

Workbook

Getting Ready To Go

Workshop

Workbook

Sponsored by:

**North Carolina State Archives
Department of Cultural Resources**

and

The National Historical Publications and Records Commission

2012

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TAB 1

Documenting Democracy: Access to Historical Records Projects

The National Historical Publications and Records Commission (NHPRC), a part of the National Archives and Records Administration (NARA), supports projects that promote the preservation and use of America's documentary heritage essential to understanding our democracy, history, and culture.

The following grant application information is for Documenting Democracy: Access to Historical Records Projects.

Funding Opportunity Number: ACCESS-201210

Catalog of Federal Domestic Assistance (CFDA) Number: 89.003

- Draft Deadline (optional): August 1, 2012
- Final Deadline: October 4, 2012

NHPRC support begins no earlier than **July 1, 2013**.

Grant Program Description

The National Historical Publications and Records Commission seeks proposals that promote the preservation and use of the nation's most valuable archival resources. Projects should expand our understanding of the American past by facilitating and enhancing access to primary source materials.

The Commission will support such activities as establishing archives programs, processing archival collections at the basic or detailed levels, surveying and accessioning archival records, and converting existing archival collection finding aids to new online formats. Applicants may submit proposals for one or any combination of the following four project categories.

Categories

1. Basic Processing

Proposals may be submitted for establishing archives and undertaking basic processing activities that promote the preservation and use of America's documentary heritage. Proposals must demonstrate how the applicant employs the best and most cost-effective archival methods.

For projects to establish new archives programs, a proposal may include the cost of a consultant to assess the need for an archives program. The assessment should identify the resources necessary for sustaining such a program and include a collection development plan, a plan for

basic processing of unprocessed collections and new accessions in a timely manner, and a phased preservation plan. If the organization already has a detailed assessment, it may submit a proposal for costs associated with starting its archives program, as outlined in the assessment. Applicants may also submit proposals for records management projects with archival components. Applicants for start-up projects must provide convincing evidence of ongoing program support and must also demonstrate their commitment to creating equitable and timely access to their holdings.

For projects that process and reveal archival collections which researchers cannot easily discover through online search engines, proposals should demonstrate how repositories will process and catalog records at either the collection or the series level. Applicants will need to create collection- or series-level MARC catalog records in a national bibliographic utility. If finding aids are created, they should generally meet current Encoded Archival Description standards, and be made available to appropriate regional and national archival databases. Basic processing cannot include processing or description at the folder or item levels.

Institutions must develop or implement processing techniques to eliminate unprocessed backlogs of holdings at a level consistent with appropriate standards and at a reasonable rate. In addition, applicants must develop and establish adequate accessioning and processing techniques that will prevent future backlogs. Basic processing proposals should also include reappraisal of collections and include a process for deaccessioning entire collections where appropriate. Applicants must also include plans to promote the use of their collections after completing this processing.

Applications may request funds for limited preservation activities, such as preservation surveys of collections, the evaluation of environmental controls, and risk assessments. Although the NHPRC does not fund construction projects, applicants may include planning for necessary improvements to physical facilities. Impermissible activities include comprehensive reboxing and refolding, the removal of staples and paper clips, and item-level repairs and conservation. Reformatting, digitizing, and microfilming are also not permissible. Preservation copying of faded or damaged documents should be extremely limited.

2. Detailed Processing

For collections with proven high research demand or substantial preservation concerns, applicants may propose to conduct detailed processing and preservation reformatting of collections of national significance. For projects that focus entirely on detailed processing, the Commission will give preference to repositories that have virtually all of their collections processed sufficiently so that researchers can find them through online searches.

In general, proposals should describe how the repository will process and create detailed descriptions at the series or file level. Projects should create or revise online descriptions and submit them to national library catalogs, national archival databases, and appropriate regional and institutional databases. Applicants must also create or revise detailed finding aids using Encoded Archival Description (EAD) unless other formats are more appropriate.

Applicants must explain whether any item-level processing or preservation treatment will be necessary, including refolding, cleaning, flattening, copying, encapsulating, de-acidifying, and mending documents. If parts of collections deserve item-level processing, proposals must justify this detailed work and provide estimates of the percentage of collections to be processed to the item level.

Applicants may apply for grants in support of preservation reformatting. For collections containing unstable audio or video materials, applicants may propose preservation reformatting or migration to appropriate analog or digital formats. When appropriate, applicants should consider hybrid microfilm/digitization (using dual head cameras, or microfilm-to-digital or digital-to-microfilm techniques). For collections that include born digital files, applicants should include appropriate long-term digital preservation plans.

Applicants may propose limited digitization of series or items that have the most potential to benefit a broad public. Applications should detail the standards to be used in this process, itemize anticipated expenses, and estimate the percentage of the collections to be digitized. Applicants intending to submit projects that only digitize materials should see the [Digitizing Historical Records](#) announcement.

Applicants should also outline their publicity and outreach plans for promoting use of collections.

3. Documentary Heritage

Documentary heritage projects create more comprehensive documentation of United States history and culture by supporting projects that identify, survey, collect, and make available nationally significant records relating to groups and topics traditionally underrepresented in the historical record. Eligible activities include arrangement and description projects, documentation surveys, archival needs assessments, or some combination of the three. The NHPRC does not support projects to create new documentation, except for oral history projects conducted by American Indian tribes and other indigenous peoples that rely on oral traditions to document their history and culture. Newspapers also are not considered historical records for the purposes of this announcement.

All projects that include collecting activities must show that the institution has developed, or will develop as a part of the project, initial processing techniques to gain basic physical and intellectual control over new accessions. If the repository has a large unprocessed backlog of holdings, collections development activities may only occur alongside basic processing activities. Projects that include elements of arrangement and description must not include item-level processing.

4. Retrospective Conversion of Descriptive Information

Proposals may be submitted for converting legacy finding aids and other sources of descriptive information into formats that provide improved online access to collections. Activities may include converting card catalogs and paper finding aids so that they may be made available

electronically, or creating a comprehensive online database or finding aid from information only available in a variety of non-compatible formats. Applicants must use Encoded Archival Description (EAD) for finding aids unless other formats are more appropriate.

For a comprehensive list of the Commission's limitations on funding, please see What We Do and Do Not Fund. Applications that consist entirely of ineligible activities will not be considered.

Award Information

A grant normally is for one or two years and for up to \$200,000. The Commission expects to make up to 15 grants in this category for a total of up to \$1,200,000.

Eligibility

Archives and other repositories of historical documents are eligible if they are part of:

- Nonprofit organizations
- Colleges, universities, and other academic institutions
- State or local government agencies
- Federally-acknowledged or state-recognized Native American tribes or groups

Applicant organizations must be registered in System for Award Management (SAM) prior to submitting an application, maintain SAM registration throughout the application and award process, and include a valid DUNS number in their application. Details on SAM registration and requesting a DUNS number can be found at the System for Award Management website at <http://sam.gov>. Please refer to the *User Guides* section and the Grants Registrations PDF.

Ineligible applications will not be reviewed.

Cost Sharing

Cost sharing is required. It is the financial contribution the applicant pledges to the cost of a project. Cost sharing can include both direct and indirect expenses, in-kind contributions, non-Federal third-party contributions, and any income earned directly by the project. The NHPRC will provide up to 50 percent of the total project costs.

Application and Submission Information

Applicants should follow the instructions on how to fill out the online forms and apply electronically using the Application Instructions section on the NHPRC website.

The NHPRC requires that grant applications be submitted via Grants.gov. In the event that Grants.gov is experiencing technical difficulties that prevent submission, applicants must first

attempt to resolve the issue with the Grants.gov Contact Center (800-518-4726). If Grants.gov cannot solve the problem, applicants may request an alternative. To make use of the NHPRC backup system, applicants must contact Jeff De La Concepcion (202-357-5022) no later than 3:00 Eastern Time on the day of the deadline with their valid Grants.gov Contact Center trouble-ticket number.

A complete application includes the Application for Federal Assistance (Standard Form 424), Assurances - Non-Construction Programs (Standard Form 424B), a *Project Narrative, Summary, Supplementary Materials, and Budget*. Applications lacking these items are ineligible and will not be reviewed. In order to ensure eligibility, applicants should first review the rules and regulations governing NHPRC grants under the Administering an NHPRC Grant section.

Project Narrative

The Project Narrative is a description of the proposal. It should be no more than 20 double-spaced pages in 12-pt type formatted for 8.5 x 11 inch paper with standard margins. Please organize your narrative in these sections:

1. Begin with a brief overview of the project that shows how the records to be collected, processed, or preserved are of national significance and outlines the methods to be used. Potential applicants with collections primarily of regional or local significance should contact their State Historical Records Advisory Board about other potential funding options. Briefly summarize your organization's history, mission, and goals with an emphasis on its archival programs and records. Describe the nature and scope of your holdings and the percentage of your holdings that are available to researchers. Describe your access policies for public use of your holdings, including days and hours of operation. Explain the overall goals of the project and its relationship to your organization's mission and goals. Describe the materials that will be processed during this project, including the type of records, the quantity in cubic or linear feet, subject matters, formats, dates, and their historical significance.

Be specific about the historical importance of individuals, events, organizations, and places documented by the records. Demonstrate for each collection why it should be processed at the collection, series, box, or folder level. Describe the current demand and the physical condition of the materials. Identify how you expect this project to change usage levels. Characterize the project's audience, and show how the activities proposed will improve public discovery and use of historical records, and increase public understanding of American history, culture, and the national experience.

2. Provide evidence of planning and a realistic scope of work for the project. Outline each stage of the planned work, describing each activity and clarifying complex work plans with a time chart identifying the personnel required for each activity (in the supplemental materials).

Describe your current or proposed accessioning and processing methodologies and explain how they support the goals of revealing hidden collections and preventing future

backlogs. Detail the ways in which you plan to describe the materials. Explain what preservation treatments are necessary. Indicate if you plan to digitize selected materials as part of the project. Describe how you will publicize the results, including the submission of catalog records and finding aids to national databases, websites, and press releases. In all cases, refer to the standards you intend to use to ensure the best results and measure productivity.

If including item-level preservation or digitization in the project, specify cost estimates for these items in this section or in detailed charts in the supplemental materials.

3. Describe the products you plan to produce for the completed project. This includes collections or records management materials, catalog records, archival finding aids, and related publicity materials. Applicants should contribute MARC records to appropriate national bibliographic utilities and use Encoded Archival Description (EAD) to place finding aids on the Internet, unless other formats are more appropriate. Presentations at or papers for professional organizations may also be appropriate products for these projects. In addition, discuss methods your institution will use to evaluate the project (e.g., researchers' surveys or other methods).
4. For people named in the proposal, provide a narrative explanation of the skills and qualifications that will make this project successful. For those to be hired provide a short explanation of the necessary skills. Explain any special training planned for personnel. In the supplementary materials, provide a résumé of not more than two pages per person for all staff named in the project budget. For those staff or consultants to be hired for the project, provide job descriptions or call for consultants.
5. List four to six quantifiable performance objectives that will allow you and the Commission to evaluate the project as you submit interim and final reports. Performance objectives might include the number of collections or the volume of records processed and preserved, the number of MARC records and finding aids created or updated and made available electronically, or types of new procedures put in place to expedite access to collections.
6. Provide evidence of your institution's ability to follow the relevant federal financial and managements regulations if the project application were successful. In particular, address the nature of your financial management system(s). Please note how the system(s) track actual grant and cost share expenses in comparison with budgeted expenses. In addition, explain how your personnel and management systems track the amount of time staff and consultants would spend on this project.

Project Summary

The Project Summary should be no more than 3 double-spaced pages in 12-pt type formatted for on 8.5 x 11 inch paper with standard margins, and it must include these sections:

- Purposes and Goals of the Project
- Methods

- Summary of Plan of Work for the Grant Period
- Products to be completed during the Grant Period
- Names, Titles, Institutions, Phone Numbers, and E-Mail Addresses of the Project Director and Key Personnel

Please ensure that the project director listed on this summary is the same person listed in Section 8 (f), of the SF 424. If your institution requires a different contact person on the SF 424, please explain in one sentence.

- Performance Objectives

Supplementary Materials

Attach up to 20 pages of Supplementary Materials, such as:

- Résumés of named staff members (required)
- Position descriptions for staff to be hired with grant funds (required, if applicable)
- Your institution's mission, goals, and objective statements
- Your institution's pertinent policies on collections development, processing, and preservation
- Detailed work plan charts that supplement the Narrative
- Examples of MARC collection and/or series records and other discovery tools
- Statements of commitment to the project by partners, including records creators

If these materials are available on a web site, please provide the URLs.

Project Budget

You must submit a budget on the **NHPRC Budget Form** available on the [Application Instructions](#) page. Note that the form itself contains additional instructions. You may include with your application a narrative budget supplement for budget categories that require further detail. Provide specific budget figures, rounding to the nearest dollar.

Applicants will be asked to compute the project costs to be charged to grant funds as well as those that will be supported by the applicant through cost sharing, which includes both direct and indirect expenses, in-kind contributions, non-Federal third-party contributions, and any income earned directly by the project. All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable and necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Applicants should review the appropriate [Office of Management and Budget](#) circulars on cost principles.

Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization. In addition, successful applicants will be required to certify that they have adequate accounting and timekeeping procedures to meet Federal requirements.

Budget Categories

In preparing the budget, please follow the suggestions below in each of the categories:

Salaries: List each staff position and compensation that will be charged to the project and show the percentage of time each staff member will devote to the project. Indicate which positions are to be filled for the proposed project and which personnel are already on the staff of the applicant institution. Grant funds may be used to pay the salaries of only those individuals actually working on the project. You may count the time provided to the project by advisory board members.

Fringe Benefits: Include employee benefits using your organization's standard rates. No separate benefits should be included for positions that are computed at a daily rate or using honoraria.

Consultant Fees: Include payments for consultant services and honoraria. Provide justification for large or unusual consultant fees. List consultant travel expenses in the "Travel" category.

Travel: Include transportation, lodging, and per diem expenses. The NHPRC does not fund staff travel to professional meetings unless the travel is essential to accomplish the goals of the project.

Supplies and Materials: Include routine office supplies and supplies ordinarily used in professional practices. Justify the cost of specialized materials and supplies in a supplemental budget narrative.

Services: Include the cost of duplication and printing, long-distance telephone, equipment leasing, postage, contracts with third parties, and other services that you are not including under other budget categories or as indirect-cost expenses. The costs of project activities to be undertaken by each third-party contractor should be included in this category as a single line item charge. Include a complete itemization of the costs in a supplemental budget narrative.

Other costs: Include costs for necessary equipment above \$5,000, stipends for participants in projects, and other items not included in previous grant categories. The NHPRC does not provide grant funds for the acquisition of routine equipment such as office furnishings, shelving, and file cabinets, but we may provide grant support for the purchase of technical equipment, such as software, computers and peripherals, essential for a project.

Submission Dates and Times

- Draft (optional) Deadline: August 1, 2012
- Final Deadline: October 4, 2012

Applications must be submitted electronically by 11:59 pm Eastern Time on October 4, 2012.

The Commission considers the application in May 2013. NHPRC support begins no earlier than July 1, 2013.

Deadline Policy: Given that technical or administrative difficulties with Grants.gov may periodically delay the timely submission or receipt of applications, the Commission staff will make provisions for the receipt of such applications past the established deadline. Under these circumstances, applicants with technical or administrative issues related to Grants.gov must contact NHPRC staff as soon as possible, but no later than by 3:00 PM Eastern Time on the published application deadline. Applications that fail to meet deadlines for reasons other than those noted will not be considered for funding.

Application Review Information

The NHPRC staff will acknowledge receipt of the application soon after we receive it. The following evaluation criteria and weights will be used by NHPRC staff and other reviewers to form recommendations:

Criteria for **Documenting Democracy: Access to Historical Records Projects**

1. The national importance of the records to be processed and preserved. *(35 percent)*
2. Appropriateness of the project's strategies and techniques for completing the components of the project. *(25 percent)*
3. The ability to complete the project's objectives based on the qualifications of the staff, the inclusion of appropriate work plans including professional development, and the reasonableness of the budget (including cost share). *(25 percent)*
4. Effectiveness of the dissemination plans for the project's results. *(15 percent)*

Application Review Process

After submitting a proposal, do not discuss the pending application to the NHPRC with any Member of the Commission. Commission members must ensure fair and equitable treatment of all applications and do not discuss proposals with individual applicants.

Your proposal will be reviewed by:

1. *State Boards*
Your State Historical Records Advisory Board may evaluate the application on technical merits as well as its relation to state plan priorities.
2. *Peer Reviewers*
We may ask 5 to 10 external peer reviewers to evaluate the proposal.
3. *Commission Staff*
Approximately 3-4 months after the submission deadline, the Project Director receives blind copies of reviewers' comments and questions from the Commission staff. Applicants have an opportunity to expand on the material provided, clear up any

misconceptions, and generally strengthen the proposal before the Commission meeting. Staff makes overall recommendations to the Commission based on reviewers' comments, the appropriateness of the project in meeting the Commission's goals, the proposal's completeness, conformity to application requirements and overall eligibility, and answers to the questions letter.

4. *The Commission*

After reviewing proposals, the comments of peer reviewers, the applicants' responses to the reviews, and evaluations by the Commission staff, Commission members deliberate on proposals and make funding recommendations to the Archivist of the United States who, as Commission Chairman, has final statutory authority and selects award recipients. Throughout this process, all members of the Commission and its staff follow conflict-of-interest rules to assure fair and equal treatment of every application.

Award Administration Information

Notification

Grants are contingent upon available appropriated funds. In some cases, the Commission will adjust grant amounts depending upon the number of recommended proposals and total budget. The Commission may recommend that the Archivist approve the proposal and extend an offer of a grant with applicable terms and conditions, or it may recommend rejection of the proposal. Grant applicants will be notified within 2 weeks after the Archivist's decision.

Agency Contact

Before beginning the process, applicants are encouraged to contact Alexander Lorch, Archives Program officer, (alexander.lorch@nara.gov) or (202) 357-5101, at the NHPRC who may:

- Advise the applicant about the review process;
- Answer questions about what activities are eligible for support;
- Supply samples of successful applications;
- Read and comment on a preliminary draft. Applicants should submit a draft at least 2 months before the deadline.

Applicants should also contact their State Historical Records Advisory Board about the proposal and seek the board's advice. Many state boards encourage applicants to submit draft proposals in advance of NHPRC deadlines.

Grant Administration

For more information on how to comply with Federal regulations, see our Administering a Grant section.

TAB 2

Mission Statements

Mission statements vary. They tend to be broad statements of intent that explain an organization's overall goals, core values, products, and/or services. Mission statements can be brief and to the point. For example:

The Plainfield County Historical Society is a non-profit, membership-supported organization dedicated to preserving, protecting and promoting the history of Plainfield County, North Carolina.

Or, they can go into more detail:

The Plainfield County Historical Society is a not-for-profit association of those who subscribe annually to its membership. As a 501c3 educational institution, the Society disseminates information and stimulates interest through its collections, publications, information sessions, meetings, and special programs for the furtherance of the Society's purpose. The purpose is to collect, preserve, research, exhibit, and educate with those published sources, records and manuscripts, and objects and artifacts that serve to illuminate the human experience in Plainfield County.

Plainfield County Historical Society Collecting Policy: Archives

The Archives of the Plainfield County Historical Society are a unit of the Society's Library, located in the Old School Building on Main Street. The Archives supports the mission of the Society by being the repository for historical records documenting the history of Plainfield County. All records held in the Archives, provided they have been cataloged, are available for research in the Library's search room. Users are required to present a valid ID and agree to abide by the Library's policies and procedures for the use of rare books and historical records.

The Archives collects historical records related to the political, economic, and social life of Plainfield County. At present, the Society's collections document certain historical themes and movements, and it is hoped that future acquisitions will add further depth and breadth to these areas of strength. These areas include: the early settlement of the county in the 1790s; agriculture; the formation of political parties in the nineteenth century and their role in local and statewide elections; the Civil War; the building and impact of railroads; the establishment, growth, and decline of the cotton textile industry; World War I and World War II; the medical and legal professions; public entertainment and pastimes; and local education. New areas of interest that the Archives seek to document include: the growth of tourism in the county after World War II; and the role of Mexican immigration beginning in the 1970s.

The Archives collects historical records in a variety of formats. These include: manuscripts and family papers (such as correspondence), diaries, scrapbooks, photographic material (including prints, slides, and negatives), paper ephemera (posters, handbills, and printed announcements), oral history tapes and transcripts, and 8 mm and 16 mm motion picture film. The archives does not collect records in the following formats: CDs, DVDs, computer "floppy" discs, 35 mm motion picture film, and video recordings (VHS, Beta, and earlier standards), because of the instability of the media and future costs associated with re-formatting. Also, artifacts and three dimensional objects contained in collections acquired by the Archives will be transferred to the Society's museum, and all published works (books and pamphlets), will be transferred to the Society's library.

All acquisitions to the Archives are governed by the Plainfield Historical Society's donation policies and procedures. These include the completion of a Deed of Gift form. Please note: donors wishing to receive tax deductions are responsible for appraisals.

All historical records acquired by the Archives become the property of the Plainfield Historical Society. Their ongoing management is governed by the Society's policies and procedures for all collections, which specifically address such questions as loans, de-accession of collections, and reproduction of material for commercial use.

Challenges that have been met since restoration began in 1986:

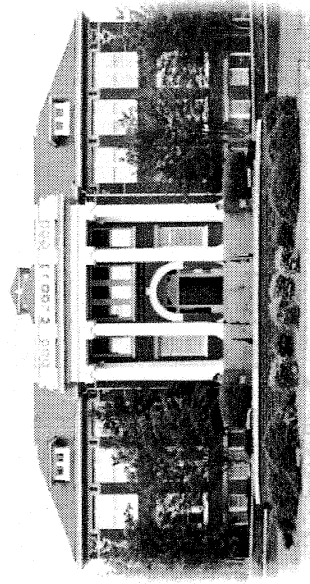
- Installing new windows & meeting historical preservation standards
- Replacing open staircases & light fixtures to replicate original structure
- Building a room in the attic to house the new equipment
- Removing asbestos under flooring
- Restoring areas destroyed by termites
- Repairing leaking slate roof
- Removing pigeons from attic
- Repairing basement leaks
- Replacing defective electrical wiring
- Installing UV protective film & shades on upper floor
- Repairing crack in front steps
- Repairing crumbling plaster
- Installing fire curtains
- Repairing brick mortar
- Repairing rotting window sills
- Repairing plumbing
- Replacing or restoring wood flooring
- Moving furnishings and exhibits
- Raising funds

Old Jamestown School Association

Founded 1986

Mission Statement:

To Restore and preserve the Jamestown Public School as a historical structure representative of it's 1915 character and to provide the community of Jamestown with a public library, an archive of education, and a facility for ongoing education and cultural activities within the context of that architectural and historical heritage.



Board of Officers

President - Steve Griffield
Secretary - Jean Regan
Treasurer - Dot Perdue
Members - Alan Johnson, Gary Haynes,
Rahlo Fowler, Buren Haggai

Jamestown Alumni Archives

Archives Open
Most Tuesdays 10 -12

- School Yearbooks
- Band Uniforms
- Antique School bell
- Original Pictures
- and Special collections

Call ahead for scheduled tours.

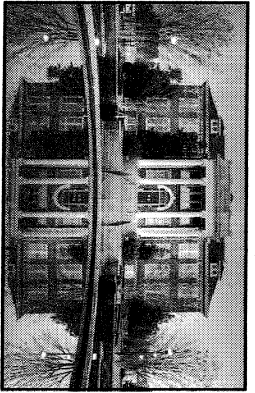
Contact Us

Alumni/Archives Office:
336-454-3312

Please leave a message

Old Jamestown School Association
PO Box 1345
Jamestown, NC 27282

Jamestown Public School



Jamestown Public School was the first accredited rural high school in North Carolina. The General Assembly of 1907 enacted a law for creation of public high schools in every county, the location to be determined by the environment most conducive to the current phase of education. After careful consideration, Jamestown was designated as the place most suitable for one of these schools.

