so on. This single system will manage all the functions previously contained in nine independent databases, allowing us to seamlessly move records from retention schedule to archival accessioning to patron access.

We partnered with APPX to shape their AXAEM system to meet our needs. It has been a daunting task to be sure to identify vendors and a robust online system that could accommodate all our requirements, internal and external. Fortunately, AXAEM was developed by archivists, so the fundamental logic of identification, display, and record hierarchy was already grounded in archival



*Archives staff hard at work testing the new system—just kidding!*  
Actual photo credit: Triangle Universities Nuclear Laboratory, TUNL, at Duke University, photo by Walter E. Shackelford, September 1967.  
[More information here.](#)

practices. AXAEM is also used by the state archives in Utah, Indiana, and Washington, D.C.

I am deeply indebted to our staff and managers who have facilitated months of testing, internal training sessions, and discussion groups to identify big and small problems and improvements. I would especially like to acknowledge the talents, hard work, and dedication of former staff member Jeremy Gibson, who guided us through most of the tough work.

We hope to launch the new catalog later this year and will do so with plenty of notice to our public users, and with help screens. The implementation of the new system is a monumental change for us and well overdue.

**SARAH E. KOONTS**  
State Archivist and Director  
Division of Archives and Records

# From the President



People from all over the country and the world visit our archives in search of the gems held there, but even for those who cannot make the trip, there are treasures to be enjoyed through the [North Carolina Digital Collection](#). Viewers can go online and find resources on topics ranging from [African American education](#) to [World War II maps and posters](#).

The topical collections have a little something for everyone. For the genealogist, there is a collection titled [Family Records](#). There one can find images of family Bibles, marriage records, and published family histories. Another collection displays [alien registration and naturalization records](#). Researchers can find record series such as [Governors Papers](#) and [War of 1812 Pay Vouchers](#) and on topics including the [Speaker Ban Law](#). Students of the world wars can find a wealth of images and documents to study. The collection titled [Christmas in Carolina](#) conjures up memories of Christmas through images of Christmas store windows, decorated cities, and Christmas stamps, among others.



Aerial view of Fayetteville Street at Christmas, 1968. From the *News and Observer Photograph Files, State Archives of North Carolina*. Reprinted with permission from the N&O. Retrieved from <http://digital.ncdcr.gov/cdm/ref/collection/p15012coll12/id/24>

Each collection's main page has an explanation of the types of materials included there. By clicking on browse all items, the viewer arrives at a list of the items that includes thumbnail images, the titles of the images, subjects, and descriptions of the items. For instance, the first item in the [Food and Cooking collection](#) is a document. The title is "Court Transcript: State v. Mack Farmer, August 20, 1937." The description begins, "Court transcript from a case filed with the Office of the Clerk of the Supreme Court of North Carolina. Mack and Majorie Farmer were charged with having intoxicating liquor for the purpose of selling or bartering." Under subjects we find "North Carolina. Supreme Court; North Carolina. Superior Court (Buncombe County); Distilleries; Prohibition; Liquor laws; Alcoholic beverages; Distilling, Illicit." If you don't know where to start, there are helpful tabs at the top of the homepage labeled "Featured Topics" and "[Explore](#)." There is also a tab labeled "Surprise Me" for those who have a sense of adventure.

There will most likely never be a time when all the items of the archives will be online—there are far too many of them. Therefore, trips to the archives will always produce interesting results. But there are also many treasures to be found by visiting North Carolina Digital Collections at <http://digital.ncdcr.gov/>.

A handwritten signature in black ink that reads "Jo Ann Williford". The signature is written in a cursive, flowing style.

**JO ANN WILLIFORD**

President of the Friends of the Archives

# Hurricane Preparedness for Records and Personal Papers

EMILY RAINWATER, Conservator

**H**urricanes can be devastating for individuals and entire communities. What people don't always think about is the impact they can have on our records, personal papers, and cultural heritage institutions. When a storm is predicted to come through your area, there are several things you can do to prepare your record storage areas for potential flooding.

1. If possible, ensure all records are at least 3-6 inches off the floor in case of water intrusion. Take a good look around your office, home, or collection storage areas to double check there are no materials on the floor—sometimes people forget about that frame they have leaning against a cabinet,

or that box of books they put underneath the desk, or that bottom filing cabinet drawer full of important papers. Consider moving objects away from windows and out of basements.

2. If you have the resources available, consider using plastic sheeting to cover records in areas known to be prone to leaks.
3. Gather a basic set of recovery supplies in a central, easily accessible location. This may include plastic, a wet vac, blotter, interleaving material, gloves, a pencil and notepad, and so on.
4. Research possible disaster recovery vendors who are known to have experience

working with objects of cultural heritage and sensitive records, and if you're working in an institutional setting, look in to your institution's procurement policy on funding for these types of emergency requests.