Principals of Jamestown Public Schools

*E.J. Coltrane	1910-1919
John Woosley	
Ed Carrol	
Fred Arrowood	1919-1913
*W.H. White	1923-1942
*E.D. Idol	1942-1945
*Kenneth T. Miller	1945-1959
T.G. Madison	1959
John Lawrence	Ragsdale High 1959
Alice S. Arnfield	Jamestown Elementary 1961
*Olan Jackson	Mills Road Elementary 1965-1983
Harold Crump	Jamestown Elementary 1967
*Portrait on exhibit	Jamestown Middle

1907

Guilford County Board of Education named Jamestown as one of the two sites for the county's first rural standard high schools; Jamestown High School & Farn Life School open

1915

February: Fire destroys main wood administrative building with classrooms
October: Jamestown Public School completed; boys and girls dormitories moved to rear of new brick building Neo classical style with Greek Ionic columns under portico decorative brick
Cost: \$18,117

Contractors: A.F. Brooks & William B. Hunt
Architect: Charles Harrage of Raleigh

1926

Auditorium and classrooms added to back of original building

1928

Fire destroys one of two dormitories that had been moved from 1907 school

1930

Annex addition

1942

Home Economics building

1945-46

Twelfth grade added

1948-49

Gymnasium and athletic field addition

1959

High school students moved to new Ragsdale High School

1961

Mills Road Elementary opened

1967

Middle school students moved to new Jamestown Middle School

1980

Alumni and others met with county school board to voice desire to raise funds to renovate Old School and spare it from demolition

1982

Elementary school students moved to Jamestown Elementary School; Jamestown Public School building designated as National landmark

1985

Fund raising campaign initiated by the Save the Old School Committee

1986

Ownership of the school was transferred from county school board to the Town of Jamestown and subsequently leased to the Old Jamestown School Association
March—Bulldozers demolish annex and auditorium; renovation begins with funds provided by Jamestown School alumni & friends of the community

1988

February: Reopened as Jamestown Library
October: Jamestown Library dedication ceremony with then current NC Governor Jim Martin and, Congressman Howard Coble and other dignitaries in attendance

1991

National Register of Historic Places plaque mounted at front entrance

1992

Jamestown Alumni Association organizes & mails 1st *Jamestown Hi-Lites*

1998

Construction of Town Commons on library grounds

2000

Dedication of renovated upper floor; includes auditorium, rental & office space

2004

Jamestown Alumni Archives moves exhibits to upper floor

2008 20th Anniversary of the Library



JAMESTOWN
Public Library

The Country Doctor Museum - A Brief History

Inspired by the enthusiasm of Dr. Josephine E. Newell, a small group of determined, energetic women founded The Country Doctor Museum in 1967 as a lasting tribute to their physician ancestors. Dr. Newell, herself the seventh in a direct line of country doctors, wished to honor the memory of these predecessors who served so faithfully and well in rural communities such as Bailey, North Carolina.

Through the tenacity, focus, and generosity of these women, their friends, and supporters, the Museum's collections grew steadily to include artifacts relevant to the history of many aspects of health care including nursing, pharmacy, homeopathy and dentistry. Along with surgical sets and microscopes, the collection now incorporates medicine kits, optical and dental sets, apothecary equipment, nursing uniforms and memorabilia, works of art, monographs, and medicinal plants, as well as antique furniture and carriages.

When the Museum's Board of Directors decided in 2001 that the time had come to seek new stewardship for the Museum, East Carolina University, with a medical school focus on primary, rural health care, seemed an appropriate place to look for leadership. In 2003, the Country Doctor Museum's Board of Directors dissolved itself and donated the Museum and its collections to the Medical Foundation of East Carolina University. All parties agreed that the Museum would be managed as a part of the History Collections of the William E. Laupus Health Sciences Library.

The Country Doctor Museum continues to honor the work of rural physicians and enrich the lives of North Carolina citizens. Travelers from around the world visit the Museum throughout the year. Under ECU stewardship, the Museum also serves as a training ground for students in public history, education, business, tourism, and design. It sponsors the development of exhibits that allow both K-12 students and adults to gain insight into the history of various aspects of rural health care. The Museum enlightens and inspires students and health care professionals regarding the rich history of their professions, and offers visitors and edifying reminder that medicine has come a long way in a short time.

**Museum Hours**

Monday-Saturday: 9am – 5pm

Sunday: 2 pm – 5 pm

search...

WEDNESDAY, 22 AUGUST 2012

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Museum History

True Fans and Collectors For Life

The man behind it all is Thomas M. Banks of Pompano Beach, Florida, a former publicist for Columbia Pictures, who collected Ava memorabilia for over 50 years. It all began when Tom was a 12-year-old boy playing on the campus of Atlantic Christian College (now Barton College) in Wilson, NC where Ava was studying to become a secretary in 1940. Tom and his pals would "pick on" Ava and her classmates calling them their "girlfriends". In retaliation, Ava chased Tom and caught him, and gave him a kiss.

Tom wondered about Ava when she did not return to school the next year. In the late summer of 1941, he saw her picture in the paper and learned she signed a movie contract with MGM. Tom was overwhelmed that he knew someone who had "gone to Hollywood." His fascination began!

Whenever he read an article about Ava, he cut it out and saved it. Tom contacted Ava during his college days at William and Mary in Williamsburg, VA, and asked her to become the sweetheart of his college fraternity, Phi Kappa Tau. Ava accepted, and she sent autographed pictures to all the new pledges.

After graduating college, Tom headed to Hollywood (his graduation present to himself) and watched Ava on the set of *Show Boat*. After completing service in the US Navy and a brief career as a publicist for Columbia Pictures, Tom earned a PhD in psychology. In 1960, he married Lorraine, and they moved to Florida, where the couple worked for the Broward County School System.

Tom & Lorraine traveled the world collecting Ava memorabilia, and amassed an extensive collection. While visiting Ava in London in 1978, they discussed donating the collection to an institution such as Columbia University, but Ava suggested the collection belonged in her home state. The very next year, the first exhibit of the collection was held in downtown Smithfield.

The Museum Begins

In the early 1980s Dr. Banks purchased the house where Ava lived from age 2 to 13, and operated his own Ava Museum during the summers for nine years. Dr. Banks suffered a stroke at the museum in August of 1989 and died a few days later. Ava died 5 months later on January 25, 1990. In the summer of 1990, Mrs. Banks donated the collection to the Town of Smithfield, being assured that a permanent museum would be maintained in Johnston County, Ava's birthplace and final resting place.

The Ava Gardner Museum was incorporated in 1996 as a 501(c)3 organization to manage and care for the Museum's collection of personal items and movie memorabilia gifted to the Town of Smithfield by Tom and Lorraine Banks. Since that time the Ava Gardner Museum Foundation has continued to acquire artifacts related to Ava's life and is committed to preserving these items and displaying them in an educational manner.

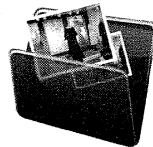
In August of 1999, the Museum's board made an investment in downtown Smithfield by purchasing and renovating a 6,400 square foot building that became the permanent home for the Museum's vast collection. In October 2000, the new Ava Gardner Museum opened its doors and has continued to draw national and even worldwide attention with approximately 12,000 visitors each year.



Tom and Lorraine Banks

RECEIVE MUSEUM NEWSLETTER

e-mail address:



MUSEUM COLLECTION

The Ava Gardner Museum is home to an extensive collection of Ava Gardner memorabilia. Each object in the...



AVA'S STORY

Ava Lavinia Gardner was born on Christmas Eve, 1922, in Grabtown, a rural community seven miles east of Smithfield, NC. She...



© 2012 AVA GARDNER MUSEUM. ALL RIGHTS RESERVED.

Deed of Gift

Plainfield Historical Society
Plainfield, NC

Donor: _____

Contact: _____
(if different from Donor)

Address: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail: _____

Date: _____

Collection Title: _____

Collection Description: _____

An Inventory is attached to this Deed of Gift: Yes _____ No _____

Terms of the Agreement:

The Donation is received as a Gift; and the Owner or his Agent with full authority, desiring to absolutely transfer full title by signing below, hereby gives, assigns, and conveys finally and completely, and without any limitation or reservation, the property described above to the Society and its successors or assigns permanently and forever., together with (when applicable) any copyrights therein and the right to copyright the same.

Materials transferred will be open for the unrestricted use to any qualified researcher subject to the rules and regulations of the Society. Some or all of the material may be digitized and made publicly available in an online repository. Donations will be handled in accordance with the terms listed below.

The Society may use its discretion in disposing of materials because they are duplicates; they lack any research value; or are deemed to be inappropriate for retention. If specifically directed below, the Society will endeavor to return these materials to the donor.

Additional Terms, Conditions, and Restrictions: _____

Agreement:

In consideration of mutual benefits, I and the Society enter into this agreement for access, use, disposition, and ownership of the donated materials. The Society shall have ownership of these donated materials upon receipt, store these materials according to accepted archival standards, process and prepare finding aids in a timely manner to assure ease of access to the collection.

In the event that the donor from time to time hereafter gives, donates, and conveys for deposit with the Society, additional materials, title to such additional materials shall pass to the Society upon delivery, and all provisions of this Deed of Gift shall be applicable. A separate description and inventory (if necessary) shall be prepared and attached to this deed for each additional transfer.

Credit Line: When cited in an article, museum label, press release or other publication, the collection will be identified as _____

Donor's Signature and Date: _____

Signature, Title and Date of the Plainfield Historical Society's Authorized Representative:

Detailed Record

Accession Number: 2002.001

Restrictions: None

Title: John W. Dinkins Collection

Creator: John W. Dinkins

Description: John Dinkins attended Appalachian State University, graduating in 1967. He began working as the University Photographer for Appalachian in the early 1970s. The collection includes items from Mr. Dinkins' tenure in Audio-Visual Services, under the office of the Director of Development. This collection contains newspapers, pamphlets, photographs, postcards, booklets, and reports. The majority of the items deal with programs, services, and events at Appalachian State University; a couple are about various random subjects that have no obvious connection to the University.

Form and Genre: programs
clippings
correspondence
publications
photographs

Corporate Name:

Place Name: Plemmons Student Union
Dark Sky Observatory
Camp Broadstone

Personal Name:

Subject: Publications
Public Relations

Inclusive Date: 1965-1989

Finding Aid: Microsoft Word format(.DOC file)

Location: C1.1.1.1

Extent: .4 cu. ft.

**University Archives and Records Center
Appalachian State University**

Accession #: 2002.001
Title: John W. Dinkins Collection
Location: C1.1.1.1
Volume: .4 cu ft.

INVENTORY

Box 1

Folder 1-Information on Various Programs and Services at Appalachian State University

College of Business booklet

Institute for rental Management pamphlet (Walker College of Business)

Office of Public Information/Publications pamphlet

Audio/Visual Services pamphlet

Two identical pamphlets on how to use the ASU News Bureau

Pamphlet on ASU alumni

ASU summer sessions class schedule 1977

Booklet on W. H. Plemmons Student Center

“Academic Adventure” book about “the Ford Foundation Cooperative Project between Warren Wilson College and Appalachian State University”

Pamphlet on Broadstone Day Camp at ASU

Folder 2-ASU Athletic Information

“Mountaineer Sports Network Football Station Handbook” (1983)
Booklet on Homecoming 1970

Letter to John Dinkins from head football coach Mack Brown explaining the rules for the bus on away football game trips (8/29/83)

Folder 3-Special Events

Pamphlet on ASU rewarding Jesse Jackson the honorary degree of Doctor of Humane Letters

“Preview Exhibit of Bill Dunlap’s Hybird Series at the Dogwood Gallery” information sheet

Invitation to the installation luncheon of Chancellor John E. Thomas (9/4/79)

Pamphlet on the dedication of ASU’s Dark Sky Observatory (5/24/82)

Folder 4-General Information on ASU

“Center for Continuing Education at Appalachian State University” pamphlet

“Appalachian: a Special Place” pamphlet

“Serendipitous Gleanings: A guide to alternate forms of teaching and learning at Appalachian State University” book

“The Appalachian Spirit”

“The World’s Greatest Summer School” fold out

Folder 5-Miscellaneous Items

Blanford Barnard Dougherty: Mountain Educator pamphlet

“Remembrances” history of ASU

“Waterworth” booklet profiling the art of Sherry Edwards-Waterworth, Assistant Professor of Sculpture at ASU

A button pin that reads “Appalachian 75th” (Located in TCR FCA3)

Tin plate of *The Appalachian Focus*, caption beneath some pictures reads: “Watauga Hall bites the dust.” (3/80) (located in TCR FC-A3)

ASU campus map (1974-75)

Two postcards of Conrad Stadium Expansion

“Appalachian Summer” peel off sticker

Folder 6-Appalachian State University Foundation Annual Reports

Third Annual Report (7/1/72-6/30/73)

Fifth Annual Report (1975)

Sixth Annual Report (1976)

Eleventh Annual Report (1981)

Twelfth Annual Report (1982)

Thirteenth Annual Report (1983)

Pamphlet explaining the ASU foundation

Folder 7-Appalachian Focus

November 1974

March 1975

April 1975

September 1975

November/December 1977

March/April 1978

September 1980 (includes two separate parts)

January 1983

May 1986

Folder 8-Other Newspapers

Watauga Democrat "Fire Takes Man's Life" Appalachian employee Ron Rankins was killed at his home in a fire. He was a television coordinator and telecommunications analyst for Appalachian. (12/5/83)

Gastonia Gazette "Appalachian Sits on Top of Heap". The article discusses the progress the teacher's college has made and also speaks about the geographic location of the school. (5/9/65)

Winston-Salem Journal "Rogers Whitener: ASU professor collects and preserves mountain ways of doing and saying things: (4/9/89)

Unspecified, laminated news article: "News Bureau at ASU Gets National Awards" (7/79)

*Photographs (located in Box 39 -oversize) FC-A2

Campus scene showing the backside of Rankin (11" x 14")

Campus scene showing the front of Walker (11" x 14")

Campus scene showing the area beside the library (8"x14")

Dark Sky Observatory (5 ½"x 8 ¼")

Round photo of unspecified man in glasses (7 ½"x 7 ½")

Folder 9-Miscellaneous

Carolina Country (12/74)

"Scottish Rite Freemasons in North Carolina are Helping Children to Communicate" pamphlet

Campus map of the University of North Carolina at Chapel Hill, NC

Accession Form

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Office of Origin/Source																																																		
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Finding Aid

Veronica Curran World War II Letters

- Repository:** Lake Norman Historical Society
2762 South Pine Boulevard
Mooreville, NC 28115
- Title:** Veronica Curran World War II Letters, 1939-1945
- Creator:** Curran, Veronica, 1918-
- Collection No.:** MC 267
- Extent:** About 1,500 items (1.5 linear feet)
- Restrictions:** No Access Restrictions
- Provenance:** Received from Veronica Curran of Mooreville, N.C., in January 1997.

Copyright Notice: Copyright is retained by the authors of items in these papers, or their descendants, as stipulated by United States copyright law.

Abstract

Robert Henry "Jack" Curran of Lake Norman, NC, was drafted into the United States Army in December 1942. For most of his enlistment, he served as a platoon sergeant within the US 2nd Infantry Divisions. He was captured by the Germans in the Ardennes Forest at the Battle of the Bulge in December 1944. Toward the end of the war, he was liberated by Soviet Troops and repatriated. This collection is chiefly letters written by Curran to his wife, Veronica Curran, first as a traveling salesman and then as a soldier in World War II. Curran was a devoted letter writer and wrote home almost daily about his experience as a soldier.

Biographical Note

Robert Henry "Jack" Curran of Lake Norman, NC, was a traveling salesman in the Southeastern United States. He was drafted into the United States Army in December 1942 and served as an enlisted man in the Army Infantry during World War II until his discharge in the late fall of 1945. For most of his enlistment, Curran was a noncommissioned officer who served as a platoon sergeant. He served with several units within the US 2nd Infantry Divisions in England, France and Germany. He was captured by the Germans in the Ardennes Forest during the Battle of the Bulge in December 1944. After his capture he was transported to a Prisoner of War Camp, Stalag 9B, in Bad Orb Hessen-Nassau, Prussia. In May 1945 he was liberated by Soviet troops and repatriated.

Chronology

- December 1942 Induction into the United States Army at Fort Joseph, Ky.
- January-March 1943 Basic Training at Fort Bragg in Fayetteville, NC
- April-June 1943 Infantry Training at Fort Bragg, NC
- July-December 1943 Assigned as corporal, then sergeant, for the Headquarters Company, 2nd Infantry Division, Durham, England
- January-June 1944 Platoon Sergeant, in Kilo Company of the 1st Battalion, 9th Infantry Regiment, 2nd Infantry Division, England and France
- June 6, 1944 Participated in Normandy Invasion [D-Day]
- July-December 1944 Participated in Combat Operations in Northern France and Belgium
- December 22, 1944 Captured in the Ardennes Forest during the Battle of the Bulge
- December 1944-
January 1945 Transported east into Germany
- December 28, 1944 Reported "Killed in Action" by the War Department
- January 27, 1945 Interned at Stalag 9B, Bad Orb in Hessen-Nassau, Prussia
- January 31, 1945 War Department revised "Killed in Action" report to "Missing in Action," presumed prisoner of war.
- May 4, 1945 Stalag 9B is liberated by Soviet forces.
- June 12, 1945 Repatriated.

Scope and Content Note

This collection is chiefly letters written by Robert Henry "Jack" Curran of Lake Norman, N.C., to his wife, Veronica Curran (Vera). Prior to World War II, Curran was a traveling salesman in the Southeastern United States, and it was his habit to write his wife on an almost daily basis. Curran continued this routine throughout the war. The near-daily frequency of his letters presents a detailed portrait of the concerns, fears, and activities of an infantry platoon sergeant leading men in combat and in captivity. Formats contained include letters, telegrams, postcards, and V-mail.

Throughout these letters, Curran wrote of his concerns for his platoon as they trained for and participated in combat operations. There are detailed explanations of many United States Army practices including small unit combat tactics, censorship and military secrecy, post-war demobilization, and promotions. Curran's letters also contain detailed descriptions of worries and fears that he had made errors of judgment. This is particularly true in the 120 letters that Curran wrote after his capture. These letters also contain detailed descriptions of his life as a prisoner, including his journey under armed guard through France and Germany into Prussia, prison camp

regulations, Red Cross inspections, prison guards, and his liberation and journey back to the United States.

Letters written prior to June 1944 frequently address the financial needs and concerns of his wife and family back home in Lake Norman, N.C. Also included are a few miscellaneous items, including: pay stubs, military identity cards, Red Cross documents, and a post-war health inspection report.

Arrangement of Collection

This collection is arranged into three separate correspondence series based on the original order created by Veronica Curran. She kept the letters in the order that she read them and had divided the letters into groupings based on her husband's status: Civilian Letters, Military Letters, and Prisoner of War Letters. Please note that she received the majority of the Prisoner of War letters in 1962, upon her husband's death. Apparently, he had been unable to mail them during his internment and left instructions to read them in his will.

Controlled Access Terms

Curran, Robert Henry "Jack," 1915-1962.

Curran, Veronica, 1918-.

Lake Norman (N.C.)

Prisoners of war—Germany.

Soldiers—United States--Correspondence--History--World War, 1939-1945.

Soldiers—United States--Family relationships.

Traveling sales personnel—United States.

United States. Army. 2nd Infantry Division.

United States. Army—Military life.

World War, 1939-1945—Personal narratives, American.

World War, 1939-1945—Prisoners and prisons.

Container List

- I. Civilian Letters, 1939-1942
About 200 items
Original Order

This Series is comprised of letters written by Robert Henry "Jack" Curran of Lake Norman, N.C., to his wife, Veronica Curran (Vera). Prior to being drafted in November of 1942, Curran was a traveling salesman in the Southeastern United States, and it was his habit to write his wife on an almost daily basis. Letters address the financial needs and concerns of his wife and family back home in Lake Norman, N.C., the difficulties and joys of traveling throughout the Southeastern United States, and the effect of the war on his job as a salesman.

Folder 1	January-March 1939
Folder 2	April-June 1939

Folder 3	July-September 1939
Folder 4	October 1939-February 1940
Folder 5	March-September 1940
Folder 6	October-December 1940
Folder 7	January-April 1941
Folder 8	May-December 1941
Folder 9	January-March 1942
Folder 10	April-September 1942
Folder 11	October 1942

II. Military Letters, 1942-1944
 About 1,200 items
 Original Order

This Series begins in November 1942 with Curran's induction and is comprised of near-daily letters that present a detailed portrait of the concerns, fears, and activities of an infantry platoon sergeant leading men in combat and in captivity. Formats contained include letters, telegrams, postcards, and V-mail.

Throughout these letters, Curran wrote of his concerns for his platoon as they trained for and participated in combat operations. There are detailed explanations of many United States Army practices including small unit combat tactics, censorship and military secrecy, post-war demobilization, and promotions. Curran's letters also contain detailed descriptions of worries and fears that he had made errors of judgment.

Also contained in this series are telegrams from the War Department notifying Mrs. Curran of her husband's death in December 1944 and the subsequent notification that he was being held as a prisoner of war. This Series ends in December 1944 with Curran's capture by German forces.

Folder 12	November 1942
Folder 13	December 1942-January 1943
Folder 14	February-April 1943
Folder 15	May 1943-June 1943
Folder 16	July-August 1943
Folder 17	September-October 1943
Folder 18	November-December 1943
Folder 19	January 1944
Folder 20	February 1944
Folder 21	March 1944
Folder 22	April 1944
Folder 23	May 1944
Folder 24	June 1944
Folder 25	July 1944
Folder 26	August 1944
Folder 27	September 1944

Folder 28	October 1944
Folder 29	November 1944
Folder 30	December 1944

III. Prisoner of War Letters, 1944-1945, 1962
About 150 items
Original Order

This Series begins in December 1942 when Curran was captured by German forces in the Ardennes Forest during the Battle of the Bulge. Curran's letters contain detailed descriptions of worries and fears that he had made grave errors of judgment. These letters also contain detailed descriptions of his life as a prisoner, including his journey under armed guard through France and Germany into Prussia, prison camp regulations, Red Cross inspections, prison guards, and his liberation and journey back to the United States in August 1945.

Please note that these Prisoner of War letters were discovered in 1962, upon Curran's death. His will contained instructions for his wife to read these letters which had never been posted. The will which is contained in Folder 31 begins the series.

Folder 31	1962
Folder 32	December 1944
Folder 33	January 1945
Folder 34	February 1945
Folder 35	March 1945
Folder 36	April 1945
Folder 37	May 1945
Folder 38	June-August 1945
Folder 39	September 1945

Chambers Library Collections Preservation Plan

Max Chambers Library
University of Central Oklahoma
Collections Preservation Plan
September, 2010

Based on recommendations from the
Preservation Site Survey Report

Submitted by Rebecca Elder, Adjunct Preservation Field Services Officer

Amigos Library Services, Inc.

Final Report, May 18, 2010

The development of this Plan was funded by a \$6,000 Award from the National Endowment for the Humanities. This project was designated a National Endowment for the Humanities "We the People" project to encourage and strengthen the teaching, study, and understanding of American history and culture. "Any views, findings, conclusions, or recommendations expressed in this publication do not necessarily reflect those of the National Endowment for the Humanities".

Chambers Library Collections Preservation Plan

Max Chambers Library received an Award from the National Endowment for the Humanities in January, 2010 (\$6,000) which paid for a Preservation Site Survey and Report from Amigos Library Services dated May 18, 2010. This Collections Preservation Plan is based on recommendations from the **Preservation Site Survey Report (PSSR)**.

The five major recommendations from the **PSSR Executive Summary** include:

1. Implementing an environmental monitoring program to help stabilize the building environment (primarily temperature and humidity).

The Director of Archives, Government Documents, and Special Collections will utilize 4 data loggers to track this information and will work with Johnson Controls Inc. (our HVAC vendor) to adjust areas as needed.

2. Place fluorescent shields on all fluorescent bulbs in Collection areas.

The Executive Director will work with the Physical Plant personnel to develop a cost and timeline to place fluorescent shields in all Collections areas. Special Collections and Archives have fluorescent shields in their collections.

3. Expanding the storage space for Special Collections, as well as their budget for purchasing archival sound housings.

Storage space for Special Collections has been increased by using space in Technical Services on 2nd floor by adding shelving and a temporary wall to provide security for the materials. **(no of shelving feet here)** **The Library will submit a grant proposal for purchasing archival quality boxes and other preservation materials.** Some materials are being digitized for preservation and storage off campus.

4. Reconsidering the book repair program to formalize when library binding is appropriate and when in-house repair is appropriate. **(Talk to Carolyn – copy of this document)**

5. Creating a disaster committee and writing and implementing an **Emergency Operations and Library Materials Recovery Plan.**

The Library staff worked with the Coordinator of Emergency Management and Safety Management for the University of Central Oklahoma to develop an **Emergency Operations and Library Materials Recovery Plan** which was completed June 18, 2010 and is in the process of becoming part of the University's Emergency Operations Plans.