A little bit of planning and preparedness can go a long way towards prevention. Doing a risk assessment prior to a storm will allow you the opportunity to employ some mitigation strategies. Many of these same principles apply to preparing the family home for emergencies. Check out [ReadyNC.org](http://ReadyNC.org), a website put together by the North Carolina Department of Public Safety, for tips on preparing your home and family for an emergency.

## Fundraising Update!

A successful fundraising campaign by the Friends of the Archives group has allowed an important preservation component to be added to the framing packages of the Bill of Rights and all four pages of the 1663 Carolina Charter. All five large, framed parchment documents were placed in sealed packages with state of the art materials designed to maintain a stable humidity level, protecting the parchment from unwanted environmental fluctuations. New glazing that filters 99 percent of damaging ultraviolet radiation, and is antistatic and antireflective, was added to each frame. The Bill of Rights had been placed in its conservation grade matting relatively recently, but all four pages of the 1663 Carolina Charter needed an update. The large manuscripts were all removed from their old matting and attached to new 100-percent-cotton museum-grade mat board using a thread-mount system that allows for the natural expansion and contraction of the parchment. Thank you to all who donated to this important cause!



*Dr. Price examines the Bill of Rights.*

# Water-Related Trivia Questions

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**What is the largest natural lake in North Carolina?**

Lake Mattamuskeet (30,000 acres)

**What North Carolina county is more than two-thirds water?**

Dare County (858 acres of water, 388 acres of land)

**What is North Carolina's longest river?**

Cape Fear River (river basin = 6,189 miles)

**What is the largest man-made lake in the state?**

Lake Norman in Catawba, Iredell, Mecklenburg, and Lincoln counties (520 miles of shoreline)

**Geologists consider what North Carolina river to be the second oldest in the world, second only to the Nile River?**

New River, which forms on the Ashe-Alleghany County line and flows into Virginia and West Virginia (also the only large river in the United States to flow north)

**What North Carolina sound is the largest freshwater sound in the world?**

Albemarle Sound (52 miles long and 5–14 miles across)

**A huge storm in September 1846 created two inlets in North Carolina. What are they?**

Oregon Inlet and Hatteras Inlet

**What 30,000-acre lake in North Carolina lies completely under sea level?**

Lake Mattamuskeet in Hyde County

**What is the South's largest crater lake?**

Lake Waccamaw in Columbus County (5 miles long, 3 miles wide)

**What is the largest county if you count both land and water area?**

Hyde County (unofficially, this counts the Pamlico Sound and Lake Mattamuskeet)

**On what date did the very destructive Hurricane Hazel hit North Carolina?**

October 15, 1954

**What three Outer Banks inlets have been opened since 1585?**

Ocracoke, Beaufort, and Bogue Inlets

**What is the largest private lake in North Carolina?**

Lake Toxaway in Transylvania County

**What county in North Carolina has the highest waterfall on the east coast of the United State?**

Transylvania County (Whitewater Falls)

**What is the only North Carolina river to flow directly into the Atlantic?**

Cape Fear River

**What North Carolina river is named after an Indian princess who, after losing her lover, drowned herself?**

Toe River (Estatoe was the woman's name)

**What is the tallest dam in the eastern United States?**

Fontana Dam in Graham County (480 feet)



Eight children swimming in the sound, *circa 1905*.  
PC.5126 D. Victor Meekins Papers

# The Schedules, They Are A-Changin’

COURTNEY BAILEY, Records Management Analyst



Local Government Schedules



State Agency Schedules



University Schedules

Over the past year, the Records Analysis Unit of the Government Records Section has accomplished a major overhaul of how we oversee the retention and disposition of public records created and received by state agencies in North Carolina. In a nod to North Carolina Archives Month, one might call it a sea change.

Since the 1950s, the State Archives has written program record retention schedules for individual agency offices; these schedules were essentially inventories of the records created by that agency or office with instructions on how long to keep the records and whether they should be transferred to the archives, kept in office permanently, or eventually destroyed. However, keeping up with the ever-changing organizational structures of state government in North Carolina made this system difficult to sustain. In 2016, the Records Analysis Unit embarked on a functional analysis initiative to

appraise and schedule the records of all state agencies based on the functions the records fulfill rather than office by office.

First, we determined the functions of the various state agencies, soliciting input from our agency liaisons and studying the powers, duties, and

responsibilities laid out in the General Statutes and the Administrative Code.

Then, we generated a list of sixteen functions that encompass the work done by all state agencies in North Carolina. Finally, we began drafting retention and disposition schedules for the sixteen functions, using information gathered from existing program schedules to identify record types, as well as guidance from other states employing functional schedules (Vermont, Washington, and Wyoming).

After drafting the schedules, we subjected each to three stages of review: a review by expert stakeholders from relevant state agencies, an internal review by archives staff, and a post on [The G.S. 132 Files](#), our government records blog, seeking public comments. After the schedules were final, records analysts met with state agency liaisons to discuss how the records of the agency fit into this functional scheme and brought back ideas for training and

guidance documents that could make these schedules more usable for our constituents.

The first Functional Schedule for North Carolina State Agencies became effective December 1, 2017. Since that time, records analysts have conducted training sessions and regularly communicated with



state agencies, seeking feedback along the way. We released a revised set of schedules on July 1, 2018, and moving forward, we intend to release updates at the start of each the fiscal year.

Working on this project has been time-consuming but rewarding. It has brought a level of transparency to our scheduling of state agency records that was impossible under the old system of agency program schedules, instituted a scheduling model that can more nimbly cope with the volume and various

formats of government records, and provided an opportunity for the State Archives to reflect on the records we currently collect from state agencies and evaluate how thoroughly they document those agencies' unique functions.

(For a more detailed discussion of this project, see my case study for the Government Records Section of the Society of American Archivists at [http://files.archivists.org/pubs/GovtRecordsCaseStudies/CASE-2-Addressing\\_Myopia.pdf](http://files.archivists.org/pubs/GovtRecordsCaseStudies/CASE-2-Addressing_Myopia.pdf).)

## Researching Water-Related Topics in Our Government Records Collection

KELLY POLICELLI, Records Description Unit Supervisor

As a coastal state, North Carolina has been shaped—both literally and figuratively—by water. From the earliest days of the colony's history, when the shallow waters of the Outer Banks made them a perfect hideout for pirates, to today, as we pick up the pieces after a historic hurricane, North Carolina history cannot be separated from the flow of its waterways and the dangers they encompass.

The mission of the Government Records Section at the State Archives is to collect public records of historical significance—materials produced by state and local government that document the story of the state. To that end, we've collected many records related to water in North Carolina, which are made available to the public in the State Archives' Search Room. Here are just a few examples:

- Our county record collections include land records and civil actions that document the history and legal status of the lands along our coast and waterways as well as some miscellaneous series that document canals and land drainage and shipping and fishing.



Masturus (sunfish), Brown's Inlet, Onslow Co., NC, 1937. From the H. H. Brimley Photograph Collection, PhC.42

North Carolina's waterways draw tourists from all over the country and around the world, and our state agency collections reflect that.



Carolyn Perrest [?] Tarboro, NC, Champ Swimmer, thought to be at a local Tarboro swimming pool, May 1939. Taken by Baker, NC Conservation and Development Department, Travel and Tourism photo files

- In the Governor's Papers, which are organized by administration, you'll find the records of the governors' various commissions and conferences on travel and tourism, reflecting the importance of that industry to North Carolina.
- In the Economic Development Record Group (44) includes much more information on the state's approach to encouraging visitors and includes advertisements, scrapbooks, and publications, as well as records related to the Coastal Historyland Association and seafood marketing in the state.
- Record groups associated with the Department of Natural and Cultural Resources include photographs and postcards depicting North Carolina's coastal wildlife and the various aquatic and historical attractions in our coastal region.
- The State Ports Authority Record Group (49) includes the minutes of the various port commissions and authorities, operations reports, public relations material, a photographs related to the government's management of North Carolina ports going back to the 1920s.

Several record groups contain material on waterways management, including environmental quality and hurricane response.

- The Water Resources Record Group (86) includes material on hurricane rehabilitation progress as well as water quality, beach erosion, water use, and various analyses of North Carolina waterways.
- The Environmental Management Record Group (143) includes subject files on North Carolina waterways, hurricane rehabilitation correspondence files, and data on water quality, as well as records of enforcement actions and rulemaking regarding groundwater and waterways.
- The State Archives' Audiovisual Materials Collection include photographs, video, and other types of materials created by state and local agencies depicting the state's waterways as well as the aftermath of major hurricanes.



Arlington Hotel after Nor'easter, photo by Aycock Brown, Feb. 1973. PC.5001 David Stick Papers

**Be sure to contact our reference staff for more information!**

# Delightful Duo Brightens Western Regional Archives

Some things come in pairs. Of course, shoes, earrings, and the like, but also people: Lucy and Ethel, Laverne and Shirley . . . and Bonnie and Carol.