Chambers Library Collections Preservation Plan

Library Building and Grounds Recommendations

1. Inspect and clean the roof and drains regularly (annually or every 6 months).
2. Weather strip outside and entry way doors as needed.
3. Caulk windows with gaps or pulling.
4. Repair Northeast entrance windows where water leaks.
5. Clean around the outside of the building and keep a 3-6 foot perimeter of gravel or cement around the building.
6. Trim trees and landscaping to prevent them from touching the building
7. Monitor the temperature and humidity using data loggers and work with Johnson Controls, Inc. to balance the HVAC systems as needed.
8. Keep light levels low by using HV filter sleeves designed to provide vertical illumination at 2-5 foot candles in storage areas and 30-60 foot candles in reading areas.
9. Clean around windows and doors and visually inspect for leaks, cracks, and active pest problems.
10. Regularly remove all corrugated boxes, trash, and food as they provide nesting materials and food for pests
11. Keep lights off when the Library is closed
12. Using blinds or UV filtering products on windows facing stack areas
13. Use sticky traps to monitor pest activity and in boxes of donated materials.
14. Use Integrated Pest Management (IPM) instead of chemical sprays.
15. Plants in the library should be removed or moved to non-collection areas.
16. Continue encouraging students to not eat or drink in the library, as much as possible in a college setting.
17. Inspect all incoming materials and discard moldy items.
18. Run HVAC system 24 hours a day – 7 days a week, 365 a year.
19. Increase airflow during times of high humidity using fans.
20. Have a back-up plan for when the HVAC system or electricity goes out.

Chambers Library Collections Preservation Plan

Library Collections Recommendations

1. Dust/vacuum collections and shelves in all areas on an annual basis.
2. Periodicals and Government Documents interfile microfilm with standard size materials which is very inefficient use of shelving space.
3. Oversize materials are interfiled with standard size materials in the Circulating Collections which is also inefficient use of shelving space.
4. At the present time, Special Collections is the only area which needs more shelving space.
5. Continue the library's aggressive library binding program for paper backs and damaged books. Consider binding spiral books either before they are sent to the shelves or after a first circulation.
6. Create a book repair policy that defines the repairs that will be done in-house and those that should be sent to the bindery. All materials returned from the bindery should be inspected and problems documented.

Reference

7. Inspect Reference books on a book by book basis annually, performing hinge tightening in the stacks, and pulling books for repair or rebinding.

Periodicals

8. Shelf Periodicals flat, if they cannot be completely supported to prevent permanent deformation.
9. Replace acidic magazine boxes with acid-free boxes
10. Make more extensive use of magazine boxes in the back files periodicals area.
11. If self bound periodicals are found waiting to be shelved, they should be sent to the bindery for appropriate binding, since this indicates use.

Government Documents

12. Increase use of magazine boxes and pamphlet binders to enhance the safe shelving of softbound material.
13. Keep materials off of the top shelves. There is no-top shelving units at Max Chambers Library. Government Documents has the most shelving with items on the top shelves.

Maps and Posters

Chambers Library Collections Preservation Plan

14. Unfold all maps to protect from damage, both in use and from the file cabinets.
15. House all maps in map folders to provide support and protection.
16. Remove all improper encapsulation.

Audio-visual

17. Replace acidic paper sleeves for LP records with stable plastic sleeves made out of polyethylene or polypropylene.
18. Ensure that all LP records are standing up straight on the shelves to prevent warping which interferes with playback.
19. Shelf cassettes with the exposed tape down, to facilitate recovery in case of a disaster.
20. Create a policy that all tape media must be returned rewound.

Microforms

21. Monitor acetate microfilm for a vinegar odor. Replace film when odor becomes apparent.
22. Replace all acidic boxes
23. Move the Special Collections Oklahoma Townsite microfilm masters to secure offsite microfilm storage.

Special Collections

24. Increase the supply and equipment budgets to accommodate purchase of more materials to properly house and care for the collections.
25. Invest in new flat files to accommodate the rolled and folded materials from the recent acquisition.
26. Allow Special Collections to keep their archival photo printer when the university/library moves to the new centralized printing process. This printer is crucial for making the good quality prints required for exhibits and the sale of prints.

User Education Program

- Posters, bookmarks, handouts should show how to properly handle, remove, and photocopy materials for library users.
- Staff should receive instruction on proper shelving practices and in selecting materials for repair.
- Exhibits on a quarterly basis on preservation of materials topics.
- Establishment of a Preservation Committee

PRESERVATION PLAN ARCHIVES AND SPECIAL COLLECTIONS BARRY UNIVERSITY

INTRODUCTION

A preservation plan is an essential component in a comprehensive archival management plan. It is implemented to ensure that the life of the materials in an archives is extended as long as possible. The diversity of materials (as well as the existence of composite objects—those made from more than one type of material such as paper, wood, plastic, and cloth) in special collections and archives makes this a challenging task. In general, control of the environment in which collections are stored provides the greatest benefit to the entire collection, while storage and handling techniques have the greatest impact on individual items.

I. ENVIRONMENTAL CONTROL

A. TEMPERATURE AND RELATIVE HUMIDITY

High temperatures speed up chemical reactions. As little as a 10 degree F. increase in temperature may cut the useful life of paper in half. Since warm air holds more moisture than cool or cold air, higher temperatures often produce higher humidity levels. High humidity speeds up chemical reactions such as acid hydrolysis, which breaks down the molecular structure of paper. High temperature and high humidity (above 60 percent) foster the growth of mold and mildew and increase the possibility of insect infestation. Extremely high humidity can cause coated papers to stick together and water-soluble inks to bleed. Extremely low humidity (under 30 percent) can cause materials to become dry and brittle. Vellum, because it is particularly sensitive, can shrink, causing the boards on which it is stretched to warp. Perhaps most damaging to paper fibers are wide fluctuations in temperature and humidity, which cause organic materials to expand and contract. It is important, therefore, to maintain constant levels of temperature and humidity in a range which accommodates the needs of both materials and people. Generally recommended levels are between 68 and 70 degrees for temperature, and between 45 and 50 percent for humidity. The following measures should be taken to ensure recommended levels of temperature and humidity:

The Archives and Special Collections staff will monitor temperature and humidity levels. Temperature will be kept at 68-70 degrees with variations of no more than five degrees in a 24-hour period. Relative humidity levels will be kept between 45 and 50 percent with fluctuations of no more than 5 percent in a 24-hour period.

Any unusual changes in the environmental conditions in Archives and Special Collections must be reported immediately to the Archivist and/or Library Director. If

staff members are unable to rectify the problem, they should immediately consult with physical plant personnel or other individuals with relevant expertise in order to resolve the problem.

B. LIGHT

Paper and other materials discolor and fade when exposed to light. Less visible, however, is the photochemical damage which ensues. The resulting breakdown of fibers in paper, bindings, and other materials is cumulative and irreversible. The intensity of light and the length of exposure affect the degree of damage materials sustain. Although all light is destructive, some forms of light are particularly damaging. These include high energy short wavelengths of light in the ultraviolet (UV) and blue end of the spectrum. Natural sunlight contains the highest proportion of UV radiation, but fluorescent light also contains a very high proportion of UV radiation. The following measures should be taken to reduce the destructive effects of light:

UV filters will be maintained on all Fluorescent lights in Special Collections. The staff of Archives and Special Collections will check to see that filters are transferred to new bulbs when tubes are replaced.

Lights (except for security lights) over stacks will be turned off when Archives and Special Collections when the rooms are not in use and when the department is closed.

C. AIR QUALITY

Air pollution (both gaseous and particulate pollutants) accelerates the destruction of paper and other organic materials. Sulphur dioxide and nitrogen dioxide accelerate the photodegradation of cellulose. Ozone, a strong oxidizing agent, also causes severe damage to organic materials. Dirt, soot, tar, and other solid particles may stain materials, abrade surfaces of documents and other materials, and interact with pollutants and water to produce harmful chemical reactions. Urban areas are particularly prone to high levels of gaseous and particulate pollutants. Proper filtration of the air helps eliminate pollutants which threaten archival materials. The following procedures should be taken to ensure improved air quality:

Physical plant personnel will maintain HVAC system in good working order.

Student workers will clean shelves and archival boxes at least once a year.

D. SECURITY

Materials in Archives and Special Collections must also be protected as much as possible from natural disasters, theft, mishandling, and other mishaps. The following measures should be taken to ensure the security of items in the staff's care.

1. Theft and Mishandling

- Staff, including student workers, will be taught and will observe proper methods for handling archival materials and rare books to prevent physical damage to materials.
- Food and drink will not be allowed in Archives and Special Collections storage areas and the reading room.
- Researchers will not be allowed in the archives storage areas or the rare book room except in specific cases as approved by the archivist.
- Individuals using Archives and Special Collections will present identification (student ID or driver's license) and complete a registration card on their first visit. On each visit staff will retain researcher's ID until material is returned and staff verifies its content and condition.
- Employees of Barry University (including maintenance, housekeeping, pest control, and other personnel) will not be allowed in Archives and Special Collections unless a member of the Archives and Special Collections staff or Library Administration is present.
- Outside doors will remain locked at all times.
- The distribution of entry keys to Archives and Special Collections will be limited to Library Administration, Campus Security, and professional Archives and Special Collections staff.
- Normally all Archives and Special Collections materials are non-circulating. Patrons will not be permitted to remove any materials from the department. On rare occasions, however, an item may be checked out to a responsible individual upon approval of the Archivist.

2. Insect Infestation

- Staff will note any signs of insect infestation in Archives and Special Collection and immediately report their observations to the Archivist.
- If an infestation is suspected the Archivist will promptly take steps to correct any problems.
- The library will maintain a contract with an outside exterminator to provide protection against insect infestation in the building.

3. Disaster

- All staff members will be familiar with the library's disaster plan and hurricane precautions.
- The Library Director will review and, if necessary, update the library's disaster plan every three years.

4. Water

- The Library Director will ensure that physical plant personnel inspect roof, drainage, and plumbing biannually.
- All materials will be kept at least three inches from the floor.

5. Fire

- The University will inspect fire extinguishers periodically.
- The Library Director will arrange to have periodic inspections of the wiring and the physical conditions of building.

II. PRESERVATION OF INDIVIDUAL RECORDS

A. DURING APPRAISAL AND ACCESSION

- Items that are too damaged to be useful will not be accepted unless they have exceptional intrinsic value.
- Incoming collections will be inspected for signs of infestation (mold, insects and other pests, insect droppings, larvae, etc.) and isolated until they are decontaminated so that they will not contaminate existing collections.
- Incoming collections will be repacked in clean archival boxes, if necessary, and damp or dirty boxes and folders discarded immediately.

B. DURING PROCESSING

- Good quality archival enclosures and storage containers of the appropriate size to support items adequately will be used for all collections when materials are processed.

- Nitrate film in collections will be removed and isolated since it is highly flammable and can combust spontaneously. These images will be duplicated as soon as possible and the original film disposed of properly.
- In most cases acidic folders will be discarded after all labeling and other information on them carefully noted.
- Manuscripts and other materials brought to the archives will be inspected by the Archivist for evidence of mold or mildew. Items already in the archives will be examined by the staff for evidence of mold or mildew as they are used. Random checks of materials will be conducted by the Archivist at least once a year. Items with active mold or mildew will be immediately isolated from other materials in the archives and receive appropriate treatment.
- New materials will be surface cleaned by the staff or student workers as necessary.
- Rusted metal fasteners (such as paper clips, staples, and pins) will be removed by the staff or student workers so that rust or corrosion will not damage materials. Rubber bands will be removed to prevent discoloration of paper and the tearing of the edges of documents. Colored tapes and string will be removed to prevent damage caused by unstable dyes.
- If feasible, foreign objects (locks of hair, pressed flowers, etc.) that might cause chemical damage or distort documents will be removed from collections.
- Papers will be carefully unfolded and uncreased if feasible. Tightly rolled papers, photographic materials, and parchment will not be forced open.
- Folders will not be overfilled. Larger items or multiple sheets will be placed in folders in which folds have been creased to form flat bottoms.
- If possible, fragile or deteriorated items of value will be photocopied or reproduced by other means when processed.
- The Archivist will note items of exceptional value that are in need of conservation. These materials will be sent to a conservator as funds become available.

C. DURING STORAGE

- Adequate housekeeping measures, such as dusting archival boxes, will be undertaken at least once a year by student workers under the direction of the Archivist.

- Collections will be surveyed for signs of degradation of materials (faded photographic images, marked increase in yellowing of documents, etc.) by the Archivist at least once a year.

D. DURING RESEARCH USE

- Researchers will complete the research registration form and agree to abide by the rules before being permitted to examine materials in Archives and Special Collections.
- Archival materials will be used only in the research area, except in unusual circumstances when prior permission to remove materials is granted by the Archivist.
- Researchers will not be permitted to use ink when examining materials.
- Researchers will be permitted to have only notepads, pencils, and laptop computers on research tables. Coats and other items will not be permitted at research tables.
- Researchers will not be permitted to lean on, write on, trace, or mishandle in any way rare books, manuscripts or other archival material.
- Researchers will be permitted to examine only two books or folders at a time.
- Photocopying and scanning will be done by Archives and Special Collections staff. Permission to photocopy or scan an item will be denied if that item is in poor condition and may be damaged by the process.

E. BEFORE AND DURING EXHIBITIONS

- Each item to be exhibited or loaned will be examined by the Archivist to see if it is stable enough for exhibit.
- In general, a deteriorating or unstable item will not be loaned or exhibited.
- If an item is to be transported, it will be properly packed by the Archives and Special Collections staff to provide support and protection.
- When displayed (by the University or another institution), the item will be handled with care, properly supported during the exhibit, and provided with a stable environment including adequate control of temperature, humidity, air quality, light, and security.

TAB 3

National Endowment for the Humanities Grants

America's Historical and Cultural Organizations: Planning Grants

Division of Public Programs

Receipt Deadline August 15, 2012 for Projects Beginning April 2013

The deadline for this program has passed. Updated guidelines will be posted in advance of the next deadline. In the meantime, please use these guidelines to get a sense of what is involved in assembling an application.

Brief Summary

America's Historical and Cultural Organizations grants provide support for museums, libraries, historic places, and other organizations that produce public programs in the humanities.

Grants support the following formats:

- **exhibitions at museums, libraries, and other venues;**
- **interpretations of historic places, sites, or regions;**
- **book/film discussion programs; living history presentations; and other face-to-face programs at libraries, community centers, and other public venues; and**
- **interpretive websites.**

Types of America's Historical and Cultural Organizations awards

Planning grants support the early stages of project development, including consultation with scholars, refinement of humanities themes, preliminary design, and audience evaluation.

Program Statistics

In the last five competitions the America's Historical and Cultural Organizations: Planning Grants program received an average of 82 applications. The program made an average of seven awards per competition, for a funding ratio of 9 percent.

The number of applications to an NEH grant program can vary widely from competition to competition, as can the funding ratio. Information about the average number of applications and awards in recent competitions is meant only to provide historical context for the current competition. Information on the number of applications and awards in individual competitions is available from publicpgms@neh.gov.

America's Historical and Cultural Organizations: Implementation Grants

Division of Public Programs

Receipt Deadline August 15, 2012 *for Projects Beginning April 2013*

The deadline for this program has passed. Updated guidelines will be posted in advance of the next deadline, which is August 15, 2012. In the meantime, please use these guidelines to get a sense of what is involved in assembling an application.

Brief Summary

America's Historical and Cultural Organizations grants provide support for museums, libraries, historic places, and other organizations that produce public programs in the humanities.

Grants support the following formats:

- **exhibitions at museums, libraries, and other venues;**
- **interpretations of historic places, sites, or regions;**
- **book/film discussion programs; living history presentations; and other face-to-face programs at libraries, community centers, and other public venues; and**
- **interpretive websites.**

Types of America's Historical and Cultural Organizations awards

Implementation grants support final scholarly research and consultation, design development, production, and installation of a project for presentation to the public.

Program Statistics

In the last five competitions the America's Historical and Cultural Organizations: Implementation Grants program received an average of 56 applications. The program made an average of nine awards per competition, for a funding ratio of 16 percent.

The number of applications to an NEH grant program can vary widely competition to competition, as can the funding ratio. Information about the average number of applications and awards in recent competitions is meant only to provide historical context for the current competition. Information on the number of applications and awards in individual competitions is available from publicpgms@neh.gov

Challenge Grants

Office of Challenge Grants

Receipt Deadline May 2, 2012

The deadline for this program has passed. Updated guidelines will be posted in advance of the next deadline. In the meantime, please use these guidelines to get a sense of what is involved in assembling an application.

Brief Summary

NEH challenge grants are capacity-building grants, intended to help institutions and organizations secure long-term improvements in and support for their humanities programs and resources. Through these awards, many organizations and institutions have been able to increase their humanities capacity and secure the permanent support of an endowment. Grants may be used to establish or enhance endowments or spend-down funds that generate expendable earnings to support ongoing program activities. Challenge grants may also provide capital directly supporting the procurement of long-lasting objects, such as acquisitions for archives and collections, the purchase of equipment, and the construction or renovation of facilities needed for humanities activities. Funds spent directly must be shown to bring long-term benefits to the institution and to the humanities more broadly. Grantee institutions may also expend up to 10 percent of grant funds to defray costs of fundraising to meet the NEH challenge.

Because of the matching requirement, these NEH grants also strengthen the humanities by encouraging nonfederal sources of support. Applications are welcome from colleges and universities, museums, public libraries, research institutions, historical societies and historic sites, scholarly associations, state humanities councils, and other nonprofit entities.

What's New for 2012

Prospective applicants are encouraged to submit a one- or two-page letter of intent to apply, at least six weeks before the application deadline. The letter should briefly describe the proposed project, especially its humanities content, and the humanities credentials of the scholars and other staff who would be involved in planning and implementing the project.

Program Statistics

In the last five competitions the Challenge Grants program received an average of 106 applications per year. The program made an average of 18 awards per year, for a funding ratio of 17 percent.

Humanities Collections and Reference Resources

Division of Preservation and Access

Receipt Deadline July 19, 2012 for Projects Beginning May 2013

The deadline for this program has passed. Updated guidelines will be posted in advance of the next deadline. In the meantime, please use these guidelines to get a sense of what is involved in assembling an application.

Brief Summary

This program supports projects that provide an essential underpinning for scholarship, education, and public programming in the humanities. Thousands of libraries, archives, museums, and historical organizations across the country maintain important collections of books and manuscripts, photographs, sound recordings and moving images, archaeological and ethnographic artifacts, art and material culture, and digital objects. Funding from this program strengthens efforts to extend the life of such materials and make their intellectual content widely accessible, often through the use of digital technology. Awards are also made to create various reference resources that facilitate use of cultural materials, from works that provide basic information quickly to tools that synthesize and codify knowledge of a subject for in-depth investigation.

What's New for 2012

This year the program has introduced a new grant subcategory: Humanities Collections and Reference Resources Foundations grants. These grants support the formative stages of planning, assessment, and pilot activities for initiatives to preserve and create access to humanities collections or to produce reference resources. Drawing upon the cooperation of humanities scholars and technical specialists, such projects might encompass efforts to prepare for establishing intellectual control of collections, to develop plans and priorities for digitizing collections, to solidify collaborative frameworks and strategic plans for complex digital reference resources, or to produce preliminary versions of online collections or resources.

Program Statistics

In the last five competitions the Humanities Collections and Reference Resources program received an average of 220 applications per year. The program made an average of 35 awards per year, for a funding ratio of 16 percent.

Preservation Assistance Grants for Smaller Institutions

Division of Preservation and Access

Receipt Deadline May 1, 2012 for Projects Beginning January 2013

The deadline for this program has passed. Updated guidelines will be posted in advance of the next deadline. In the meantime, please use these guidelines to get a sense of what is involved in assembling an application.

Brief Summary

Preservation Assistance Grants help small and mid-sized institutions—such as libraries, museums, historical societies, archival repositories, cultural organizations, town and county records offices, and colleges and universities—improve their ability to preserve and care for their significant humanities collections. These may include special collections of books and journals, archives and manuscripts, prints and photographs, moving images, sound recordings, architectural and cartographic records, decorative and fine art objects, textiles, archaeological and ethnographic artifacts, furniture, historical objects, and digital materials.

Applicants must draw on the knowledge of consultants whose preservation skills and experience are related to the types of collections and the nature of the activities that are the focus of their projects. Within the conservation field, for example, conservators usually specialize in the care of specific types of collections, such as objects, paper, or paintings. Applicants should therefore choose a conservator whose specialty is appropriate for the nature of their collections. Similarly, when assessing the preservation needs of archival holdings, applicants must seek a consultant specifically knowledgeable about archives and preservation. Because the organization and the preservation of archival collections must be approached in tandem, an archival consultant should also provide advice about the management and processing needs of such holdings as part of a preservation assessment that includes long-term plans for the arrangement and description of archival collections.

Small and mid-sized institutions that have never received an NEH grant are especially encouraged to apply.

Program Statistics

In the last five competitions the Preservation Assistance Grants program received an average of 237 applications per year. The program made an average of 122 awards per year, for a funding ratio of 41 percent.

Sustaining Cultural Heritage Collections

Division of Preservation and Access

Receipt Deadline December 4, 2012 *for Projects Beginning October 2013*

Brief Summary

Sustaining Cultural Heritage Collections (SCHC) helps cultural institutions meet the complex challenge of preserving large and diverse holdings of humanities materials for future generations by supporting preventive conservation measures that mitigate deterioration and prolong the useful life of collections.

Libraries, archives, museums, and historical organizations across the country are responsible for collections of books and manuscripts, photographs, sound recordings and moving images, archaeological and ethnographic artifacts, art, and historical objects that facilitate research, strengthen teaching, and provide opportunities for life-long learning in the humanities. To preserve and ensure continued access to such collections, institutions must implement preventive conservation measures, which encompass managing relative humidity, temperature, light, and pollutants in collection spaces; providing protective storage enclosures and systems for collections; and safeguarding collections from theft and from natural and man-made disasters.

As museums, libraries, archives, and other collecting institutions strive to be effective stewards of humanities collections, they must find ways to implement preventive conservation measures that are scientifically sound and sustainable. This program therefore helps cultural repositories plan and implement preservation strategies that pragmatically balance effectiveness, cost, and environmental impact. Projects should be designed to be as cost effective, energy efficient, and environmentally sensitive as possible, and they should aim to mitigate the greatest risks to collections rather than to meet prescriptive targets.

Program Statistics

In the first three competitions the Sustaining Cultural Heritage Collections received an average of 103 applications per year. The program made an average of 18 awards per year, for a funding ratio of 17 percent.

IMLS Grant Programs

Conservation Assessment Program

Application:

For application information and examples of how this program can benefit your institution, please visit the [Heritage Preservation Web site](#).

Heritage Preservation Contact:

Sara Gonzales
Coordinator, CAP
1012 14th Street, NW, Suite 1200
Washington, DC 20005
Phone: 202/233-0800
E-mail: sgonzales@heritagepreservation.org

Deadline: December 01, 2012

Program Overview:

The Conservation Assessment Program (CAP) is supported through a cooperative agreement between IMLS and Heritage Preservation. Through CAP, professional conservators identify conservation priorities by spending two days at your location and three days writing a report about your museum's collection, environmental conditions, and site. The report can help your museum develop strategies for improving collections care and provide a tool for long-range planning and fund-raising.

CAP offers a maximum of two assessors per institution. Most museums are provided a conservator to assess the museum's collections. If you have an historic structure (a building more than 50 years old), you may also qualify for a historic structure assessment. Zoos, aquariums, nature centers, botanical gardens, and arboreta can be provided a zoologist, botanist, or horticulturalist to assess living collections. For more information, visit www.heritagepreservation.org/CAP.

Museums for America

Application:

May 9, 2012 Press Release: Draft Museum Grant Guidelines Available for Public Comment

Guidelines for the current fiscal year are made available approximately 90 days before the grant deadline. Until that time, guidelines from the previous year are available for your reference, but you must use the current fiscal year's guidelines when you apply. [Access FY 2012 Grant Program Guidelines Online](#)

Read more about the Museums for America program on the IMLS Web site.

Deadline: January 15, 2013
Grant Amount: \$5,000–\$150,000
Grant Period: Up to three years
Matching Requirement: 1:1
Program Contact: Connie Cox Bodner, Senior Museum Program Officer
202-653-4636
cbodner@imls.gov

Sandra Narva, Senior Museum Program Officer
202/653-4634
snarva@imls.gov

Steven Schwartzman, Senior Museum Program Officer
202/653-4641
sschwartzman@imls.gov

Mark Feitl, Museum Program Specialist
202-653-4635
mfeitl@imls.gov

Reagan Moore, Museum Program Specialist
202/653-4637
rmoore@imls.gov

Program Overview:

The goal of the Museums for America (MFA) program is to strengthen the ability of an individual museum to serve the public more effectively by supporting high-priority activities that advance its mission, plans, and strategic goals and objectives.

MFA grants support activities that strengthen museums as active resources for lifelong learning, as important institutions in the establishment of livable communities, and as good stewards of the nation's collections. MFA grants can fund both new and ongoing museum activities and

programs. Examples include planning, managing and conserving collections, improving public access, training, conducting programmatic research, school and public programming, producing exhibitions, and integrating new or upgraded technologies into your operations.

There are three categories within the MFA program:

Learning Experiences

IMLS places the learner at the center and supports engaging experiences in museums that prepare people to be full participants in their local communities and our global society. Projects should deliver high quality, inclusive, accessible and audience-focused programs, exhibitions, and services for lifelong learning in formal or informal settings.

Community Anchors

IMLS promotes museums as strong community anchors that enhance civic engagement, cultural opportunities, and economic vitality. Projects should address common community challenges and demonstrate how your museum improves the quality of life and enriches community members' knowledge and understanding of critical local and global issues, provides forums for community dialogue, and/or connects individuals to resources in the broader community service infrastructure through its programs and services. Projects may include capacity-building activities that position your museum to be more effective in fulfilling its role as a community anchor institution.

Collections Stewardship

IMLS supports exemplary stewardship of museum collections and promotes the use of technology to facilitate discovery of knowledge and cultural heritage. Projects should support the care and management of collections to expand and sustain access for current and future generations. Projects should reflect systematic, holistic, logical approaches to the documentation, preservation, and conservation of tangible and digital collections to sustain and improve public access.

Note to applicants: The FY 2013 Museums for America program now incorporates proposals previously solicited through the Conservation Project Support program. [Read FAQ on FY13 museum program changes](#). (PDF, 224 KB)

Eligibility:

Museums that fulfill the [eligibility criteria for museums](#) may apply.

Sparks! Ignition Grants for Libraries and Museums

Application:

Guidelines for the current fiscal year are made available approximately 90 days before the grant deadline. Until that time, guidelines from the previous year are available for your reference, but you must use the current fiscal year's guidelines when you apply.

[Access FY 2012 Grant program Guidelines Online](#)

Read more about the Sparks Grants program on the IMLS Web site.

Deadline: February 01, 2012
Grant Amount: \$10,000 to \$25,000
Grant Period: Up to one year
Matching Requirement: No matching requirements.
Program Contact: Helen Wechsler, Senior Museum Program Officer
202/-653-4779
hwechsler@imls.gov

Tim Carrigan, Museum Program Specialist
202/653-4639
tcarrigan@imls.gov

Anthony Donovan Smith, Senior Library Program Officer
202-653-4768
asmith@imls.gov

Charles "Chuck" Thomas, Senior Library Program Officer
202-653-4663
cthomas@imls.gov

Traci Stanley, Library Program Specialist
202-653-4689
tstanley@imls.gov

Program Overview:

The Sparks! Ignition Grants for Libraries and Museums are a special funding opportunity within the IMLS National Leadership Grants program. These small grants encourage libraries, museums, and archives to test and evaluate specific innovations in the ways they operate and the services they provide. Sparks Grants support the deployment, testing, and evaluation of promising and groundbreaking new tools, products, services, or organizational practices. You may propose activities or approaches that involve risk, as long as the risk is balanced by significant potential for improvement in the ways libraries and museums serve their communities.

Successful proposals will address problems, challenges, or needs of broad relevance to libraries, museums, and/or archives. A proposed project should test a specific, innovative response to the identified problem and present a plan to make the findings widely and openly accessible.

To maximize the public benefit from federal investments in these grants, the Sparks Grants will fund only projects with the following characteristics:

Broad Potential Impact—You should identify a specific problem or need that is relevant to many libraries, archives, and/or museums, and propose a testable and measurable solution. Proposals must demonstrate a thorough understanding of current issues and practices in the project’s focus area and discuss its potential impact within libraries, archives, and/or museums. Proposed innovations should be widely adoptable or adaptable.

Significant Innovation—The proposed solution to the identified problem must offer strong potential for non-incremental, significant advancement in the operation of libraries, archives, and/or museums. You must explain how the proposed activity differs from current practices or takes advantage of an unexplored opportunity, and the potential benefit to be gained by this innovation.

Eligibility:

Libraries that fulfill the general criteria for libraries may apply. Museums that fulfill the general criteria for museums may apply. Public or private nonprofit agencies, organizations, or associations that engage in activities designed to advance museums and the museum profession may also apply. In addition, institutions of higher education, including public and nonprofit universities, are eligible.

NCPC Preservation Grants

Preservation grants from the North Carolina Preservation Consortium (NCPC) are available to assist North Carolina libraries, archives, museums, and historic sites improve the preservation of their collections. These collections may include books, manuscripts, documents, journals, photographs, film, sound recordings, maps, architectural drawings, art, and artifacts. Maximum award is \$2,000.00. Grants may be used to fund the following projects:

Preservation assessments

Applicants may request funding to hire a conservator, librarian, archivist, curator, or another appropriate consultant to conduct a general preservation assessment to contribute to a written preservation plan for the care of your collections. The consultant must visit your institution to assess policies, practices, and conditions affecting the care and preservation of collections and must prepare a written report that summarizes the findings and contains prioritized recommendations.

Collection assessments

Applicants may request funding to hire a conservator, librarian, archivist, curator, or another appropriate consultant to conduct a collection assessment to contribute to a written plan for the repair, conservation, storage, and care of your collections. The consultant may examine each item or examine a statistically valid sample of your collection. The consultant must prepare a written report that summarizes the condition of the collection and provide prioritized recommendations.

Preservation consultations

Applicants may request funding to hire a consultant to address preservation needs.

For example, consultants may provide advice for:

- developing disaster preparedness and response plans
- establishing environmental monitoring programs
- instituting integrated pest management programs
- developing plans for improving collection security
- improving fire protection for collections
- recommending methods for reducing light damage to collections
- developing plans for improving collection storage
- assessing conservation treatment for selected items in a collection

Preservation Project Work

Applicants may request funding to hire a qualified individual to do appropriate preservation work. For example, a person may be hired to accomplish finite projects such as:

- re-housing material
- deacidification of paper collections
- basic book and document repair
- repairing art or artifacts
- conservation of materials
- reformatting
- other projects recommended by an appropriate professional

Grantees are responsible for processing employment taxes, social security withholdings, and any applicable benefits.

Environmental monitoring equipment

Applicants may request funding to purchase environmental monitoring equipment (dataloggers, hygrometers, light meters). If the institution's staff does not have experience using the equipment, the application should include a request for training in the use and installation of the equipment and the interpretation of the monitoring data.

Storage furniture and enclosures

Applicants may request funding to purchase appropriate storage furniture and enclosures. If an institution's staff has limited experience in storing collections the institution should enlist the assistance of an appropriate consultant to provide guidance and training.

Tools and equipment for repair and conservation

Applicants may request funding to purchase tools and equipment for the repair and conservation of damaged material. The institution's staff must have appropriate training in collection repair and/or conservation depending on the nature of the material.

Conservation of collections

Applicants may request funding to pay a professional conservator to repair or restore damaged material of significant value. The conservator must be credentialed by the American Institute for Conservation of Historic and Artistic Works.

Education and Training

Applicants may request funding to send staff to workshops and courses that focus on the preservation of collections. Applicants may also request funding to hire a consultant to conduct onsite training for staff. Onsite workshops can be tailored to meet specific needs of the institution. Staff from neighboring organizations may also be invited to participate in onsite workshops.

Multiple Projects

Applicants may combine two or more project elements in a single application. For example, an applicant may request funds for a consultant to conduct a preservation assessment and an onsite preservation workshop for the institution's staff. In such cases, the consultant's letter of commitment should describe both the assessment and onsite workshop.

Institutions may apply for only one grant per year. An institution that has received a NCPC Preservation Grant may apply for another grant to support the next phase of its preservation efforts after successfully completing its initial grant project. For example, after completing a preservation assessment, an institution might apply to purchase storage supplies and cabinets to enclose a collection identified as a high priority. Subsequent proposals are considered new applications and evaluated by the same criteria as other applications.

NCPC Preservation Grants may not be used for:

- purchasing or acquiring collections
- projects to catalog, index, arrange or describe collections
- preserving or restoring buildings or other structures
- living collections; gardens, zoos, aquariums

Eligibility

Applicants must be institutional members of NCPC. Grants are not awarded to individuals.

Applicants must:

- Have legal custody of the collections that are the focus of the grant application.
- Have at least one staff member responsible for preservation who will oversee the implementation and completion of the project for which grant funds are requested.
- Institutions must comply with the Responsibilities of Preservation Grant Recipients.

Submitting an Application

Download and complete the NCPC Preservation Grant Application (coming soon). The application must be postmarked by February 1, 2013 in order to be considered for funding. Please mail application to:

NCPC Grant Program
North Carolina Preservation Consortium
P.O. Box 2651
Durham, NC 27715-2651

Sustainable Preservation

If you are interested in financially supporting the NCPC grant program become a preservation philanthropist. Contribute to the preservation of educational, cultural, historical, and research collections in North Carolina libraries, archives, museums, and historic sites. All donations, large and small, will contribute to our legacy of literature, history, heritage, and knowledge for

present and future generations.
Select [Support NCPC](#).

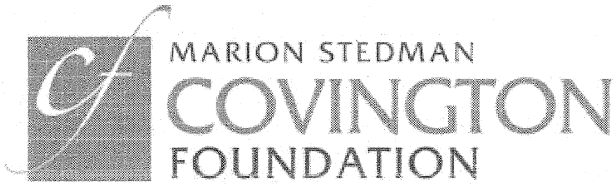
Grant Award Winners

Recent recipients of NCPC Preservation grants include:

- [2011 Grant Recipients](#)
- [2010 Grant Recipients](#)
- [2009 Grant Recipients](#)
- [2008 Grant Recipients](#)
- [2007 Grant Recipients](#)
- [2006 Grant Recipients](#)

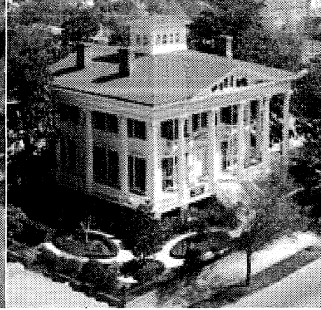
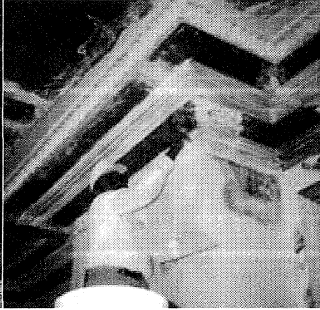
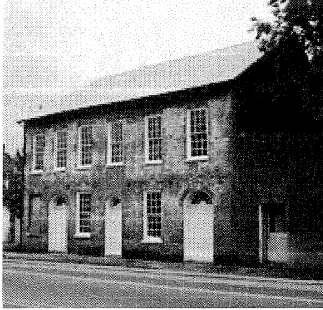
Questions?

If you have questions about NCPC Preservation Grants please contact: [NCPC Executive Director](#).



Telephone: 336-282-0480

Email: [General Emailbox](#)



MISSION STATEMENT

The Marion Stedman Covington Foundation promotes the field of historic preservation in North Carolina through financial support and leadership.

[Grant Guidelines](#) [Grant Application](#) [Foundation History](#) [Selected Grantees](#)

The Foundation's focus is historic preservation. Cultural and educational requests are considered if related to historic preservation.

[Click here to learn more and review our guidelines and policies.](#)

Applicants who meet our guidelines may download the application and submit it for consideration.

Grant Deadlines are March 1 and September 1. [Click here to learn more.](#)

The Covington Foundation is an independent foundation established in 1986 by Marion Stedman Covington.

[Click here to learn more about Mrs. Covington.](#)

The organizations receiving grants from the Covington Foundation in 2010 are available for review.

[Click here to read more to see what types of projects were funded.](#)

[more >](#)

[more >](#)

[more >](#)

[more >](#)

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The Covington Foundation History

- Grant Guidelines Marion Stedman Covington was born and raised in Asheboro, North Carolina, where her father was a textile manufacturer and founder of the Stedman Corporation. She attended Greensboro College and Duke University before spending her professional career employed in the family business. She spent most of her life in North Carolina, and it is in this area that she focused her generosity.
- Grant Application Mrs. Covington had a long history of voluntarism and philanthropy. She was a leader in North Carolina's historic preservation movement for more than fifteen years. In 1991, [Preservation/North Carolina](#) recognized Mrs. Covington's contributions by naming her Honorary Life President. One of her most significant contributions was the establishment of the Stedman Incentive Grant, given in memory of her father. This grant has been presented annually since 1976 by Preservation/North Carolina to assist nonprofit organizations in their preservation efforts.
- Foundation History Mrs. Covington's interests also included art, education and the well being of others. Her generosity provided the means for educational opportunities, artistic expression and the preservation of history. Her overwhelming desire was to enrich the lives of others, and it was this desire which led her to establish the [Marion Stedman Covington Foundation](#) in 1986.
- Selected Grantees
- Contact Us

For the first twenty years of its history the Foundation provided funding in Arts and Culture, Education, Health and Human Services and Historic Preservation. As of 2007, the Board of Trustees has chosen to reflect Mrs. Covington's value of a love of history and regional heritage by narrowing the focus to Historic Preservation.

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The Covington Foundation Grant Guidelines

Grant Guidelines

Grant Guidelines

Grant Application

The Board of Trustees meets in the spring and the fall to consider grant requests. Trustees prefer not to be contacted directly.

Foundation History

Applications are to be submitted to the Foundation (postmarked) by March 1st and September 1st.

Selected Grantees

Organizations should submit one copy of the application and requested materials. *Please do not staple materials or place them in a bound notebook.*

Contact Us

Postcards are mailed to applicants (after the deadline date) noting receipt of the application and the approximate date of the Board Meeting.

Grantmaking Policies

The Covington Foundation prefers to provide critical enabling revenue and therefore welcomes proposals in which Covington grants generate other resources and projects which may serve as models for other communities. While challenge grants and “seed” support are preferred, funds are also provided for:

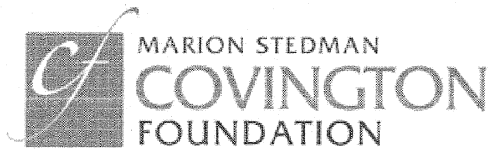
- Acquisition / Rehabilitation / Restoration
- Education
- Operating and Program Support
- Organizational Development
- Publication
- Research

Grants are made only to federally tax-exempt, nonprofit organizations. The Foundation does not make grants for annual campaigns. Grants are usually awarded for one year only. Organizations receiving grants are required to submit a report (in letter form) six months following receipt of the funds. All information relating to the grant is detailed in a contract signed by the Foundation and the organization.

Challenge grants may be requested or the Foundation may designate a grant as such. In either event, there is a three year time period in which the matching funds are to be raised.

For more information, [contact the Marion Stedman Covington Foundation.](#)

PO Box 29304 | Greensboro North Carolina 27429-9304 | 336-282-0480 | [Email](#)




Grant Application

[Grant Guidelines](#) Once you have read the grant guidelines and policies, you may complete a grant application online. Please review these requirements:

- [Grant Application](#)
1. Our application form can be typed in online and printed. You cannot save the completed application or email it from this Web site.
 2. Our application form requires that you have Adobe Acrobat Reader, version 5.0 or higher, installed on your computer. You can download and install the [free Acrobat Reader from the Adobe site \(new window\)](#).
 3. Enter your information directly in the form and print from your own printer.
 4. Attach all required information and deliver to the Covington Foundation via postal or express mail.

[Foundation History](#)

[Selected Grantees](#)

[Contact Us](#)  [Click here for the Marion Stedman Covington Foundation grant application.](#)

PO Box 29304 | Greensboro North Carolina 27429-9304 | 336-282-0480 | [Email](#)



What other funds have been committed or are under consideration for this activity?

COMMITTED		PENDING	
Source	Amount	Source	Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Future Funding Plans:

FINANCIAL RESOURCES

Beginning/Ending Dates of Fiscal Year: _____ From: _____ to: _____

Current Organizational Budget: \$ _____

Total Organizational Assets: \$ _____

Total Organizational Endowment: \$ _____

Total Current Fund Balances: \$ _____

Income & Expenditures Last 2 Years: 2010 \$ _____

2011 \$ _____

Primary Source of Income:

HUMAN RESOURCES

Number of board members: _____ Number of volunteers involved: _____

Number of paid staff: _____ Full-time _____ Part-time _____

PLEASE ATTACH:

- 1) Cover Letter describing organization and more in depth information about the project
- 2) Current Operating Budget and Project Budget (including income sources & amounts and expenditures
- 3) Most Recent Federal Tax Determination Letter
- 4) List of Board Members and Addresses
- 5) Most Recent Audited Financial Statements
- 6) Picture/s of Property if applicable

This applicant warrants that it has not been determined to be a private foundation by the Internal Revenue Service; The Marion S. Covington Foundation will be immediately notified if notice of such a determination ensues. The applicant will act as the responsible fiscal agent for any funds received.

Signature of Board Chair or Chief Executive Title Date

Printed Name Title Date



Please type directly on this form. When you are done, print the form and sign it. Then send it with supporting documents to the Marion Stedman Covington Foundation. The Foundation does not accept electronically delivered grant applications.

GENERAL INFORMATION

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: _____

Email _____ Web Site (if any) _____

Contact Person for Application: _____

Title: _____

Telephone: _____ Email: _____

PROJECT INFORMATION

Title of Project: _____

Amount Requested: \$ _____ Total Project Cost: \$ _____

Description of Project: (issue, purpose, and plan) (*Characters limited to space provided.*)



The Covington Foundation Selected Grantees

Grant
Guidelines

Approved Grants 2011

Grant
Application

Foundation
History

Selected
Grantees

Contact Us

Belmont Historical Society - Belmont, NC - A \$10,000 grant to support restoration of the Stowe Family Kitchen;

Burning Coal Theatre Company - Raleigh, NC - A \$15,000 grant to support reroofing Murphey School Theatre;

John C. Campbell Folk School - Brasstown, NC - A \$10,000 grant to support Hill House restoration;

Community Theatre Foundation of Greensboro - Greensboro, NC - A \$10,000 grant to support purchase of the Broach Theatre;

Eastern Cabarrus Historical Society - Mount Pleasant, NC - A \$15,000 grant for renovation of Society Hall;

Lindley Elementary School PTA - Greensboro, NC - A \$2,000 grant to support the auditorium project;

Mebane Historical Museum - Mebane, NC - A \$1,000 grant to purchase archival storage materials;

Nash County Arts Council - Nashville, NC - A \$1,000 grant to purchase a sump pump;

Preservation Greensboro, Inc. - Greensboro, NC - A \$20,000 grant for Blandwood window restoration;

Preservation /North Carolina - Raleigh, NC - A \$90,000 grant to be paid over two years in support of the outreach and website project;

Preservation Oak Ridge - Oak Ridge, NC - A \$10,000 grant to support restoration of Ai Church;

Randolph Arts Guild - Asheboro, NC - A \$7,800 grant to support the energy assessment, cost analysis and conservation plan for Moring Arts Center;

Rockford Preservation Society - Dobson, NC - A \$5,000 grant for continued renovation of York Tavern;

Rockingham County Historical Society Museum and Archives - Wentworth, NC - A \$15,000 grant to support structural repairs to the Wright Tavern.

Save Historic Red Bank School - Rural Hall, NC - A \$2,500 grant for restoration of Red Bank School;

Triad Stage - Greensboro, NC - A \$5,000 grant to support renovation of the lobby;

Tryon Palace Council of Friends - New Bern, NC - A \$7,000 grant for restoration of the Stanley

House;

UNCCH Facilities Planning Department - Chapel Hill, NC - A \$5,800 grant for historic masonry maintenance and repair workshops;

UNCG - Greensboro, NC - A \$24,000 grant to be paid over two years for a Graduate Assistantship in Historic Preservation.

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Contact The Covington Foundation

[Grant Guidelines](#)

Contact Information

[Grant Application](#)

Postal Address

[Foundation History](#)

PO Box 29304
Greensboro, NC 27429-9304

[Selected Grantees](#)

[Contact Us](#)

Telephone

336-282-0480

Email Contact

Alexa Aycock is the Executive Director. Please [contact the Foundation by email](#).

PO Box 29304 | Greensboro North Carolina 27429-9304 | 336-282-0480 | [Email](#)

TAB 4

Application for Federal Assistance SF-424

Version 02

* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify) <input type="text"/>
---	---	---

* 3. Date Received: <input type="text" value="10/06/2011"/>	4. Applicant Identifier: <input type="text"/>
---	---

5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>
---	--

State Use Only:

6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>
--	--

8. APPLICANT INFORMATION:

*** a. Legal Name:**

* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text" value="58-0593403"/>	* c. Organizational DUNS: <input type="text" value="183607852"/>
---	--

d. Address:

* Street1:	<input type="text" value="501 Whitaker Street"/>
Street2:	<input type="text"/>
* City:	<input type="text" value="Savannah"/>
County:	<input type="text" value="Chatham"/>
* State:	<input type="text" value="GA: Georgia"/>
Province:	<input type="text"/>
* Country:	<input type="text" value="USA: UNITED STATES"/>
* Zip / Postal Code:	<input type="text" value="31401"/>

e. Organizational Unit:

Department Name: <input type="text"/>	Division Name: <input type="text" value="Library and Archives"/>
---	--

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: <input type="text" value="Ms."/>	* First Name: <input type="text" value="Nora"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Lewis"/>	
Suffix: <input type="text"/>	

Title:

Organizational Affiliation:

* Telephone Number: <input type="text" value="912.651.2125"/>	Fax Number: <input type="text" value="912.651.2831"/>
--	--

*** Email:**

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

National Archives and Records Administration

11. Catalog of Federal Domestic Assistance Number:

89.003

CFDA Title:

National Historical Publications and Records Grants

*** 12. Funding Opportunity Number:**

ACCESS-201110

* Title:

Documenting Democracy: Access to Historical Records Projects

13. Competition Identification Number:

ACCESS-201110

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Georgia - Statewide

*** 15. Descriptive Title of Applicant's Project:**

Essentials for Online Access and Education: EAD as Foundation

Attach supporting documents as specified in agency instructions.

[Add Attachments](#)

[Delete Attachments](#)

[View Attachments](#)

Application for Federal Assistance SF-424		Version 02
16. Congressional Districts Of:		
* a. Applicant	GA-012	* b. Program/Project GA-012
Attach an additional list of Program/Project Congressional Districts if needed.		
Congressional Districts.pdf	Add Attachment	Delete Attachment View Attachment
17. Proposed Project:		
* a. Start Date:	07/01/2012	* b. End Date: 06/30/2014
18. Estimated Funding (\$):		
* a. Federal	68,488.00	
* b. Applicant	68,500.00	
* c. State	0.00	
* d. Local	0.00	
* e. Other	0.00	
* f. Program Income	0.00	
* g. TOTAL	136,988.00	
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?		
<input checked="" type="checkbox"/> a.	This application was made available to the State under the Executive Order 12372 Process for review on	10/06/2011
<input type="checkbox"/> b.	Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c.	Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)		
<input checked="" type="checkbox"/> ** I AGREE		
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.		
Authorized Representative:		
Prefix:	Mrs.	* First Name: Leanda
Middle Name:	R	
* Last Name:	Rix	
Suffix:		
* Title:	Director of Grants and Special Projects	
* Telephone Number:	912.651.2125	Fax Number: 912.651.2831
* Email:	lrix@georgiahistory.com	
* Signature of Authorized Representative:	Leanda Rix	* Date Signed: 10/06/2011

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

Georgia Historical Society's
Essentials for Online Access and Education: EAD as Foundation

Project Overview

The Georgia Historical Society (GHS) seeks National Historical Records and Publications Commission (NHPRC) grant support for a project entitled, *Essentials for Online Access and Education: EAD as Foundation*. The project will focus on the creation of nearly 1,600 encoded archival description (EAD) finding aids and the development of a searchable, online database of EAD finding aids for GHS archival collections. Creation of a publically available, searchable database of EAD finding aids will enhance GHS archivists' administrative control over collection descriptions and staff knowledge of collections, enable researchers to facilitate more comprehensive searches of materials both on and off-site, and poise the organization for the next step in sharing collections through digitization of archival materials of high research value. Further, grant support will enable GHS to begin creating links between collection finding aids and existing online educational resources and tools, including relevant topics and articles presented in the *New Georgia Encyclopedia* and related curriculum resources created by GHS for *Today in Georgia History* – a collaborative, daily history initiative presented in partnership with Georgia Public Broadcasting (GPB).

About the Georgia Historical Society

The Georgia Historical Society is an educational and research institution chartered in 1839 to preserve and tell the story of Georgia and its role in American history. A private, non-profit membership-based organization, GHS has grown to become the premier independent statewide institution responsible for collecting, examining, and teaching Georgia history. For nearly 175 years, GHS has fulfilled its founding mission to collect, preserve, and share Georgia and American history through the consistent delivery of dynamic educational outreach programs,

Georgia Historical Society's
Essentials for Online Access and Education: EAD as Foundation

publications, and research services. GHS teaches Georgia history and fosters historical scholarship by:

- Operating a Library and Archives;
- Educating tens of thousands of school children and adults each year through the annual *Georgia History Festival*, statewide lectures by nationally recognized historians, and innovative new education programming such as *Today in Georgia History*;
- Training teachers through targeted workshops and professional development programs;
- Equipping local history organizations with tools and resources to preserve and share their community's history through the statewide Affiliate Chapter Program;
- Managing the Historical Marker Program for the State of Georgia; and
- Publishing the award-winning *Georgia Historical Quarterly*, the journal of record for Georgia history since 1917, and *Georgia History Today*, a popular history newsmagazine.