**Bonnie Krause** and **Carol Guttman** have been volunteering at the Western Regional Archives (WRA) for five years. Bonnie, a native of Wisconsin, first volunteered with the Western Office of the North Carolina Department of Natural and Cultural Resources during an exhibit of artifacts from Blackbeard's flagship, the Queen Anne's Revenge, in 2013. She then met lead archivist Heather South, who persuaded her to come up to the third floor to work in the archives. Bonnie brought experience from a career in museum services, and she also brought a friend.

Carol grew up in Raleigh and is a Tar Heel through and through. Her interest in North Carolina history runs deep, and she has ties to the Office of Archives and History. Her mother, Edna Gordon, served as secretary to Dr. Chris Crittenden and Dr. H. G. Jones in the 1960s.

Bonnie and Carol have been invaluable to the WRA, giving freely of their time on a wide range of tasks. Bonnie likes writing and researching, while Carol

enjoys processing collections, but both women are willing to roll up their sleeves and help wherever needed.

In addition to volunteering at the WRA, they also volunteer at the Southern Highlands Craft Guild library and archives.

Thank you, ladies, for lightening our load and brightening our days!



*Bonnie Krause (left) and Carol Guttman work on processing the records of Handmade in America. The pair have been volunteering at the Western Regional Archives for five years.*

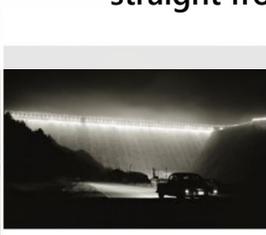


**Love Cool Historical Photos?**

We do too! Follow us on Instagram

[@nc\\_archives\\_photos](https://www.instagram.com/nc_archives_photos)

for your daily fix of North Carolina history  
straight from the source.





## Electronic Records Day

Every year, government archivists celebrate Electronic Records Day on October 10. Archives from across the country provide a variety of tools, tips, and guidance about the importance of proper management of electronic records. In honor of E-Records Day, staff from Government Records and Digital Services created a funny video called "Back to the Repository." Visit <https://youtu.be/mmDi3rRwxPs> to check it out!

*The cast poses after a successful shoot. From L-R: Whitney Ray, Jamie Patrick-Burns, Mike Childs, Rashida Felder, Camille Tyndall Watson, and Anna Henrichsen.*

## Friends of the Archives Annual Meeting

Friends of the Archives held their annual meeting on June 27, 2018. The guest speaker was David Cecelski, who discussed the history of North Carolina's fishing communities, accompanied by the historical photographs of Charles A. Farrell, one of the State Archives' richest collections of coastal life in the 1930s.

We also celebrated our volunteers. Without their help many projects would not be completed.



# Comings & Goings



**Kim Andersen**, the Audiovisual Materials Unit supervisor, will be retiring December 1 after over thirty years with the Department of Natural and Cultural Resources. After receiving an MA in public history from North Carolina State University, she began her career as the State Archives correspondence archivist in 1989. In 2001 she was hired to work in the State Library as the NC ECHO project archivist/coordinator, and in 2006 she was promoted to her current position. One of her most popular initiatives is to coordinate and cosponsor Home Movie Day Raleigh, which has been going on since 2007. Recently she chaired the Visual Materials Section of the Society of American Archivists.

Kim's attention to detail and customer service are outstanding. She goes out of her way to assist researchers, whether they are someone looking for an old wedding photo or a nationally

known movie production company employee seeking historical motion picture film footage for a documentary. As I told her when I received her official notice of retirement, her shoes will be hard, if not impossible, to fill. We wish her well as she moves into this new phase of her life.

**Kelly Policelli** has been promoted to head of the Records Description Unit. Kelly will bring from her time as the appraisal archivist a diverse background that includes consultative work and records management training to state and local agency officials, review and appraisal of state and local records series, and inventories and pick-ups of archival records from county courthouses, as well as acting as the Archives representative on the Rules of Recordkeeping Committee with the Administrative Office of the Courts. Congratulations to Kelly—we look forward to continuing to work with her in this new role.

**Brittney Rankins** is the new metadata and digitization assistant working in the Digital Access branch to digitize archival records and insert metadata into the North Carolina Digital Collections website. She previously worked at Duke University as an intern with the Digital Production Center, digitizing archival collections (e.g., 1990's *Duke Chronicle*). She also worked at the Museum of Life and Science during the same period, so if you have any questions, feel free to ask! She has a master of library science degree from North Carolina Central University and a bachelor of arts in history from the University of North Carolina at Chapel Hill.