The Society is governed by a 26-member Board of Curators, representative of business and community leaders from across Georgia, and presently operates with a small but efficient staff of 18 employees, adding temporary project staff, contractors, and interns as necessary to accomplish project specific objectives.

GHS maintains its historic headquarters in Savannah, with an office in Atlanta, and since 1876 has continuously operated a research Library and Archives that has grown to become a major research center that houses the oldest and most distinguished collection of materials related exclusively to Georgia and its role in American history in the nation. Each year, GHS draws thousands of researchers seeking evidence that offers insights to, and greater understanding of, our shared past. GHS library and archives patrons include scholars, authors, students, genealogists, historic preservationists, and general history enthusiasts. In 2010, GHS

Georgia Historical Society's
Essentials for Online Access and Education: EAD as Foundation

served nearly 8,000 researchers hailing from every county in Georgia, 44 states, and 8 foreign countries. In addition, over 20,000 unique users searched the Library and Archives holdings online. These researchers turn to GHS to discover more, delve deeper, and critically explore first-hand evidence that informs their understanding of the vast and varied American story.

The GHS holdings include over 4 million manuscripts, 100,000 photographs, 30,000 architectural drawings, 15,000 rare and non-rare books, and thousands of maps, portraits, and artifacts spanning the colonial era to the 21st- century. GHS's vast archival collection helps to inform the development of new scholarship on topics in American history by providing access to primary sources that chronicle the national experience as lived, interpreted, and documented by ordinary citizens and community, state, and national leaders, thereby providing researchers with a fuller context for understanding the social, cultural, economic, and political milieus that influenced the development of a democratic state and nation for nearly three centuries. Among the many treasures in the Society's archives is a rare and annotated draft of the U.S. Constitution once belonging to Abraham Baldwin; significant Native American records, including papers and artifacts related to the Creek and Cherokee tribes in Georgia; a rich collection of African-American materials covering both urban and rural life and highlighting the Gullah-Geechee culture of the Georgia/South Carolina low country; and correspondence of national figures such as U.S. presidents Thomas Jefferson and Andrew Jackson, James Madison, Confederate General Robert E. Lee, and Girl Scouts founder Juliet Gordon Low. Finding aids detailing these resources and more will be made searchable online as a part of *Essentials for Online Access and Education: EAD as Foundation*. Please see Appendix A for a detailed listing of finding aids to be encoded.

Georgia Historical Society's
Essentials for Online Access and Education: EAD as Foundation

As the cornerstone for the Society's work, the Library and Archives holdings are regularly highlighted in GHS publications and materials serve as a primary resource for the development of GHS's education and outreach programs. This includes the development of resources and tools for educators to help facilitate their instruction of Georgia and American history to students ranging from elementary school through college. The proposed project effort will enable GHS program staff to more easily identify and create direct links to primary sources within existing online educator resources. This linking of EAD records to program resources will begin with *Today in Georgia History*, a new, multi-media daily history initiative presented in partnership with GPB, as well as with the creation of links to relevant articles and topics presented in the *New Georgia Encyclopedia*.

Roughly 90 percent of GHS's holdings are presently available to researchers. A relatively small backlog of unprocessed materials exists and GHS is strategically working towards creation of 100 percent accessibility by actively seeking backlog processing support to address the balance of the existing backlog. In addition, GHS has instituted as policy the basic processing of newly acquired materials at the time of accession to ensure no new backlog is created. The GHS Library and Archives is open to the public for research Wednesday through Friday, noon to 5 p.m. and two Saturdays a month from 10 a.m. to 5 p.m. With the exception of materials restricted due to fragility or for privacy reasons, all materials are available to on-site researchers. For security and statistical purposes, researchers are required to sign a visitor's log, complete a Patron Registration form, and present a valid government issued ID in order to be given access to the collections. Collection materials may be reproduced by photocopier, digital camera, or scanner depending on condition, copyright, and format. In addition to on-site research assistance, GHS offers off-site services for those who cannot come to the Library and Archives.

Georgia Historical Society's
Essentials for Online Access and Education: EAD as Foundation

Project Goals

GHS's strategic plan directs staff to work towards creation of increased, enhanced online access to the Society's unique collections as a means of broadening the institution's reach and relevance among scholarly researchers and diverse general audiences. Recognizing that the materials in the GHS Library and Archives collection are only as useful as they are accessible, in 2006 GHS launched *Expanding Audiences for History: Access for a New Century*, a multi-phase technology plan developed to achieve the aforementioned strategic directive by improving and streamlining library services and creating unprecedented access to GHS's unique collections and wide-ranging educational offerings. GHS's ultimate goal is to make 100 percent of GHS holdings searchable online in efforts to maintain relevancy among modern research audiences as well as position the institution to begin working towards the digitization of materials with demonstrated demand for access that are of high research value.

In 2006, GHS received a federal grant awarded by the Institute of Museum and Library Services (IMLS) which supported the conversion of old, typewritten finding aids into a new DACS (*Describing Archives: A Content Standard*) compliant MS Word template and the creation of DACS compliant MARC21 catalog records for GHS's processed archival collections. In 2008, GHS received an NHPRC basic processing grant to support the creation of access to half of the collections previously hidden in the Society's decades' old archival backlog; this successfully completed project exceeded goals and resulted in over 830 cubic feet of historical materials being made open for research. In 2009, GHS received a second IMLS grant that supported the creation of online access to 100 percent of GHS's processed maps, portraits, and artifacts, including implementation of a searchable online image database for portraits and artifacts.

Georgia Historical Society's
Essentials for Online Access and Education: EAD as Foundation

An NHRPC Documenting Democracy grant will enable GHS to continue moving towards its ultimate goal of creating online researcher access to 100 percent of the Society's holdings by supporting the creation of online access to all GHS archival finding aids through a searchable database created and hosted by the Digital Library of Georgia (DLG). Currently, only 27 percent of GHS's finding aids are available online in EAD format on the GHS website. These existing EAD finding aids (546 of which were created during GHS's NHRPC funded basic processing project) are listed in alphabetical order with no searchable database. All other finding aids are only available in paper-based formats in GHS's Reading Room or as PDF or Microsoft Word files that may be sent via e-mail when specifically requested by a researcher. This project proposes to do a retrospective conversion of nearly 1,600 finding aids in various formats to EAD.

Prior to the start of the grant term, GHS staff will import into Archivists' Toolkit the existing 546 EAD finding aids that were created during GHS's NHRPC funded basic processing project and more than 80 other recently created EAD finding aids. These previously created EAD finding aids will be exported from Archivists' Toolkit into the proposed searchable online database to ensure researchers will benefit from enhanced search capabilities, but otherwise these records are not included in the proposed project's scope of work. EAD finding aids surpass the descriptive limits of MARC 21 records by accommodating for collection inventories that are too lengthy for catalog descriptions and laying the groundwork by creating a means to attach digital surrogates of archival materials to inventories. Through the creation of a searchable, online resource that offers access to EAD finding aids, GHS will move beyond archivist as gate-keeper to the collections and will empower researchers with virtual tools and knowledge to conduct more efficient research online, during on-site research trips, or when making off-site inquiries.

Georgia Historical Society's
Essentials for Online Access and Education: EAD as Foundation

Further, through *Essentials for Online Access and Education: EAD as Foundation*, GHS will begin fulfilling a longstanding programmatic goal of creating links between GHS collections and existing online educational resources and tools as a means of promoting research in primary sources among classroom teachers and students. This linking of EAD records to program resources will begin with *Today in Georgia History*, a new multi-media daily history initiative presented in partnership with GPB. *Today in Georgia History* has been designed to open the GHS archives and to educate Georgians about the diverse people, places, and events in our state's history using GPB Radio, GPB Television, and a newly created interdisciplinary, interactive project website targeting over 78,000 Georgia educators and their students (available at www.todayingeorgiahistory.org). Though the series is already in production, and many of the episodes will have already been broadcast prior to the proposed NHRPC grant term, the project website has been created as an enduring educational resource and will house audio/video files for each daily episode as well ancillary educator resources that bring together related daily topics in thematic curriculum units for use in the classroom. Once the proposed online database of searchable EAD finding has been developed, project staff will work to create links between this new search tool and *Today in Georgia History* online curriculum resources to help promote research using primary sources among students and classroom teachers. Further, GHS will work with the *New Georgia Encyclopedia* to create links to relevant articles and topics presented in this exceptional online resource.

Project Scope

As in many archival repositories across the country, GHS has been forced to grapple with how to continue to move forward in meeting organizational goals and objectives and provide exceptional service to its constituency all while working within the time and resource limitations

Georgia Historical Society's
Essentials for Online Access and Education: EAD as Foundation

of a small staff and a challenging fundraising environment. Significant funding cuts at the state level have affected GHS's staff size, necessitating the reduction of the number of days/hours GHS's Reading Room is open to the general public for research. Though not an ideal scenario, reducing Reading Room hours has allowed GHS's professional archivists to direct more time and attention to working on grant-funded priority projects that will result in the creation of online access to GHS holdings, an increasingly important institutional objective that will help to mitigate the impact reduced hours have on researchers.

Work Plan (Please see Attachment B for Project Timeline)

GHS proposes a two-year grant term to achieve the creation of EAD finding aids and a searchable online database of all GHS archival finding aids, which will enhance archivists' administrative control over collection descriptions and staff knowledge of collections, enable researchers to facilitate more comprehensive searches of materials both on and off-site, and poise the organization for the next step in sharing collections through digitization of archival materials of high research value.

GHS will work in partnership with the Digital Library of Georgia (DLG) to **create an online XTF (eXtensible Text Framework) database to provide online researcher access to all GHS archival finding aids.** DLG will host, test, and produce instances of the open-source digital resource access tool XTF and the database will include subject, title, and creator browsing; keyword, title, creator, and date searching; subject faceting; sorting of results by title, author, date, and reverse date, saving and emailing of search results, search term highlighting, hot-linking of index terms in finding aids, Google search optimization; Google analytics coding for statistical monitoring; and maintenance of GHS graphic identify through use of color

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schemes and logos provided by GHS. Nora Lewis, Project Director and GHS's Director of Library and Archives, will oversee this process.

In order to populate the database, GHS's Senior Archivist will engage in the following activities:

- ***Conversion of 115 legacy detailed descriptions to EAD finding aids*** - GHS's Senior Archivist will convert 62 legacy detailed descriptions in typewritten format and 53 finding aids in old, non-DACS compliant templates to EAD finding aids. This will include the complete transcription of 62 typewritten finding aids into Archivists' Toolkit and importing 53 finding aids into Archivists' Toolkit. Descriptive data will be exported from Archivists' Toolkit into MARC 21 catalog records and EAD finding aids. MARC records will be imported into OCLC and GHS's online public access catalog and EAD finding aids imported to the online XTF finding aids database. Based on production rates of previous projects, typewritten finding aids can be converted to *DACS* compliant, electronic format at a rate of 2.5 hours per average sized document. Lengthy and complex finding aids could exceed 60 hours of work per document (for example, the finding aid of Central of Georgia Railroad Records, 1835-1971, is 348 pages in typewritten format). Legacy finding aids already in electronic format take approximately 50 minutes on average to import and update in Archivists' Toolkit.
- ***Creation of EAD finding aids for approximately 1,479 detailed collection descriptions*** – During GHS's 2006 IMLS Museums for America project grant, the majority of GHS's legacy finding aids were updated to GHS's current, *DACS*-compliant finding and MARC record template. However, these collections still require the creation of EAD finding aids. During the grant term, GHS's Senior Archivist will convert approximately 968

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descriptions from MARC format to EAD using Archivist's Toolkit (AT). These represent smaller collections, typically one folder or less. Existing MARC records will be exported from OCLC into MARCxml, using the Library of Congress' MARCXML Toolkit, and imported into Archivists' Toolkit. Minimal clean-up of each record will be required and inventories will be added to each Archivists' Toolkit record. EAD finding aids will then be imported from Archivists' Toolkit to the online XTF finding aids database. Based on test conversions completed by the Senior Archivist, this work is expected to take approximately 30 minutes per record.

For efficiency and cost effectiveness, ***GHS will contract with a qualified vendor to convert approximately 511 of GHS's largest collection descriptions from MS Word format into EAD finding aids*** (the largest collection description is 149 pages). ByteManagers, recommended by the DLG, the University of Massachusetts, and the California Digital Library, will serve as the vendor for this component of the project. Microsoft Word versions of the approximately 511 finding aids will be submitted to the vendor for encoding. ByteManagers has the ability to use automated scripts to create EAD finding aids from MS Word files – a capability that GHS does not have in-house. Trying to duplicate this conversion by cutting and pasting large inventories from MS Word documents into Archivists' Toolkit would be an inefficient use of time and resources. The EAD finding aids will be imported into the online XTF finding aids database. GHS's Senior Archivist will oversee quality control of all final EAD finding aids and will import these descriptions into Archivists' Toolkit so that all collection descriptions will be managed in Archivists' Toolkit. *Please see Appendix C for an example of an EAD finding aid exported from Archivists' Toolkit.*

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Once the XTF database is populated with all finding aids, project staff will begin creating relevant links between existing online educational resources, including *Today in Georgia History* curriculum resources and *New Georgia Encyclopedia* articles as a means of promoting further study and research in primary sources held in the GHS collection.

Throughout the project, the Senior Archivist will be directed and managed by GHS's Director of Library and Archives. The Project Director will work in concert with Brandy Mai, GHS's Director of Communications, to coordinate project outreach and publicity as well as with GHS's Accountant and Grants Administrator to ensure programmatic and fiscal compliance and reporting in accordance with the NHPRC grant agreement.

GHS Accessioning and Processing Methodologies

Since 2008, GHS has embraced basic processing techniques to reduce its existing backlog and to refrain from adding to it. GHS instituted as policy basic, collection-level processing of all collections upon accession and in 2010 successfully completed an NHPRC basic processing project grant that helped reduce a decades-old backlog by over 500 cubic feet. GHS uses *DACS (Describing Archives: A Content Standard)* "Single-level Added Value" description because it incorporates the elements necessary for researchers to use the collections efficiently. Single-level Added Value descriptions combine eleven DACS elements that make-up GHS's descriptions, including: collection number; collection title; dates; extent; creator/collector name(s); name and location of repository; language of material; access restrictions; biographical information/administrative history; scope and content; and access points.

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GHS will continue to use basic processing as its preferred method as it is efficient, appropriate to staffing levels, and is generally well received by researchers. In July 2011, GHS purchased necessary hardware and implemented Archivists' Toolkit to more efficiently support archival accessioning, processing, and production of all access instruments, including EAD finding aids. All newly acquired collections continue to be processed at the basic level upon accession and GHS staff produces new EAD finding aids for each collection using Archivists' Toolkit. The work of converting old descriptions to EAD finding aids is progressing as time and resources allow. Detailed processing is currently being reserved for collections of the highest research value or those whose processing has been underwritten by donor(s) or specific project grants, which are regularly sought for high-demand, high-value collections.

Outreach Plan

GHS makes all MARC records for collections available in OCLC and its online public access catalog, thereby ensuring broad access to these resources. All EAD finding aids adhere to RLG Best Practice Guidelines for Encoded Archival Description and are supplied to ArchiveGrid. By partnering with the DLG as developer and host of the searchable database, EAD finding aids will be linked to a venerable and vast virtual research infrastructure. Based at the University of Georgia Libraries, the Digital Library of Georgia (DLG) is an initiative of GALILEO, Georgia's statewide virtual library that includes 2,000 institutional members, including colleges and universities, K – 12 schools, and public libraries.

To further expand the educational reach of GHS's collections, GHS project staff will add finding aid links to content appropriate entries in two significant online Georgia history resources: the *New Georgia Encyclopedia* and the *Today in Georgia History* project website. The

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New Georgia Encyclopedia (NGE) is Georgia's first state encyclopedia to be conceived and designed exclusively for publication on the Internet. It is an on-going project of the Georgia Humanities Council in partnership with the University of Georgia Press, the University System of Georgia/GALILEO, and the Office of the Governor. Links to GHS finding aids will be added to the 'Related Web Sites' sidebar of NGE articles for which GHS collections are related and appropriate. The NGE website is available at www.newgeorgiaencyclopedia.org.

Today in Georgia History is an exciting new educational project that focuses on a historical event or person associated with a particular day in Georgia history. Short segments air daily on Georgia Public Broadcasting (GPB) television and radio stations across the state, and are archived and available on the web. *Today in Georgia History's* web resource reaches students of all grade levels and covers all subject areas based on the content, and aligns with both state and national social studies curriculum and performance standards. Links to relevant GHS finding aids will be added to the 'Learn More' list of resources linked in the sidebar of each day in history. The *Today in Georgia History* website is available at www.todayingeorgiahistory.org.

GHS will employ every marketing vehicle to announce the availability of the new database for finding aids. These include articles and notices in GHS publications, such as the semi-annual newsmagazine *Georgia History Today*, the newsletter for Affiliate Chapters *Highlights*, and the *Georgia Historical Quarterly*. Press releases announcing the project and new resources will be sent to appropriate statewide and national professional publications and listservs as well as to GHS members and e-mail subscribers of GHS's website updates. A publicity postcard announcing the project will be created and mailed to nearly 9,000 addresses of members, donors, researchers, and others around the nation. Notifications of project milestones will be posted on the GHS Facebook page and Twitter feed as another vehicle for conveying

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availability of this new resource to individuals interested in studying Georgia and American history.

Grant Deliverables and Evaluation

The proposed project will result in the creation of 1,594 EAD finding aids and sharing of over 2,230 EAD finding aids for all GHS archival holdings through a newly developed searchable online database that will be hosted by the Digital Library of Georgia. By partnering with DLG to develop and host the online database, GHS has ensured the online database will be an enduring and sustainable resource. DLG will help to support long-term access to the database a part of its ongoing statewide digital library activities, with minimal annual maintenance fees incurred by GHS. This is the most effective and cost efficient solution for creation and on-going maintenance of the resource. DLG receives oversight by both the University of Georgia Libraries and the Office of Library Services for the Board of Regents, University System of Georgia. The Digital Library of Georgia has an ongoing commitment to support digital library collections associated with Georgia history and culture. Further, all EAD finding aids will likewise be provided to ArchiveGrid.

GHS will evaluate the impact and success of the project by tracking the number of unique users who access the database (Google Analytics) and will develop an online user survey designed to gain user feedback on the resource.

Project Personnel

GHS Project Staff (Please see Appendix D for Resumes)

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Nora Lewis (25%), Director of Library and Archives, will serve as Project Director and will be responsible for overall project management including supervision of the Senior Archivist, managing contracts with vendors and project partners, working with DLG on development of the searchable web database, linking finding aids to the *Today in Georgia History* website, working in cooperation with the GHS Communications Division on project outreach, and project evaluation and reporting. Ms. Lewis holds a master's degree in library and information science with a concentration in archival studies from the University of Pittsburgh. She has twelve years of experience in both library and archival settings and has direct experience in the successful management of federal and state funded projects. Ms. Lewis is responsible for oversight of all activities that relate to GHS's Library and Archives Division, including personnel and project management. She has proficiency of Archivists' Toolkit, EAD, DACS, cataloging, metadata standards, digitizing archival materials, and web applications.

Lynette Stoudt (28%) will be responsible for data transfers into Archivists' Toolkit, updating legacy finding aids, exporting MARC records and EAD finding aids from Archivists' Toolkit, quality control over outsourced work, and linking finding aids to *New Georgia Encyclopedia* articles. Ms. Stoudt holds a master's degree in library and information science with a concentration in archival studies from San Jose State University. She has extensive experience using DACS in all GHS descriptive tools and administers both the archival collections of GHS and those of the Savannah Jewish Archives housed at GHS. Ms. Stoudt has over twelve years of experience in arranging and describing archival collections at such institutions as Bancroft Library at the University of California, Berkeley, and as a consultant with History Associates Incorporated. She is skilled in managing grant funded projects,

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arranging and describing archival collections, encoding finding aids using EAD, creating MARC 21 catalog records, and in managing archival collections in Archivists' Toolkit.

Brandy Mai (2%) will work in concert with Nora Lewis to conduct project related outreach, including press releases, e-mail updates to GHS listservs, and design and placement of ads and project updates in GHS and external publications, such as the *Journal of American History* and the *Journal of Southern History*. Ms. Mai is a graduate of Northwestern State University in Louisiana and has nearly 15 years of journalism and marketing experience. Prior to joining GHS, she worked as a military journalist, marketing writer/editor, and federal contract investigator for the U.S. Office of Personnel Management.

Consultants

Based at the University of Georgia Libraries, the **Digital Library of Georgia (DLG)** is an initiative of GALILEO, Georgia's statewide virtual library that includes 2,000 institutional members, including colleges and universities, K – 12 schools, and public libraries. GALILEO has a sixteen-year track record of sustaining digital assets and programs and for eleven years DLG has served as a gateway to digital materials that relay Georgia's history and culture.

Sheila McAlister, Associate Director of the DLG, will oversee the development and implementation of the finding aid database. Prior to her arrival at the Digital Library in 2001, she served as the Electronic Access Coordinator for the Richard B. Russell Library for Political Research and Studies at the University of Georgia and was responsible for automating the archives' descriptive practices, processing electronic records, and coordinating its digital projects. A certified archivist, Ms. McAlister is active in both the Society of Georgia Archivists and the Society of American Archivists, serving as president in 2005 and currently as the Society's treasurer.

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ByteManagers, has a proven track record in large-scale data conversion, XML coding, EAD and TEI coding, and have developed strong ongoing relationships with numerous academic institutions, including the Digital Library of Georgia, the University of Massachusetts, and the California Digital Library.

Performance Objectives

The Georgia Historical Society will fulfill the following measurable performance objectives during the proposed grant term:

- 1) Conversion of 115 legacy detailed descriptions from typewritten and other outdated finding formats to Archivists' Toolkit. EAD finding aids will be exported from Archivists' Toolkit into the XTF searchable database.
- 2) Conversion of approximately 968 *DACS* compliant MARC records (for small collections, one folder or less) from OCLC into Archivists' Toolkit. EAD finding aids will be exported from Archivists' Toolkit into the XTF searchable database.
- 3) Creation of EAD finding aids for approximately 511 *DACS* compliant, detailed collection descriptions (for collections over one folder in size) by project vendor, ByteManagers. Finding aids will be uploaded into the searchable database and imported into Archivists' Toolkit to provide a complete inventory in Archivists' Toolkit of processed collections.
- 4) Creation of an XTF searchable database of all GHS archival finding aids.
- 5) Creation of GHS finding aid links to existing online educational resources, to include relevant articles in the *New Georgia Encyclopedia* and curriculum resources made available on the *Today in Georgia History* project website.

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Administration of Federal Awards

The Georgia Historical Society (GHS) is an institution with a sterling reputation for fiscal stewardship. GHS's professional staff has successfully administered several federal grants awarded through a variety of federal agencies, including a past grant awarded by the NHPRC. GHS adheres to the standards for accrual based accounting and uses Quickbooks as its accounting software. An annual independent audit is conducted each year. GHS assigns all organizational expenses to their relevant cost centers and, when necessary, creates new cost centers to manage grant awards.

All federal project grants are assigned a descriptive name and unique grant number which must be included on every check request. This ensures that project expenses are charged back to the appropriate project/grant and allows for accurate transaction details to be pulled for each project. Project staff members submit all check requests to project directors who are responsible for checking the expense against grant budgets and coding them to the appropriate project. They are then submitted to the Chief Operating Officer for final review and approval, ultimately making their way to the accounting staff and into the accounting system where payment is issued. GHS employees complete bi-weekly timecards which are used to allocate wages across cost centers. Timecards represent actual hours spent working in a particular activity area. Directors in each division are responsible for reviewing and verifying hours reported by staff on their timecards which are then submitted to the staff accountant who is responsible for initiating payroll. All project expenses represented in grant budgets, whether agency requested funds or cost share, are managed the same way within the accounting system/software.

Prior to initiating a drawdown, every expense represented within the accounting system that is tagged to a particular grant is verified against the project budget, timecards, and hard-copy

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back-up by the Grants Administrator to ensure that expenses are eligible and allocable to the project. The Grants Administrator and Staff Accountant maintain a master excel tracking document where all eligible expenses are assigned to the appropriate budget category, line item, and column (grant funds vs. cost share). The Grants Administrator and Staff Accountant work together to verify expenses have been properly entered and that the overall totals on the tracking spreadsheet reconciles with the accounting system. The master tracking file is then reviewed and approved by the Chief Operating Officer prior to the preparation and submission of drawdown requests which are ultimately submitted by the Staff Accountant.

Leanda Rix is GHS's Grants Administrator. She has over 10 years of experience in securing and administering both public sector and private grants, including funds awarded through the NEH, IMLS, and NHPRC among a variety of other federal departments. Her background includes research, policy analysis, program development and evaluation, community affairs, and the delivery of technical assistance in the administration of federal grants to non-profit organizations.

Karen Dietz is GHS's Staff Accountant. She holds a Bachelor of Science degree in Accounting from the University of Florida and a Masters of Business Administration from Georgia Southern University. Ms. Dietz has over 15 years of both public and private accounting experience.

Laura Garcia-Culler is GHS's Executive Vice President and Chief Operating Officer. She is a graduate of the University of Virginia and has nearly 20 years of local, state, and national nonprofit management experience.

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Project Purpose and Goals

The Georgia Historical Society's (GHS) strategic plan directs staff to work towards creation of increased, enhanced online access to the Society's unique collections as a means of broadening the institution's reach and relevance among scholarly researchers and diverse general audiences. Recognizing that the materials in the GHS Library and Archives collection are only as useful as they are accessible, GHS is moving towards a strategic goal of making 100 percent of GHS holdings searchable online in efforts to maintain relevancy among modern researcher audiences. Currently, only 27 percent of GHS's finding aids are available online in EAD format on the GHS website. These existing EAD finding aids are listed in alphabetical order with no searchable database. All other finding aids are only available in paper-based formats in GHS's Reading Room or as PDF or Microsoft Word files that may be sent via e-mail when specifically requested by a researcher.

GHS's *Essentials for Online Access and Education: EAD as Foundation* project will focus on the creation of nearly 1,600 encoded archival description (EAD) finding aids and the development of a searchable, online database of EAD finding aids for all GHS archival collections. Creation of a publically available, searchable database of EAD finding aids will enhance GHS archivists' administrative control over collection descriptions, enable researchers to facilitate more comprehensive searches of materials both on and off-site, and poise the organization for the next step in sharing collections through digitization of archival materials of high research value. Further, grant support will enable GHS to further promote exploration of primary sources through the creation of links between EAD finding aids and existing online educational resources.

Performance Objectives and Work Plan

Project Summary

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During the proposed two-year project period, GHS's Senior Archivist and Director of Library and Archives will work in concert with qualified vendors and project partners to achieve the following performance objectives:

- 1) In partnership with the Digital Library of Georgia, creation of an online XTF (eXtensible Text Framework) database to provide online researcher access to all GHS finding aids.
- 2) Conversion of 115 legacy detailed descriptions from typewritten and other outdated finding formats to Archivists' Toolkit. EAD finding aids will be exported from Archivists' Toolkit into the XTF searchable database.
- 3) Conversion of approximately 968 *DACS* compliant MARC records from OCLC into Archivists' Toolkit. EAD finding aids will be exported from Archivists' Toolkit into the XTF searchable database.
- 4) Creation of EAD finding aids for approximately 511 *DACS* compliant, detailed collection descriptions by project vendor, ByteManagers. Finding aids will be uploaded into the searchable database and imported into Archivists' Toolkit to provide a complete inventory in Archivists' Toolkit of processed collections.
- 5) Creation of GHS finding aid links to existing online educational resources, to include relevant articles in the *New Georgia Encyclopedia* and curriculum resources made available on the *Today in Georgia History* project website.

Methods

In 2008, GHS instituted as policy basic, collection-level processing of all collections upon accession. Detailed processing is currently being reserved for collections of the highest research value and/or for those whose processing has been underwritten by donor(s) or specific project grants, which are regularly sought for high-demand, high-value collections. GHS uses

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DACS (Describing Archives: A Content Standard) “Single-level Added Value” description because it incorporates the elements necessary for researchers to use the collections efficiently. In July 2011, GHS implemented Archivists’ Toolkit to more efficiently support archival accessioning, processing, and production of all access instruments, including EAD finding aids. All EAD finding aids adhere to RLG Best Practice Guidelines for Encoded Archival Description are supplied to ArchiveGrid. GHS makes all MARC records for collections available in OCLC and in its online public access catalog.

Grant Products

The proposed project will result in the creation of 1,594 EAD finding aids and sharing of over 2,230 EAD finding aids for all GHS archival holdings through a newly developed searchable online database that will be hosted by the Digital Library of Georgia. By partnering with DLG to develop and host the online database, GHS has ensured the online database will be an enduring and sustainable resource. To further expand the educational reach of GHS’s collections, GHS project staff will add finding aid links to content appropriate entries in two significant online Georgia history resources: the *New Georgia Encyclopedia* (available at www.newgeorgiaencyclopedia.org) and the *Today in Georgia History* project website (available at www.todayingeorgiahistory.org).

Key Personnel

Project Director

Nora Lewis, Director of Library and Archives, Georgia Historical Society
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Other Key Personnel

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Sheila McAlister, Associate Director, Digital Library of Georgia
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Project Summary

Appendix A
LIST OF FINDING AIDS TO BE ENCODED

Note: Collection titles are abbreviated where necessary to fit within columns.

Descriptions to be Transcribed, Updated, and Encoded via Archivists Toolkit
Number of Finding Aids: 62

MS no	Title	00777	Stuart, John papers, 1761-1787.		
00082	Bradlee, Caleb Davis papers, 1878-1886.	008825	Volk, Augustin passport, 1833.	01582	Hardee, Pearson collection of Cosmos P. Richardson biographical information and medical notes, 1801-1937.
00118	Callaway papers, 1860-1917.	00958	Poem, anonymous, 1837.	01608	Sheilds, Joe Dunbar letters, 1861-1863.
00133	Charlton family papers, 1811-1936.	00959	Charters, William Morris letter, undated.	01653	Fling, Hallie L. papers, circa 1750-1998.
00150	Clarke family letter, prior to 1799.	00999	Head, Franklin Harvey letter, undated.	01664	Box, Philip M. papers, 1849-1891.
00218	Dore de Nion, Antoine Lin Georges passport, 1795.	01086	White, Mary letter, 1844.	01665	Pinder family papers, 1886.
00235	Erichsen, Walter J. papers, 1909-1949.	01107	Rankin, Samuel and James promissory note, 1799.	02066	Cheaves family papers, 1944-1953.
00301	Georgia Infirmary records, 1833-1973.	01116	Pratt, Enos letter, 1805.		Osteen, Thomas T. collection of Bryan County (Ga.) land records, 1816-1900.
00319	Gosling, Charlotte M. letter, undated.	01119	Walter, James subpoena, 1742.	02073	Veterans Council of Chatham County records, 1966-1980.
00348	Habick, John letter, 1808.	01318	Letter from Carrie regarding a shipwreck, undated.	02125	Woods family papers, 1798-1911.
00384	Henry, Robert R. papers, 1830-1833.	01333	Unidentified scrapbooks, 1873-1877.	02127	Jarrott family papers, 1634-1999.
00433	Johnson, Thomas papers, 1779-1815.	01336	Anonymous poem, undated.	02157	Low, Juliette Gordon letter, 1923.
00550	Matlock, Timothy papers, 1779-1781.	01362	Central of Georgia Railway records, 1835-1971.	02162	Shaver, Esther and Edwin papers, 1818-1899.
00577	Morrison, James papers, 1808-1818.		Bergen, Cletus W. and William P. architectural drawings and related records, 1907-1975.	02168	Quattlebaum, Julian collection, 1908-1982.
	Noel, Joseph statement regarding service in Infanterie Legere, Legion de Saint Dominique, 1803.	01363		02186	Smith-Buckley family papers, 1935-1944.
00589	Polk, Leonidas telegram, 1861.	01389	Brownfield papers, 1735-1740.	02204	Milledge, John letter, 1803.
00623	Postell, DuPre poem, 1878.	01391	Ayers, Silas and Mary Byram papers, 1749-1826.	02219	Tybee land lighthouse certificates, 1769.
00642	Quackenbush, Sarah E. letter, 1864.	01398	Hart, Oliver sermon, 1778.		Hutchison and Dawson families correspondence, 1815-1897.
00651	Reid lectures, undated.	01406	Stokes, Anthony papers, 1874.	02226	Kelley, Aplin letters, 1864.
	St. Paul's Episcopal Church (Savannah, Ga.) meeting minutes, 1891-1906.	01461	League of Women Voters, Savannah-Chatham records, 1948-1988.	02239	Ripoll, Joy B. collection of deeds, 1830-1868.
00676	Shelby, Isaac letter, 1809.	01495	Santa Domingo colony reports, 1828-1834.	02246	
00727	Smith, Simeon bill of lading, 1773.	01499	Military Order of the World Wars records, 1932-1991.		
00743		01576	Coastal Museum Association records, 1965-1997.		

Descriptions to be Updated and Encoded via Archivists Toolkit
Number of Finding Aids: 53

MS no	Title	01670	Westley Wallace (W.W.) Law speech, 1884.	02055	Pearre, Alexander papers, 1801.
00705	Savannah Port Society records, 1843-1994.	01674	Butters, Jessie M. Hertz genealogical letters, 1978.	02058	Bennett, John deed and plat, ca. 1832-1835.
00787	Tattnall-Jackson papers, 1755-1775.	01680	Story, Mary A. papers, 1933-1960.	02064	Miller family papers, 1817-1889.
	United Daughters of the Confederacy - Savannah Chapter 2, 1894-1977.	01701	Historic Augusta, Inc. Revolutionary and Early Republic Manuscripts, 1770-1827.	02080	Keiser, C. letter from Fort Hawkins, 1818.
01306	Mary Maclean Visiting Nurses Association records, 1914-62	01702	Demere family Bible, 1733.	02087	McLaws, Lafayette collection, 1837-1977.
01361-	Georgia Historical Society collection of architectural drawings, 1822-1983.		United States Constitution draft annotated by Abraham Baldwin, 1787.	02098	Vanderbilt, Cornelius receipts, 1822-1826.
AR		01703	Georgia Constitution, 1777.	02109	Tennille, Francis land grant, 1793.
01364	Hardee, Marie M. collection, 1841-1941.	01705	Bleckley, L.E. letter, 1893.	02110	Emanuel, David proclamation, 1801.
01531	Land grant register, 1755-1757.	01710	Elbert Ward deeds, 1821-1839.	02131	Cobb, J. letter to Sarah Adams, 1847.
01532	Commissions, 1754-1827.	02012	Georgia Medical Society records, 1821-1972.	02140	Williams, Charles J. land grant, 1842.
01593	Kollock letters, 1799-1954.	02024	Garden Club of Savannah scrapbook, 1977-1978.	02152	J. Houstoun, J. Habersham, and L. McIntosh letter, 1787.
01594	Land grants, 1821-1846.	02033	Collings, T. L. papers, 1910-1932.	02153	Sheffield, Moses letter, 1820.
01596	Inferior Court Trial Docket for People of Color, 1813-27.	02042	Solomons, Joseph W. letter, 1865.	02163	Buckner, Eva Eleanor sewing instructions, 1904-1905.
01622	Hopton, Edward land grant, 1853.	02043	Smith, Margaret Gruver diploma and photograph, 1906.	02187	Schlatter, Charles L. letter, 1861.
01652	Jelks, Oliver and Howard Jelks diaries, 1917-1919.	02048	Screen, Frank B. letter, 1889.	02195	Sutton, Algerren loyalty oath, 1865.
01655	Treatise on marine and naval architecture, 1853.	02049	Wetter, Augustus P. loan document, 1873.	02217	Daily, Robert Patrick certificate, 1932.
01656	Moore, Willis L. storm warning message, 1896.	02051	Phoenix Assurance Company Limited records, 1808-1975.	02228	Eatonton Academy rules of conduct, 1890.
01660	Smith and McRae families papers, 1837-1858.	02054	Thompson, William papers, 1788-1789.	02240	Port of Savannah (Ga.) waterfront pass, 1918.
01662	McLaren, Malcolm letter, 1853.				

Finding Aids to be Encoded via Archivists Toolkit Using Existing MARC Records
Number of Finding Aids: 968 (extent is 1 folder or smaller)

MS no	Title	00062	Johnson, Sallie Didd Beck commonplace book, 1860-1881.	00113	Burrell, John M. scrapbook, 1873-1876.
00001	Adams, Richard J. letters and receipt, 1853-1878.	00063	Beckom, Samuel land grants and plats, 1793.	00115	Butler, D. E., military rail pass, 1865.
00003	Allen, Harriet letter, 1831.	00065	Behn, George Washington daybook, 1842-1843.	00117	Hall, John petition and William James Calais..., 1791-1863.
00004	Allen, William C. letters, 1859-1862.	00069	Berry, Martha letter, 1921.	00119	Lawrence, A. A. collection on Archibald Campbell, 1778.
00005	U.S. v. American Naval Stores Company..., 1909-1914.	00070	Bethel Methodist Episcopal Church register, 1836-1927.	00120	Campbell, Macarant slaves list, ca. 1793.
00008	Anderson, Robert Houston letter, 1864.	00072	Blake, Daniel financial records, 1733-1826.	00121	Campbell, Sarah letter, 1782.
00009	Andrews, Garnett letters, 1852-1869.	00074	Steiner, Christian and Dorothea deed, between 1760-1769.	00122	Carr, T. W. letter and autographs, 1857-1882.
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00012	Account of James Martin Gibbons journey, 1784.	00076	Boothe, John land grant and plat, 1833.	00126	E. D. Cooke and Co. (Augusta, Ga.) receipt, 1826.
00013	Penuel Bowen inaugural dissertation, 1786.	00077	Ellis, Henry instructions, 1759.	00127	Chambers, Lenoir speech, 1961.
00014	Observations on the right of British grants..., circa 1803.	00078	Bouknight, Lula letter, 1870.	00128	Champion, Sarah Ann Chadbourn family letters, ca. 1830-1838.
00015	Letter concerning Jess Bollard, 1862.	00079	Bourquin, Henry, daybook, 1810-1812.	00129	Handler, Joseph R. letter, 1850.
00016	S.I.W.S. poem to a Civil War soldier, 1863.	00080	Box, Philip receipts and letter book, 1800-1820.	00130	Dunning, Sheldon G. letter, 1813.
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00024	Back Settler advertisement, ca. 1775.	00086	Brantly, George W.A. loyalty oath, 1865.	00135	Chatham County (Ga.) Board of Com. records, 1889-1898.
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00696 Savannah Literary Society minute book, 1813-1814.
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01153 Saffold, William D. papers, 1941-1946.

Supplementary Materials

Appendix A

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| <p>01154 Cubbage, Bertimus J. letters and announcement, 1864-1873.
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01188 Ham, William land grant, 1843-1847.
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01234 Grocer account book, 1874.
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01327 Davis, Jacob coll. of Burke County land grants, 1774.
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02044 Picot B. Floyd coll. of family papers, 1758-1980.
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Finding Aids to be Encoded by Vendor and Imported into Archivists Toolkit Number of Finding Aids: 511 (extent is larger than 1 folder)

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| <p>MS no Title
00006 Anderson, Edward C. scrapbooks and photos., 1862-1880.
00007 Anderson, George Wayne papers, 1859-1906.
00023 Savannah As It Was poem, ca. 1885.
00025 Armstrong, Benjamin Remington papers, ca. 1850-1890.
00028 Ashmore, Otis papers, 1880-1909.
00032 Atkinson, Spencer Roane correspondence, 1887-1893.
00035 Axley, Lowry papers, 1910-1956.
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00050 Barnsley, Godfrey ledgers, photographs..., 1817-1890.
00055 Bassett, Victor Hugo papers, 1907-1938.
00064 Beckwith, John Watrus papers, 1856-1890.
00067 Berrien, John Macpherson papers, 1789-1942.
00068 Berrien, John certificate and commission, 1786-1791.
00071 Bevan, Joseph Vallence papers, 1733-1826.
00073 Bolton, Robert family papers, 1761-1817.
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00116 Cabanis, Lila Marguerite papers, 1848-1969.
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00154 Clay, Telfair and Company records, 1783-1795.
00161 Cohen-Hunter papers, 1826-1913.
00162 Cohen-Phillips papers, 1795-1949.
00165 Community Forum records, 1933-1941.
00188 Cumming, Joseph Bryan papers, 1787-1893.
00192 Cutten, George Barton papers, 1949-1959.
00193 E. A. Cutts Company papers, 1896-1900.
00194 Cunningham, Sarah Alexander collection, 1803-1939.
00197 Dall, Charles papers, 1874-1899.
00199 Davant, Richard James collection, 1791-1910.
00203 Dawson, Thomas land grants, 1795.
00207 Caradeuc, Saint-Julien R. d. coll. of family papers, 1751-1909.
00215 Dibble and Carey ledger and daybook, 1853-1869.
00219 Dorsett family papers, 1834-1893.
00225 Dugas family letters, 1787-1846.
00232 Elbert, Samuel papers, 1776-1786.
00242 Evergreen Cemetery Co. of Bonaventure records, 1873-1907.
00258 Forgarte, Green and Co. of Forgarte and..., 1834-1835.
00260 Forgan, Bryan, and Screven families papers, 1797-1901.
00265 Couper and Fraser family papers, 1810-1894.
00269 Galphin, George account books, 1767-1772.
00271 Gamble, Thomas scrapbooks and photographs, 1883-1945.
00272 Garrard and Meldrim property title abstracts, 1891-1940.
00276 Georgia Committee of Corpse. letter book, 1762-1771.
00277 Georgia Governor and Council collection, 1774-1781.</p> | <p>00280 Georgia Com. to Attend Treaty with Creek Indians..., 1796.
00282 Georgia Council of Safety minutes, 1775-1777.
00283 Georgia Superior Court, Chatham County briefs, 1914-1932.
00284 Georgia Executive Council papers, 1777-1788.
00298 Georgia Militia Districts census records, ca. 1894.
00300 Georgia Hussars collection, 1907-1909.
00306 Gibson family papers, 1889-1936.
00312 Girardeau genealogy, 1917-1957.
00315 Pettingill and Goff business records, 1818-1827.
00316 Goldsmith, Esther estate records, 1866-1875.
00318 Gordon family papers, 1802-1946.
00321 Granger, Mary Lois papers, 1918-1935.
00334 Guerdan family papers, 1789-1882.
00337 Habersham, James papers, 1747-1775.
00347 Habersham, William Neyle papers, 1832-1899.
00359 Hamilton, Isabella Caroline papers, 1824-1876.
00360 Hardee, Harriet Brailford papers, 1897-1909.
00361 Hardee family papers, 1874-1906.
00373 Hawkins, Benjamin papers, 1790-1813.
00380 Heidt family letters, 1828-1870.
00382 Henderson, Michael land grants and plats, 1795.
00387 Hilton family papers, 1843-1962.
00388 Hodgson, William Brown papers, 1842-1870.
00394 Kops, Jane W. de Bruyn papers, 1842-1885.
00398 Houston family papers, 1802-1875.
00403 Hoxie, Walter John papers, 1917-1937.
00406 William H. and H. Bertrand Folsom family papers, 1753-1951.</p> |
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Supplementary Materials