# A Final Salute to Dr. H. G. Jones

DONNA KELLY, Supervisor, Special Collections Section

Dr. Houston Gwynne Jones was born on January 7, 1924, in Caswell County, and he passed away on October 14, 2018, in Chatham County. Throughout his life he was the ultimate historian, recording his own thoughts and activities in a daily journal, now preserved as part of his collection (PC.1681) at the State Archives of North Carolina. He served as director of the Department of Archives and History and as state archivist from 1968 to 1974. When the agency no longer had departmental status, he made certain that the biennial report for 1970–1972 was printed with a black cover. In fact, the opening paragraph of his director's report stated, "It must be something like preaching one's own funeral—the writing of the final biennial report of the State Department of Archives and History as an independent state agency."

After graduating high school, Dr. Jones volunteered for the Navy in World War II. He wrote about his experiences in the book *The Sonarman's War: Chasing Submarines and Sweeping Mines in World War II*. After the war he attended school under the G.I. Bill, earning both a master's degree and PhD. He then taught for several years until he was appointed state archivist of North Carolina by Gov. Terry Sanford in 1956. In 1968, Dr. Jones was tapped to serve as the director of the State Department of Archives and History, until he resigned in 1974 to take on the duties of the curator of the North Carolina Collection and adjunct professor of history at UNC-Chapel Hill. Many of today's public historians took courses under him. He retired from that position in 1994, although he became the Thomas Whitmell Davis Research Historian and could be seen in a carrel in Wilson



Dr. H. G. Jones, with pipe and beard, January 1974; Photo by Randall Page. From the General Negative Collection, State Archives of NC, N.74.1.162

Library conducting research until his health prevented him from doing so.

In 1975, Dr. Jones co-chartered the North Caroliniana Society to encompass all the state's cultural heritage, not just history. He remained secretary-treasurer of that organization until 2010. As evidenced in his collection at the State Archives, Dr. Jones served as chair or president of nearly all of North Carolina's historical organizations at one time or other during his lifetime. He was appointed to the North Carolina Historical Commission in 1978 and served as an emeritus member from 2002 until his death.

Nationally he was elected president of the Society of American Archivists (SAA), secretary of the American Association for State and Local History (AASLH), and commissioner of the National Historical Publications and Records Commission (NHPRC).

## FOA Fund in Honor of Former Member

The family of **Elizabeth Reid Murray** (former FOA member, Wake County historian, and recent inductee into the Raleigh Hall of Fame) has established a fund through the Friends of the Archives.

Monetary donations will be used to promote the arrangement and description of private manuscripts through contract archivists who are trained to process collections and make them available to the public. Contact **Christine Botta** at **919-814-6861** if you are interested in donating to this fund.

# Historical Hoot

DEBBI BLAKE

Head, Collections Services Section



## Upcoming Events

### **Treasures of Carolina Exhibit**

Mountain Gateway Museum  
Old Fort, NC

Now—December 17, 2018  
(828) 668-9259

Museum of Cape Fear  
Fayetteville, NC

January 12—March 31, 2019  
(910) 500-4240

The Museum of the Albemarle  
Elizabeth City, NC

May 3—July 23, 2019  
(252) 335-1453

### **Between Form and Content: Perspectives on Jacob Lawrence and Black Mountain College**

Black Mountain College Museum  
+ Arts Center  
Asheville, NC

September 10, 2018–  
January 12, 2019

For more information, call  
(828) 350-8484 or email  
info@blackmountaincollege.org.

### **Bill of Rights on Display**

NC Museum of History  
Raleigh, NC

June 29—July 7, 2019  
(919) 814-7900

More events and additional  
information can be found on our  
website here: [https://  
archives.ncdcr.gov/events/list](https://archives.ncdcr.gov/events/list)

# FRIENDS of the ARCHIVES

The Friends of the Archives, Inc., was formed in 1977 to provide non-profit support to the State Archives of North Carolina. Through generous donations, the Friends have purchased valuable collections for the Archives, helped to conserve documents and maps, and purchased chairs for the Archives' Search Room. The Friends also sponsors workshops and other activities, and helps coordinate a volunteer and intern program for the State Archives.

## FOA Officers & Board of Directors 2018-2019

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| <small>Note: Family includes societies, i.e. genealogical, public libraries etc.)</small> |                   |                 |
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**Please make checks payable to the Friends of the Archives and mail with this form to:**

The Friends of the Archives  
4614 Mail Service Center  
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The Friends of the Archives, Inc. is a 501 (c) 3 nonprofit organization. Donations may be tax deductible to the fullest extent allowed by law. Please check with your tax preparer for details. FOA membership dues cover the period of the calendar year January through December.