Appendix A

00407	Hull, William papers, 1797-1814.	00759	Stevens, William Bacon papers, 1736-1845.	01233	Merchant account books, 1919-1921.
00408	Hunter, Anna Colquitt papers, 1943-1945.	00764	Stites, Richard W. corresp. and other material, 1809-1828.	01235	Leverett, Frank ledgers and daybook, 1874-1879.
00414	Ind. Order of Odd Fellows Grand Lod. of GA letter books, 1902-03	00789	Strong, L. acct books, cashbooks, and daybooks, 1871-1902.	01237	Webster, James R. daybooks, 1876-1879.
00418	Irwin, Thomas B. correspondence, 1889-1912.	00790	Tefft, Israel Keech papers, 1815-1861.	01239	Grocer account books, 1902-1910.
00420	Jackson, Henry Rootes papers, 1848-1890.	00791	Telfair, Alexander papers, 1765-1832.	01240	Cuts, E. bus. records and Alec Temple Shrine records, 1891-1904.
00422	Jackson, James papers, 1781-1796.	00792	Telfair, Edward papers, 1774-1807.	01248	Nelson, Richard Marvin scrapbooks, 1929-1951.
00430	Johnson, John papers, 1770-1792.	00793	Telfair, Mary papers, 1790-1875.	01250	Works Progress Administration Dist. 8 scrapbook...., 1940-1941.
00433	Johnston, Edith Duncan papers, 1881-1962.	00795	Tennille, Francis land grants and plats, 1793.	01251	Scarlett family bible, photo. albums, and scrapbooks, 1880-1969.
00438	Jones, Charles Colcock, Jr. letters, 1868-1893.	00801	Titze, Josiah coll. on Savannah and GA history, 1817-1945.	01253	Comer, Hugh Moss Festschriften and scrapbook, 1882-1900.
00440	Jones family papers, 1723-1936.	00803	Tomkins, Ivan Rexford papers, 1911-1966.	01254	German manuscripts on medicine and freemasonry, 1795-1812.
00443	Jones, Roger papers, 1849-1860.	00804	Toombs, Robert A. letters, petitions, and writs, 1834-1871.	01255	Lawton, Hart and Company business records, 1868-1881.
00448	Jones, William papers, 1809-1839.	00805	Torlay, Francis Bartow papers, 1818-1939.	01256	Varner, Edward family papers, 1730-1965.
00452	Karow, Anna Belle scrapbook, 1899-ca. 1920.	00810	Twigg, John papers, 1781-1812.	01261	McCormick, William A. correspondence, 1937-1944.
00453	Kate Baldwin Kindergarten Alumnae Assoc. papers, 1900-1943.	00835	War Camp Community Service Club records, 1918-1920.	01266	Ferrill, John Oliver letter book and account books, 1872-1882.
00456	Kell, John McIntosh papers, 1815-1891.	00846	Randolph, A. J. coll. on the Wayne, Stites...., 1753-1960.	01267	Huston, Stewart family papers, 1757-1942.
00460	Kin Mori Gold Mining Company records, 1832-1927.	00860	White, Joseph P. account book, 1868-1898.	01274	Bonner, John Wyatt collection of manuscripts, 1771-1965.
00463	King, Reuben papers, 1800-1861.	00863	Hopkins family coll. of Whitehall Plantation recs., 1759-1903.	01275	Waring, Joseph Frederick II papers, 1821-1972.
00465	King and Wilder families papers, 1817-1946.	00866	Whitney, Eli letters and detail drawings, 1792-1890.	01276	Sausy family papers, 1830-1969.
00466	Knights of Pythias minutes and letter book, 1870-1926.	00868	Wilkins, Emma C. letters, photos., and clippings, 1877-1957.	01277	Wright, David McCord papers, 1812-1978.
00469	Kollock, Lemuel correspondence, 1793-1822.	00873	Wilson, Caroline Price genealogy papers, 1806-1936.	01278	Heyward, Maude collection on women's clubs, 1767-1939.
00470	Kollock family correspondence, 1801-1889.	00874	Wilson, Claudius Charles papers, 1852-1903.	01279	MacDonell family papers, 1891-1958.
00473	Ladies Memorial Association papers, 1867-1897.	00878	Woodbridge, Caroline Lamar papers, 1838-1867.	01280	Williamson, William Wayne papers, 1834-1930.
00474	La Far, Mabel Freeman papers, 1926-1946.	00882	Wray, Walter papers, 1871-1913.	01281	Palmer family papers, 1850-1972.
00486	Lebey, C. D. and J. T. Courtenay family papers, 1781-1877.	00884	Wright, James papers, 1772-1784.	01282	Telfair Hospital Alumnae Association papers, 1902-1978.
00488	Furman and Le Conte family papers, 1810-1896.	00885	Wyly, Albert papers, 1901-1914.	01283	Bell, Muriel Barrow and Malcolm, Jr. collection, 1939-1980s.
00500	Louisa Porter Foundation papers, 1875-1975.	00887	Wyly, Naomi S. coll. of Stanton family papers, 1757-1937.	01284	Archives des affaires étrangères coll. on the siege of Savannah, 1779.
00501	Lovett, Caroline Lewis letters and address, 1921-1970.	00889	Young, Charles letters and legal documents, 1785-1811.	01286	Wilkes, Elizabeth Eloise papers, 1895-1917.
00502	Lovett, Howard Meriwether papers, 1886-1948.	00890	Young, Wyatt and Co. cashbooks and journal, 1855-1857.	01287	Waring, Antonio J. papers, 1783-1961.
00523	MacDonnell, G. and A. MacDonnell diaries, 1851-1905.	00906	Long, Francis T. coll. on Richard M. Johnston, 1838-1970.	01288	Meldrim family papers, 1809-1973.
00526	McIntosh, Lachlan papers, 1742-1799.	00908	Oglethorpe Sanitarium administrative records, 1900-1940.	01289	Whitemarsh Is. and Sav. (Ga.) meteorological records, 1849-1861.
00527	McIntosh, Lachlan papers, 1799-1812.	00909	Hitch, Robert Mark correspondence, 1894-1900.	01290	Manigault family plantation records, 1845-1876.
00531	Mackay family letters, 1828-1854.	00912	Collins family papers, 1852-1918.	01291	Lane, Mills IV typescript... and coll. of Civil War letters, 1861-1977.
00532	Mackenzie, William papers, 1843-1846.	00914	Sulive, John Laffiteau papers, 1959-1971.	01292	R. J. Nunn Trust Fund min. book, corresp., and fin. recs, 1913-1979
00535	Maclean, John H. papers on Eugene Talmadge, 1938-1942.	00916	Lee, William G. papers, 1891-1940.	01294	O'Byrne family papers, 1799-1926.
00538	McQueen, John deeds and letters, 1765-1807.	00917	Moore, Susannah Bolton bills and receipts, 1774-1802.	01295	Von der Leith family papers, 1908-1973.
00545	Martyn, Benjamin papers, 1741.	00926	Agnew, Cornelius Rea letters, 1875-1886.	01296	Stiles family papers, 1825-1919.
00552	Mercer, Johnny correspondence, 1955-1971.	00927	Cherokee Indians relocation papers, 1815-1838.	01297	Everett, Evelyn Clay collection on the Clay family, 1832-1961.
00553	Mercer family papers, 1848-1965.	00929	Bradley family papers, 1721-1775.	01298	Northern family papers, 1832-1944.
00560	Milledge family papers, 1742-1851.	00940	Solomon's Lodge (Savannah, Ga.) papers, 1756-1956.	01299	Wood, James Solomon and Raiford James Wood papers, 1794-1971.
00561	Mills, Charles G. manuscripts for publication, 1943-1952.	00945	Welf family papers, 1850-1951.	01303	Thorp, Margaret Steiner collection of genealogies, 1936-1958.
00565	J. F. Minis and Company papers, 1901-1904.	00947	Coleman, J. C. corresp., deeds, and abst. of title, 1876-1906.	01304	Funk, Arthur Joseph papers, 1903-1975.
00574	Moreland family papers, 1847-1884.	00948	Kenan, Michael Johnston papers, 1836-1871.	01305	Dancy and Woods family papers, 1836-1940.
00579	Mulford, Daniel papers, 1803-1812.	00950	Boyd, Laura Johnson Broyles diaries, 1885-1904, 1913-1932.	01308	Floyd, Marmaduke H. and Dolores Boissefeuillet papers, 1562-1970.
00587	Nicoll, Abimael Y. orderly books and letter books, 1792-1812.	00962	American Assoc. of University Women records, 1925-1996.	01320	Morrison, Mary Lane research materials, 1845-1978.
00591	O'Driscoll, W. C. business records, 1845-1878.	00966	Chatham Artillery records, 1786-1986.	01321	American Legion Chatham Post #36 records, 1917-1929.
00595	Oglethorpe, James Edward papers, 1730-1785.	00972	Falligan, Robert papers, 1848-1939.	01322	Georgia Lung Assoc., Southeast Branch admin. records, 1920-1977.
00597	Oglethorpe Monument Commission papers, 1906-1929.	00974	Cosmos Club (Savannah, Ga.) records, 1933-1998.	01326	Torrey family papers and Ossabaw Island records, 1699-2007.
00598	His Majesty O'Keefe records, 1954.	00983	Madeira Club records, 1950-2006.	01330	Axon, Benjamin P. coll. of Axon family genealogies, 1907-1927.
00599	Olmatead, Charles Hart papers	00985	Shepherd and Hillhouse family papers, 1819-1959.	01331	Taisita (Schooner) logbook, 1870-1872.
00602	Owens and Thomas family papers, 1837-1954.	00989	Oliver G. Ricketson, Jr. typescript.... ca. 1950.	01341	Longstreet, Helen Dortch papers, 1904-1941.
00603	Paine, William Wiseman papers, 1837-1882.	00994	Savannah Historical Research Assoc. records, 1934-1979.	01342	Hunter, Frank O'Driscoll papers, 1917-1982.
00604	Palmes family papers, 1811-1882.	01001	Coolidge family papers, 1873-1913.	01343	McDonough, James Vernon collection on William Jay, 1794-1834.
00605	Pape, Nina Anderson papers, 1857-1944.	01015	Savannah Music Club minute book and corresp., 1900-1904.	01348	Howard, Eugenia W. collection, 1699-1980.
00607	Parrish, Lydia Austin letters, 1947-1952.	01017	Stewart, Murray and Elizabeth Waring papers, ca. 1886-1924.	01353	Pape School administrative records, 1920-1969.
00608	Parsons, Edwin collection, 1759-1862.	01018	Waring, Charles E. and Elizabeth Waring papers, 1730-1975.	01355	Georgia Writers' Project, Sav. Unit research materials, 1739-1943.
00618	Pigman family papers, 1842-1948.	01021	Stovall, Pleasant Alexander papers, 1846-1974.	01356	Eisenman, Abram papers, 1952-1981.
00620	Pinder, Joseph William military records, 1813-1817.	01023	Craw, Edwin L. corresp., abstracts, and indentures, 1883.	01359	Hist. Amer. Engin. Record coll. on the Central of GA...., 1975-1976.
00633	Preston, Emma Caruthers letters, 1862-1879.	01060	Richmond, James S. coll. on Wymerley Tract, 1860-1950.	01360	Foltz Photography Studio photographs, 1899-1960.
00635	Preston, Willard religious lectures, 1840-1845.	01069	Hagins family papers, 1835-1866.	01361-CP	Georgia Hist. Soc. collection of cased photographs, ca. 1840-1910.
00640	Pulaski, Casimir letters and baptismal certificate, 1738-1778.	01070	King, Julia letters and clippings, 1930-1935.	01361-PC	Georgia Historical Society collection of postcards, 1900s.
00646	Randolph, Isaac land grants, 1793-1794.	01073	Holt family papers, 1877-1898.	01361-PH	Georgia Hist. Soc. collection of photographs, ca. 1870-1960s.
00647	Rasberry, Thomas papers, 1758-1761.	01074	Germond, Gilbert Isaac plantation journal, 1855-1857.	01361-PR	Georgia Hist. Soc. coll. of etchings, silhouettes,.... 1800s-1900s.
00648	Read, Keith M. collection, 1770-1917.	01075	DAR, GA State Soc. Historic Spots Cite historical...., 1973.	01361-SG	Georgia Hist. Soc. coll. of stereographs, ca. 1860-ca. 1920.
00649	Ravenel, Thomas Porcher papers, 1769-1950.	01124	Gignilliat, T. H. and T. H. Gignilliat, Jr. papers, 1890-1956.	01370-SM	Georgia Historical Society collection of sheet music
00653	Reid, William A. letters and Civil War scrapbook, 1846-1865.	01128	Int'l Order of the King's Daughters and Sons,.... 1897-1938.	01371	Mims, W. H. coll. of Central of GA drawings, 1889-1955.
00659	Richmond County (Ga.) judicial records, 1796-1864.	01139	Cubbedge, Beaufort Barnwell papers, 1917-1919.	01371	Heriot, Robert L. records, 1908-1986.
00660	Richmond County (Ga.) tax record, 1866.	01156	Bartow, Francis Stebbins papers, 1835-1861.	01374	Girard, Edward photographs, 1905-1952.
00680	Savannah Anti-Duelling Assoc. constit. and mins, 1827-1838.	01176	Chamblee, G. H. and J. C. Stipple coll. of deeds, 1769-1872.	01375	Wilson, William E. photos, photograph album...., 1883-1892.
00681	Savannah Cadets minute book and scrapbook, 1861-1911.	01192	Stephens, Robert G. Jr. rpts and press releases, 1963-1970.	01378	Kramer, Walter photograph collection, ca. 1890-1930.
00683	Savannah-Chatham Co. WW II Mem Assoc Cte recs, 1947-55.	01193	Bassett, Anna Stowell coll. on John Abbot, 1771-1938.	01379	Photographic Society of Amer. photograph album, ca. 1970s.
00686	Teasdale, W. coll. on Savannah Cotton Exchange, 1885-1930.	01196	McWally, Dick coll. on the House Family...., 1772-1882.	01380	Tybee Island (Ga.) scrapbook, 1937.
00688	Savannah Festival Association admin. records, 1913-1923.	01197	Cohen, A. J. coll. on the Sorrel-Weed House, 1837-1942.	01381	Savannah Electric and Power Co. photo. albums, 1912-1926.
00689	Savannah Free School Society rules, minutes,.... 1816-1874.	01198	Atkinson, Alexander Smith papers, 1834-1871.	01383	Oelschig, Augusta drawings and other material, 1953-1973.
00694	Savannah Kindergarten Club records, 1904-1940.	01199	Schroder family papers, 1888-1954.	01384	Hansen, Oscar M. architectural drawings, 1948.
00703	Savannah Polo Club minutes, scrapbook...., 1924-1931.	01200	Coddington, John coll. on Walter C. Hartridge, 1939-1972.	01385	Artley Company architectural drawings, 1951-1977.
00707	Savannah Sand-Lime Brick Company records, 1905-1907.	01202	Bourquin family legal documents and notes, 1892-1928.	01387	Travis Abstracts index, ca. 1800s.
00708	Savannah (Steamship) records, 1819.	01203	Davis, Thomas land grants and plats, 1794.	01388	Hollingsworth, Leon S. coll. of genealogies, bet. 1940-1974.
00709	Steamship Savannah Replica Comm. records, 1961-1965.	01204	Comens, Robert land grants and plats, 1794.	01392	Leonardo, Andrea genealogical and hist. research, ca. 1950.
00710	Harris, R. coll. of Sav. Train. Sch. for the Blind...., 1930-31.	01205	Burroughs, Ole W. and Henrietta K. Burroughs papers, 1915-1956.	01393	Harris Neck Air Base (Ga.) histories, 1944-1945.
00711	Savannah Writers' Conference papers, 1938-1940.	01206	Battle and Adams family papers, 1861-1864.	01401	Couper, Ann and Mrs. R.J. Thiesen geneal. mat., 1775-1963.
00712	Save the Market Building Association records, 1953-1956.	01211	Chatham Nursing Home administrative records, 1967-1971.	01402	Palmer, William P. Civil War materials, 1861-1865.
00713	Sawyer family papers, 1858-1931.	01212	Georgia League of Historical Societies admin. records, 1967-1971.	01407	Bolzius, Johann Martin reports and diaries, 1733-1739.
00716	Screven, Richard Bedon papers, 1836-1867.	01213	McIntosh family papers, 1772-1943.	01408	Jackson, Ebenezer letter book, 1801-1820.
00719	Scudder family papers, 1853-1890.	01215	Poetry Society of Georgia records, 1923-1958.	01410	Congregation Mickie Israel minutes, 1852-1928.
00729	Silva family papers, 1907-1950.	01216	Morrison, Mary coll. on school integration in Sav. (Ga.), 1970-1971.	01414	Sheftall family collection, 1733-1827.
00744	Smith, Thomas Bolton papers, 1815-1844.	01220	William H. May and Co. ledgers, 1850-1860.	01415	Clark, Willene B. coll. of gelatin dry plate negs., 1898-1908.
00746	Sons of Confed. Vet. Francis Bartow Camp...., 1898-1912.	01222	Webster, Joseph W. ledger, letters, and documents, 1842-1859.	01421	Seckinger, Daniel Lamont papers, 1923-1964.
00750	Spalding family papers, 1772-1940.	01225	Alf Davis and Co. ledgers and cashbook, 1890-1896.	01425	Academy of Black Culture, Inc. records, 1968-1971.

Appendix A

- 01430 Lamar family scrapbook, circa 1882-1904.
 01432 Keller, Susan H. coll. on William McWhir, ca. 1840-1851.
 01441 Areo Service Corporation negatives, 1931-1934.
 01447 Y.W.C.A. of Savannah, Georgia records, 1903-1981.
 01451 Barnaley family papers, 1829-1889.
 01460 McCullough, John legal, fin., and insur. papers, 1920-1932.
 01464 Mineral Bluff Indust. Sch. for Mtn. Girls recs., 1901-1917.
 01478 Perse, Patricia coll. on Savannah Health Ctr, 1920s-1980s.
 01479 Barnes, Ruth papers, 1930-1966.
 01480 Lee, Clermont arch. drawings and negatives, 1940-1996.
 01483 First Baptist Church of Savannah records, 1805-1975.
 01489 Action Together records, 1981-1986.
 01494 Archives nationales coll. on the Siege of Savannah, 1779.
 01500 Southern Claims Commission case files, 1871-1880.
 01502 Bertotto, Juan Carlos arch. drawings and photos., 1961-1991.
 01507 DAR Bonaventure Chap. scrapbooks and charter, 1925-1964.
 01509 Historic Savannah Foundation records, ca. 1993-1995.
 01513 Estate of John Lambert records, 1786-1992.
 01518 Blanton, Suellen C. coll. on the Clopton family, 1837-1980.
 01525 Glen, John account books, 1769-1809.
 01533 Thorsen, John K. photograph collection, ca. 1962-1965.
 01535 Thompson and Dunklin families letters, bio..., 1857-1858.
 01536 Duke Univ. Library coll. on Greene County, 1785-1900.
 01538 Duke Univ. Library coll. on Franklin County, 1790-1881.
 01542 Morgan County (Ga.) marriage recs. and wills, 1806-1899.
 01548 Georgia Hist. Soc. coll. of WW II papers..., 1942-1945.
 01550 Blount, George Adam papers, 1817-1917.
 01551 Final Revol. War Pension Payment Vouchers records, 1800s.
 01555 GA Militia Campaigns Claims Against Indians..., 1792-1827.
 01559 Adams, Samuel Barnard papers, 1871-1923.
 01560 Lawrence, Alexander A. legal docs. and photos., 1895-1897.
 01565 Harris, Thaddeus Mason papers, 1830s-1841.
 01566 History of St. Mary's and Camden County, 1950-1953.
 01569 Wilson, M. Edward photograph album, 1900.
 01572 Jackson, Jesse Frisbie family papers, 1898-1953.
 01573 Billington and Weed family photographs, 1890-1903.
 01574 Strobhar, Behnken, and Clements family photos., 1888-1927.
 01577 Gleason, Solomon diary, 1870-1876.
 01583 Williman, Joan B. notebooks, ca. 1930s-1940s.
 01584 Carr, A. S. papers, 1901-1943.
 01588 Wilson, Mary Faith collection, 1816-1994.
 01590 Hopkins, Matthew gelatin dry plate negatives, ca. 1889-1900.
 01595 Rotary Club of Savannah records, 1914-1992.
 01597 Johnston, G. Ed. Papers, 1890-1940s.
 01598 Trinity Meth. Episcop. Church, South registers, 1888-1948.
 01604 Lovell, Mrs. W.S. coll. of genealogical materials, 1741-1912.
 01605 U.S. District Court naturalization records, 1790-1989.
 01609 Family Bible records, 1639-1905.
 01615 First Presbyterian Church minutes and history, 1853-1977.
 01617 Episcopal Diocese of Georgia records, 1873-2000.
 01620 Boobyshell, Caroline coll. on William D. Dixon, 1860-1974.
 01621 Coastal GA Arch. Soc. coll. on the Irene Mound, 1936-1940.
 01628 Coastal Scottish Heritage Society records, 1979-1997.
 01629 Asbury Memorial United Meth. Church records, 1909-1994.
 01630 Lominack, T. Jerry architectural drawings, 1983-1987.
 01634 Hicks, Charles and Polly Ann Banks papers, 1894-1996.
 01638 Jones I. George Fenwick family papers, 1855-1881.
 01641 Goette family tintypes, ca. 1860-1880.
 01645 Savannah Benevolent Association records, 1854-2008.
 01646 Fraser family papers, 1776-1889.
 01648 Kollock family papers, 1791-1904.
 01650 Wednesday Morning Study Club records, 1932-2000.
 01651 Savannah Widows Society records, 1822-2001.
 01658 Warlick, Roger K. papers, 1766-1998.
 01659 Savannah Shipyard Co. records, 1940-1992.
 01663 Buckley, Henry M. coll. on the Solomon family, 1907-1956.
 01666 Willet, Melissa family genealogy and photos., ca. 1861-1938.
 01668 Buckley, Henry M. "Petsy Girls" collection, 1934-1941.
 01669 Sheppard, J. gel. dry plate negs. and photos., ca. 1890-1900.
 01671 Armstrong-Cooper collection, 1842-1982.
 01672 Robertson, William H. coll. of maps, drawings..., 1896-1954.
 01677 Kelly, V.E. papers, 1740-1972.
 01678 Rousakis, John P. papers, 1962-2001.
 01679 Gignilliat, Arthur M. coll. on Pineora (Ga.), 1900-1913.
 01681 Lorene Townsend coll. on Sapelo Island (Ga.), 1823-1999.
 01682 Gunn Meyerhoff Shay architectural drawings, 1965-2003.
 01684 Monroe, John and Gladys Monroe family papers, 1885-1948.
 01685 Strong family genealogical materials and photos., 1800-1983.
 01686 Midtown Savannah photograph collection, ca. 1950s-1960s.
 01687 Aldrich, Ruth M. photograph collection, ca. 1900.
 01690 Norvell, Lois Dozier papers, 1917-1994.
 01692 Mims, W. Edwin photograph collection, 1886-1967.
 01694 Scardino, Albert papers, 1970-1977.
 01695 Hildreth, Carleton and Harry Hervey papers, 1920s-1976.
 01696 Gunn Catherine's Island property recs. and maps, 1784-1943.
 01699 Cheatham, Frank S., Jr., family papers, 1899-2008.
 01706 Burke family papers, 1773-1874.
 01707 Comstock, G. scrapbook of GA county courthouses, 1948-86.
 01711 Myrick Index to Colonial Wills and Admin., 1759-1830.
 01712 Chatham County Health Department death cards, 1803-1893.
 01713 Georgia obituaries cards, 1764-1928.
 01716 Dubignon collection, 1442-1845, 1976.
 01719 Bull Street Improvement Project records, 1897-2005.
 01722 Jack B. Humphries coll. of autograph albums, 1828-1899.
 01728 Chatham County (Ga.) estate records, 1777-1860.
 01731 Greene County (Ga.) records, 1786-1861.
 01737 US Circuit Court for the Dist. of GA minutes..., 1790-1860.
 01738 Board of Trade and Secretaries of State..., 1732-1781.
 01739 Index Books and Minutes and Bench Dockets for the...
 01743 Chatham County City of Savannah tax records, 1887-1901.
 01744 Port of Savannah index to naturalization records, 1794-1910.
 01749 Stroup, Beatrice papers, 1883-2005.
 01764 Benton, Iva Roach photograph and letter, circa 1895-1920.
 01768 Elise White Heald coll. of Stiles family papers, 1758-1857.
 01787 Habersham family papers, 1712-1842.
 01984 Hughes, William letters, 1815-1849.
 01999 Dennard, Hugh L. pardon and loyalty oath, 1865-1867.
 02000 Girl Scout Council of Savannah (Ga.) papers, 1921-1969.
 02003 Lane, Mills Bee I papers, 1857-1970.
 02010 Coburn, William S. and Zoe L. Coburn papers, 1618-1973.
 02011 Altrusa Club of Savannah (Ga.) records, 1938-2002.
 02013 S. S. Florence Martus logbooks, 1943-1946.
 02014 S. S. Juliette Low logbooks, 1944-1948.
 02018 Dixie Engraving Company records, 1902-1976.
 02019 Lawrence, Alexander Atkinson papers, 1915-1981.
 02021 Savannah Area Retired Officers Association records, 1955-1971.
 02022 Naval stores collection, 1903-1974.
 02029 Soldiers' Social Service of Savannah scrapbooks, photos...1950-1963
 02032 Durden, Jacob and William Durden papers, 1841, 1969.
 02034 Nicholson, Gunnar W. E. papers, 1945-1978.
 02050 Germania Savings Bank ledgers, stock certificates..., 1891-1906.
 02075 Lovelace and McClendon family papers, 1500s-1956.
 02077 Cignilliat family papers, 1695-1981.
 02100 Lattimore family papers, 1842-1886.
 02103 Park View Sanitarium minutes, photographs..., 1902-1940.
 02106 New Church of the New Jerusalem records, 1852-1973.
 02114 Savannah Municipal Airport (Ga.) records, 1924-1945.
 02117 Hyer, Ethel family papers, 1924-1980.
 02120 Carswell family papers, 1861-1963.
 02121 Hunt, Robert family papers, 1878-1940.
 02126 Silva, James S. family papers, 1888-1953.
 02129 Lane, Remer Y. oral histories and transcripts, 1976-1977.
 02136 Drew, Lionel collection on Henry Rootes Jackson, 1849-1915.
 02137 Savannah Women's Federation (Ga.) records, 1913-1994.
 02138 Lewis, Bessie M. collection, 1849-1980.
 02139 Porter, Lillian Gray papers, 1902-1956.
 02142 Corson, Eugene Rollin family papers, 1858-1948.
 02149 Anderson family papers, 1869-1923.
 02161 Reddy, Marie Elizabeth and Anne Louise papers, 1916-1980.
 02165 Adams, J. Pratt collection, 1959-1971.
 02178 Fowlkes, Alida Harper papers, 1788-1984.
 02179 Natl. Org. for Women, Savannah Chap. records, 1970-1984.
 02183 Granberry, William coll. on Episcopal churches in GA, 1910-1954.
 02184 McTeer, Elizabeth collection, 1948-1958.
 02188 Armitage, George Lawrence letters and photograph, 1918-1919.
 02197 Atkinson, David S. papers, 1910s.
 02200 Bullard, Elizabeth Millar papers, 1796-1942.
 02203 N. A. Hardee's Son & Co. records, 1877-1884.
 02218 Phillips, Fanny letters, 1910.
 02227 Heineman, Frederick W. ledgers, 1831-1845.
 02232 Morrell, William G. ledgers, 1890-1902.
 02233 Georgia Vegetable Growers Association scrapbook..., 1934-1941.
 02235 Comer, Hugh Moss family papers, 1879-1934.
 02242 Wright family papers, 1804-1980s.
 04000 Georgia records, 1735-1822.
 04003 GA Confed. Pension Records pension application index, 1879-1960
 04005 GA Confed. Pension Records Confed. soldiers index, 1930-1980.
 05136 Columbia County (Ga.) marriage records, 1787-1935.
 05195 McIntosh, Madison, and Macon counties tax records, 1825-1862.
 05600 City of Savannah (Ga.) records, 1817-1912.
 05900 United States military posts returns, 1824-1850.
 05917 Lists of passengers arriving at misc. ports on the Atlan..., 1820-1873.
 05918 Papers of the Continental Congress, Georgia State papers
 05930 Passenger Lists of Vessels Arriving at Savannah (Ga.), 1906-1945.
 06002 Nassau (Bahamas) wills, deeds, and records, 1700-1845.
 06015 British Public Records Office coll. of GA colonial laws..., 1773-1781.
 06139 British Public Records Office coll. of SC records, 1663-1775.

Appendix B
Essentials for Online Access and Education:
EAD as Foundation

Project Timeline	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13	Mar-13	Apr-13	May-13	Jun-13	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13	Jan-14	Feb-14	Mar-14	Apr-14	May-14	Jun-14	
Activity																									
EAD Finding Aid Creation																									
Senior Archivist Converts 115 legacy finding aids to EAD																									
ByteManagers converts 511 descriptions to EAD																									
Senior Archivist Quality Control of ByteManagers records																									
Senior Archivist Creates EAD finding aids for 1,487 descriptions																									
Project Director oversee quality control of records created by S.A.																									
XTF Database																									
DLG to create database																									
Project Director to work with DLG on design, function, etc.																									
Test Launch of database/feedback solicited/adjustments made																									
Linking EAD records to Educational Resources Online																									
Senior Archivist to create links to NGE																									
Project Director to create links to TIGH																									
Publicity/Marketing/Dissemination																									
Press Release sent via listservs, to media outlets, etc.																									
Announcements/Ads in GHQ, GHT, Highlights, etc.																									
Survey Prompt Sent via Constant Contact																									
Launch Card Design/Printing/Mailing																									
Ad Copy Creation/Submission to Various Publications																									
Project Reporting																									
Project Director creates/implements online user survey																									
NHRPC Interim Narrative Report																									
NHRPC Narrative/Financial Report																									
NHRPC Interim Narrative Report																									
NHRPC Narrative/Financial Report																									
Draw downs to be completed on a quarterly basis																									

Color Code Index
 GHS HR, Publicity/Outreach/Administration Activities
 GHS Project Activities
 Vendor Activity
 Other/Unassigned/Reporting Activities

EXAMPLE OF EAD FINDING AID EXPORTED FROM ARCHIVISTS TOOLKIT

```

<?xml version="1.0" encoding="UTF-8" standalone="yes"?>
<ead xmlns:schemalocation="urn:isbn:1-931666-22-9 http://www.loc.gov/ead/ead.xsd"
xmlns:xlink="http://www.w3.org/1999/xlink" xmlns="urn:isbn:1-931666-22-9"
xmlns:ns1="http://www.w3.org/2001/XMLSchema-instance">
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langencoding="iso639-2b">
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      <titlestmt>
        <titleproper>Finding Aid to the Joseph Habersham Papers<num>MS 0339</num></titleproper>
        <author>Finding aid prepared by Georgia Historical Society staff</author>
        <sponsor>Creation of a finding aid and MARC catalog record was made possible by a 2006 Museums
for America grant from the U. S. Institute of Museum and Library Services.</sponsor>
      </titlestmt>
      <publicationstmt><publisher>Georgia Historical Society</publisher><date>October
2011</date></publicationstmt>
      <filedesc>
      <profiledesc>
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0400</date></creation>
        <language>English</language>
        <desrules>Describing Archives: A Content Standard</desrules>
      </profiledesc>
    </eadheader>
    <archdesc level="collection">
      <did>
        <unittitle>Joseph Habersham papers</unittitle>
        <unitid>MS 0339</unitid>
        <repository><corpname>Georgia Historical Society</corpname></repository>
        <langmaterial><language langcode="eng"/></langmaterial>
        <physdesc><extent>0.1 Cubic feet</extent><extent>1 folder</extent></physdesc>
        <unitdate>1769-1802</unitdate>
        <langmaterial id="ref9" label="Language(s)">Collection materials are in English.</langmaterial>
        <origination label="Creator"><persname source="naf">Habersham, Joseph, 1751-
1815.</persname></origination>
      </did>
      <accruals id="ref1"><head>Accruals</head><p>No accruals are expected.</p></accruals>
      <bioghist id="ref2"><head>Biographical information</head>
        <p>Joseph Habersham (1751-1815) was a son of James Habersham (1712-1775). He graduated from
Princeton and became a merchant in Savannah, first with his brother James, and later with his cousin, Joseph
Clay. At the outbreak of the American Revolution, he was a member of the Council of Safety, and took part in
some of the actions of the "Liberty Boys." It was he who, with a selected party, arrested Governor Sir James Wright
in 1776. He was commissioned by the Council of Safety as a Major of a battalion with the 1st Georgia Regiment,
Continental Line 1776 and rose to the rank of Colonel. He resigned his commission in 1778. He was a delegate to
the Continental Congress, 1785-1786, Mayor of Savannah, 1792, and Post Master General of the United States,
appointed by President George Washington in 1795.</p>
      </bioghist>
      <accessrestrict id="ref3"><head>Access restrictions</head><p>Collection is open for
research.</p></accessrestrict>
      <userrestrict id="ref4"><head>Publication rights</head>
        <p>Copyright has not been assigned to the Georgia Historical Society. All requests for permission to
publish or quote from manuscripts must be submitted in writing to the Division of Library and Archives. 8

```

Permission for publication is given on behalf of the Georgia Historical Society as the owner of the physical items and is not intended to include or imply permission of the copyright holder, which must also be obtained by the researcher.

```

</userrestrict>
<custodhist id="ref5"><head>Custodial history</head><p>Unknown.</p></custodhist>
<altformavail id="ref6"><head>Location of copies</head><p>Not applicable.</p></altformavail>
<originalsloc id="ref7"><head>Location of originals</head><p>Original letter to Abraham Baldwin is in the
Abraham Baldwin papers, University of Georgia.</p></originalsloc>
<acqinfo id="ref8"><head>Acquisition information</head><p>Gift of William Neyle Habersham, 1896 (Item
5); Margaret McLaughlin, 1969 (Items 2,4,6); Calvin Smith, 1970 (Item 7).</p></acqinfo>
<phystech id="ref10"><head>Physical and technical access restrictions</head><p>None.</p></phystech>
<prefercite id="ref11"><head>Preferred citation</head><p>[item identification], Joseph Habersham Papers,
MS 339, Georgia Historical Society, Savannah, Georgia.</p></prefercite>
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<separatedmaterial id="ref15"><head>Separated material</head><p>None.</p></separatedmaterial>
<scopecontent id="ref14"><head>Scope and content note</head>
<p>This collection consists of an account book and personal letters. The account book is most likely that of
Joseph Clay or James Habersham, Jr., as Joseph Habersham was in England, 1768-1771 and the book is dated 1769
and 1780. The letters are to Joseph Habersham's wife, Isabella, stating he and Mr. Clay will arrive soon to move
the women, to Pierce Butler regarding the need to hand Butler over to the Sheriff, from John Habersham with
family news and the need to remove Mr. Lange from the Post Office, from Thomas Jefferson offering Habersham
the office of Treasurer of the U.S., and to Abraham Baldwin with his reasons for resigning as Postmaster General.
The collection also contains a photograph of a silhouette of Joseph Habersham.</p>
</scopecontent>
<relatedmaterial id="ref13"><head>Related collections</head>
<p>Philip Box papers, MS 80</p><p>Colonial Dames of America, Georgia Society Historical collection,
MS 965 </p><p>Marmaduke Hamilton and Dolores Boisfeuillet Floyd papers, MS 1308</p><p>John Habersham
letters, MS 338 </p><p>Lachlan McIntosh papers, MS 526 </p><p>Milledge Family papers, MS 560 </p><p>John
Young Noel papers, MS 588 </p><p>Edwin Parsons collection, MS 608 </p><p>Savannah Historical Research
Association records, MS 994 </p><p>Wayne-Stites-Anderson papers, MS 846</p>
</relatedmaterial>
<controlaccess><persname source="naf">Clay, Joseph, 1741-1804.</persname>
<persname rules="dacs">Habersham, John, 1754-1799.</persname>
<persname source="naf">Jefferson, Thomas, 1743-1826.</persname>
<genreform source="aat">Account books.</genreform>
<geogname source="lchsh">Georgia--Politics and government--1775-1865.</geogname>
<genreform source="aat">Letters (correspondence)</genreform>
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<geogname source="lchsh">United States--Politics and government--1775-1783.</geogname>
<geogname source="lchsh">United States--Politics and government--1783-
1809.</geogname></controlaccess>
<dsc>
<c id="ref18" level="item">
<did><unittitle>Item 1: Account book.</unittitle><unitdate>1769, 1780</unitdate></did>
<scopecontent id="ref19"><p>Probably that of Joseph Clay or James Habersham, Jr., as their names
appear also in the book and Joseph Habersham was in England from 1768-1771. In addition to the accounts of
1769 and 1780, there are legal papers of Joseph Clay and Joseph Habersham, a household list, a list of African
Americans for hire, etc.</p></scopecontent>
</c>
<c id="ref20" level="item">
<did><unittitle>Item 2: Joseph Habersham letter to his wife Bella (Isabella),
Virginia.</unittitle><unitdate>1780</unitdate></did>
<scopecontent id="ref21"><p>Says he does not want her and Mrs. Clay to leave Camden; he and Mr.
Clay will move them as soon as possible. 2 pages. ALS.</p></scopecontent>

```

</c>

<c id="ref23" level="item">

<did><unittitle>Item 3: Joseph Habersham letter to Pierce Butler, Savannah.</unittitle><unitdate>1795</unitdate></did>

<scopecontent id="ref24"><p>Says he will have to surrender Butler to the sheriff because of two executions against him. Retained copy; file note gives date of letter. 1 page. ALS.</p></scopecontent>

</c>

<c id="ref25" level="item">

<did><unittitle>Item 4: John Habersham letter to Joseph Habersham, Savannah.</unittitle><unitdate>1796</unitdate></did>

<scopecontent id="ref26"><p>News of family and friends. 4 pages. ALS.</p></scopecontent>

</c>

<c id="ref27" level="item">

<did><unittitle>Item 5: John Habersham letter to Joseph Habersham, Savannah.</unittitle><unitdate>1799</unitdate></did>

<scopecontent id="ref28"><p>Says he (Joseph) was correct in removing Mr. Lange from Post Office; mentions several persons; good prospects for crop. 2 pages. ALS.</p></scopecontent>

</c>

<c id="ref29" level="item">

<did><unittitle>Item 6: Thomas Jefferson letter to Joseph Habersham, Monticello.</unittitle><unitdate>1801</unitdate></did>

<scopecontent id="ref30"><p>Offers Habersham office of Treasurer of the U.S. Bears note of presentation from Habersham's grandson, William Neyle Habersham, commenting on above offer from President Jefferson. 1 page. ALS.</p></scopecontent>

</c>

<c id="ref32" level="item">

<did><unittitle>Item 7: Joseph Habersham letter to Abraham Baldwin.</unittitle><unitdate>1802</unitdate></did>

<scopecontent id="ref33"><p>Gives his reasons for resigning as Postmaster General of the U.S.; mentions death of his wife. 2 pages. Reproduction.</p></scopecontent>

</c>

<c id="ref34" level="item">

<did><unittitle>Item 8: Photograph of a silhouette of Joseph Habersham.</unittitle><unitdate>Undated</unitdate></did>

</c>

</dsc>

</archdesc>

</ead>



The Office of Secretary of State

Brian P. Kemp
SECRETARY OF STATE

David W. Carmicheal
DIRECTOR
ARCHIVES AND HISTORY

September 30, 2011

National Historical Publications and Records Commission (NHPRC)
National Archives and Records Administration
700 Pennsylvania Avenue NW, Room 106
Washington, DC 20408-0001

To whom it may concern:

I am writing in support of the application of the Georgia Historical Society (GHS) to the National Historical Publications and Records Commission for funds to support a Documenting Democracy grant entitled *Essentials for Online Access and Education: EAD as Foundation*.

The Georgia Historical Society holds one of the country's premier collections of materials covering over 250 years of Georgia's history. Since 1839, GHS has played a major role in preserving collections about Georgia and sharing them. Increasingly, researchers expect online access to collections; and through this grant, the Society plans to increase significantly the availability of information about its rich collections. The Society's plan to create a searchable online database of EAD finding aids for all of its archival collections will make it much easier for researchers to plan their research before they visit and use their time onsite much more efficiently. The partnership with the Digital Library of Georgia will ensure that the database of descriptions will be easily found and will remain accessible.

For these reasons, I encourage the NHPRC to support the efforts of GHS to create their finding aids database.

Sincerely,

David Carmicheal
Director



The University of Georgia

Main Library, Science Library, Student Learning Center

October 5, 2011

W. Todd Groce, Ph.D.
 Georgia Historical Society
 501 Whitaker Street
 Savannah, GA 31404

Dear Dr. Groce:

The Digital Library of Georgia (DLG) is pleased to partner with the Georgia Historical Society to provide digital library services as a part of the proposed *Essentials for Online Access and Education: EAD as Foundation* project, submitted to the National Historical Publications and Records Commission (NHPRC) Documenting Democracy grant program.

Based at the University of Georgia Libraries, The Digital Library of Georgia is an initiative of GALILEO, Georgia's statewide virtual library. GALILEO has a thirteen year track record of sustaining digital assets and programs and for eight years DLG has served as a gateway to digital materials that relay Georgia's history and culture. The DLG connects users to a million digital objects in 200 collections from 60 institutions and 100 government agencies and continually seeks to grow through partnerships with libraries, archives, museums, government agencies, and allied organizations across the state of Georgia.

The Digital Library of Georgia looks forward to further cultivating the relationship that exists with the Georgia Historical Society by working together to develop a Web-based resource for searching encoded archival descriptions of GHS collections. It is our hope that this strategic partnership, supported by NHPRC project funds, will constitute the first step towards digitization and the creation of online access to GHS's impressive and vast library and archives collection that documents the history of our State and nation.

Sincerely,

P. Toby Graham, Ph.D.
 Deputy University Librarian
 Director, Digital Library of Georgia

Appendix E



DEPARTMENT OF HISTORY
THE UNIVERSITY OF TEXAS AT AUSTIN

1 University Station • B7000 • Austin, TX 78712-0220
Office: (512) 471-3261 • Fax: (512) 475-7222

September 22, 2011

W. Todd Groce, Ph.D.
Georgia Historical Society
501 Whitaker Street
Savannah, GA 31405

Dear Dr. Grocc:

I write in support of the Georgia Historical Society's (GHS) application to the National Historical Publications and Records Commission (NHPRC) Documenting Democracy grant program for the project entitled *Essentials for Online Access and Education: EAD as Foundation*.

As a scholar and author, I have conducted extensive research in the Georgia Historical Society's Library and Archives collection. The Society's holdings are brimming with unique information related to individuals, places, events, and movements that together compose significant chapters in the story of the American South. I was very pleased to hear that GHS is striving to create greater access to its archival resources by creating an online database of encoded archival descriptions for its collections. Such a step will enable off-site researchers to independently gather more information pertaining to topics of interest, thereby making their time conducting on-site research at GHS more productive.

I am looking forward to seeing you again on my next trip to Savannah. Until then, I wish you every success in your proposal to the NHPRC.

Sincerely,

A handwritten signature in cursive script that reads "Jacqueline Jones".

Jacqueline Jones
Mastin gentry White Professor of Southern History/
Walter Prescott Webb Chair in History and Ideas

GEORGIA
HUMANITIES
COUNCIL

Appendix E

September 30, 2011

Jamil S. Zainaldin
President

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Ellen K. Thompson, Cohutta

James E. Toney, Loganville

Michael Vollmer, Tifton

Dr. Todd Groce, Ph.D.
President and CEO
Georgia Historical Society
501 Whitaker Street
Savannah, GA 31401

Dear Dr. Groce:

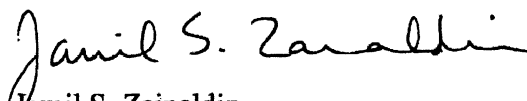
I write in support of the Georgia Historical Society's (GHS) application to the National Historical Publications and Records Commission (NHPRC) Documenting Democracy grant program for the project entitled *Essentials for Online Access and Education: EAD as Foundation*.

The GHS Library and Archives is home to a very significant body of materials for researchers who are doing work on topics in Georgia history and culture. As modern researchers increasingly search for information online, it is critical that GHS continue to move towards creating online access to its unique holdings. By working with the Digital Library of Georgia to create an online, searchable database of EAD finding aids for its archival collections, GHS will be opening virtual doors to scholars and researchers across the country, and around the world, to the historical records held within GHS's walls and it will be providing for increased interoperability between GHS's collections and other digital collections in our state.

Further, I commend GHS's efforts to create connections between its library and archival holdings and online educational resources. The proposed creation of links between GHS collections and relevant topics within the *New Georgia Encyclopedia (NGE)* will serve broad general audiences that turn to the *NGE* in search of information on an array of topics related to Georgia. Teachers and students will likewise be served through the creation of links to records detailing primary sources within the online curriculum resources and tools created for *Today in Georgia History*.

I wish you every success in your application.

Sincerely,


Jamil S. Zainaldin
President

National Historical Publications and Records Commission

BUDGET FORM

Project Director: _____

Applicant Organization: _____

Requested Grant Period From (mo/yr): _____ Thru (mo/yr): _____

If this is a revised budget, indicate NHPRC application/grant number: _____

The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper. Click [HERE](#) to see the detailed instructions.

SECTION A – Year #1

Budget detail for the period FROM (mo/yr): _____ THRU (mo/yr): _____

When the proposed grant period is eighteen months or longer project expenses for each 12-month period are to be listed separately and totaled in the last column of the budget. For projects that will run less than eighteen months, only the last column of the budget should be completed.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary for work done outside the academic year.

Name/Title of Position	No.	Method of Cost Computation	NHPRC Funds		Cost Sharing	Total
			(a)	(b)	(c)	
_____	[]	_____	\$ _____	\$ _____	\$ _____	_____
_____	[]	_____	\$ _____	\$ _____	\$ _____	_____
_____	[]	_____	\$ _____	\$ _____	\$ _____	_____
_____	[]	_____	\$ _____	\$ _____	\$ _____	_____
_____	[]	_____	\$ _____	\$ _____	\$ _____	_____
_____	[]	_____	\$ _____	\$ _____	\$ _____	_____
_____	[]	_____	\$ _____	\$ _____	\$ _____	_____
SUBTOTAL			\$ 0	\$ 0	\$ 0	_____

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate	Salary Base	(a)	(b)	(c)
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ 0	\$ 0	\$ 0

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ 0	\$ 0	\$ 0

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	#	*	Subsistence Costs +	Transportation Costs =	(a)	(b)	(c)
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL					\$ 0	\$ 0	\$ 0

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ 0	\$ 0	\$ 0

6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 0	\$ 0

7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 0	\$ 0

8. Total Direct Costs (add subtotals of items 1 to 7)

\$ 0 \$ 0 \$ 0

9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete A and B.)
- Indirect cost proposal has been submitted to a federal agency but not yet negotiated. (Indicate the name of the agency in A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
- Indirect cost proposal will be sent to NHPRC if application is funded. (Provide in B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
- For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A. Name of federal agency: _____
Date of agreement: _____

Item B.

Rate(s)	Base(s)	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
TOTAL INDIRECT COSTS		\$ 0	\$ 0	\$ 0

10. Total Project Costs

(Direct and Indirect) for budget period.

\$ 0 \$ 0 \$ 0

National Historical Publications and Records Commission

BUDGET FORM

Project Director: _____

Applicant Organization: _____

Requested Grant Period From (mo/yr): _____ Thru (mo/yr): _____

If this is a revised budget, indicate NHPRC application/grant number: _____

The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper.

SECTION A – Year #2 (if needed)

Budget detail for the period FROM (mo/yr): _____ THRU (mo/yr): _____

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/Title of Position	No.	Method of Cost Computation (see sample)	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ 0	\$ 0	\$ 0

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate	Salary Base	(a)	(b)	(c)
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ 0	\$ 0	\$ 0

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	#	*	Subsistence Costs +	Transportation Costs =	(a)	(b)	(c)
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL					\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>

6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 0	\$ 0

7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 0	\$ 0

8. Total Direct Costs (add subtotals of items 1 to 7)

\$ 0 \$ 0 \$ 0

9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)
- Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
- Indirect cost proposal will be sent to NHPRC if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
- For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A. Name of federal agency: _____
Date of agreement: _____

Item B.

Rate(s)	Base(s)	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
TOTAL INDIRECT COSTS		\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>

10. Total Project Costs

(Direct and Indirect) for budget period.

\$ 0 \$ 0 \$ 0

National Historical Publications and Record Commission

BUDGET FORM

Project Director: _____

Applicant Organization: _____

Requested Grant Period From (mo/yr): _____ Thru (mo/yr): _____

If this is a revised budget, indicate NHPRC application/grant number: _____

The method of cost computation should clearly indicate how the total charge for each budget item was determined. If more space is needed for any budget category, please follow the budget format on a separate sheet of paper

SECTION A – Year #3 (if needed)

Budget detail for the period FROM (mo/yr): _____ THRU (mo/yr): _____

When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

1. Salaries and Wages

Provide the names and titles of the principal project personnel. For support staff, include the title of each position and indicate in brackets the number of persons who will be employed in that capacity. For persons employed on an academic year basis, list separately any salary charge for work done outside the academic year.

Name/Title of Position	No.	Method of Cost Computation (see sample)	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
_____	[]	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ 0	\$ 0	\$ 0

2. Fringe Benefits

If more than one rate is used, list each rate and salary base.

Rate	Salary Base	(a)	(b)	(c)
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
_____ % of \$ _____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ 0	\$ 0	\$ 0

3. Consultant Fees

Include payments for professional and technical consultants and honoraria.

Name or type of consultant	No. of days on project	Daily rate of compensation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL			\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>

4. Travel

For each trip, indicate the number of persons traveling, the total days they will be in travel status, and the total subsistence and transportation costs for that trip. When a project will involve the travel of a number of people to a conference, institute, etc., these costs may be summarized on one line by indicating the point of origin as "various." All foreign travel must be listed separately.

From/To	#	*	Subsistence Costs +	Transportation Costs =	(a)	(b)	(c)
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
_____	[]	[]	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
SUBTOTAL					\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>

- Number of persons * - Total travel days

5. Supplies and Materials

Include consumable supplies, materials to be used in the project and items of expendable equipment (i.e., equipment items costing less than \$5,000 and with an estimated useful life of less than a year).

Item	Basis/Method of Cost Computation	(a)	(b)	(c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
SUBTOTAL		\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>

6. Services

Include the cost of duplication and printing, long distance telephone calls, equipment rental, postage, and other services related to project objectives that are not included under other budget categories or in the indirect cost pool. For subcontracts, provide an itemization of subcontract costs as an attachment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 0	\$ 0

7. Other Costs

Include participant stipends and room and board, equipment purchases, and other items not previously listed. Please note that "miscellaneous" and "contingency" are not acceptable budget categories. Refer to the budget instructions for the restriction on the purchase of permanent equipment.

Item	Basis/Method of Cost Computation	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	\$ _____	\$ _____	\$ _____
	SUBTOTAL	\$ 0	\$ 0	\$ 0

8. Total Direct Costs (add subtotals of items 1 to 7)

\$ 0 \$ 0 \$ 0

9. Indirect Costs

This budget item applies only to institutional applicants. If indirect costs are to be charged to this project, **CHECK THE APPROPRIATE BOX BELOW** and provide the information requested. Refer to the budget instructions for explanations of these options.

- Current indirect cost rate(s) has/have been negotiated with federal agency. (Complete items A and B.)
- Indirect cost proposal has been submitted to a federal agency, but not yet negotiated. (Indicate the name of the agency in Item A and show proposed rate(s) and base(s) and the amount(s) of indirect costs in item B.)
- Indirect cost proposal will be sent to NHPRC if application is funded. (Provide in Item B an estimate of the rate that will be used and indicate the base against which it will be charged and the amount of indirect costs.)
- Applicant chooses to use a rate not to exceed 10% of direct costs, less distorting items, up to a maximum charge of \$5,000 per year. (Under Item B, enter the proposed rate, the base against which the rate will be charged, and the computation of indirect costs or \$5,000 per year, whichever value is less.)
- For Public Program projects only: Applicant is a sponsorship (umbrella) organization and chooses to charge an administrative fee of 5% of total direct costs. (Complete Item B.)

Item A. Name of federal agency: _____
Date of agreement: _____

Item B.

Rate(s)	Base(s)	NHPRC Funds (a)	Cost Sharing (b)	Total (c)
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
_____ % of \$ _____		\$ _____	\$ _____	\$ _____
TOTAL INDIRECT COSTS		\$ 0	\$ 0	\$ 0

10. Total Project Costs

(Direct and Indirect) for budget period.

\$ 0 \$ 0 \$ 0

SECTION B

SUMMARY BUDGET

Transfer from Section A the total costs (column C) for each category of project expense. When the proposed grant period is eighteen months or longer, project expenses for each twelve-month period are to be listed separately and totaled in the last column of the summary budget. For projects that will run less than eighteen months, only the last column of the summary budget should be completed.

<i>Budget categories</i>	First year from: thru:	Second year from: thru:	Third year from: thru:	TOTAL COSTS FOR ENTIRE GRANT PERIOD
1. Salaries and wages	\$ 0	\$ 0	\$ 0	= \$ 0
2. Fringe benefits	\$ 0	\$ 0	\$ 0	= \$ 0
3. Consultant fees	\$ 0	\$ 0	\$ 0	= \$ 0
4. Travel	\$ 0	\$ 0	\$ 0	= \$ 0
5. Supplies and materials	\$ 0	\$ 0	\$ 0	= \$ 0
6. Services	\$ 0	\$ 0	\$ 0	= \$ 0
7. Other costs	\$ 0	\$ 0	\$ 0	= \$ 0
8. Total direct costs (Items 1-7)	\$ 0	\$ 0	\$ 0	= \$ 0
9. Indirect costs	\$ 0	\$ 0	\$ 0	= \$ 0
10. Total project costs (direct and indirect)	\$ 0	\$ 0	\$ 0	= \$ 0

PROJECT FUNDING FOR ENTIRE GRANT PERIOD

1. Indicate the amount of outright and/or federal matching funds that is requested from NHPRC.
2. Indicate the amount of cash contributions that will be made by the applicant and cash and in-kind contributions made by third parties to support project expenses that appear in the budget. Cash gifts that will be raised to release federal matching funds should be included under "Third-party contributions." (Consult the program guidelines for information on cost sharing requirements.) When a project will generate income that will be used during the grant period to support expenses listed in the budget, indicate the amount of income that will be expended on budgeted project activities. Indicate funding received from other federal agencies.
3. Total Project Funding should equal Total Project Costs.

1. REQUESTED

Outright \$ _____
 Federal Matching \$ _____
 TOTAL FUNDING \$ 0 _____

2. COST SHARING

Applicant's contributions \$ _____
 Third-party contributions \$ _____
 Project income \$ _____
 Other federal agencies \$ _____
 TOTAL COST SHARING \$ 0 _____

3. TOTAL PROJECT FUNDING (Total Funding + Total Cost Sharing): \$ 0 _____

Submission of a Revised Budget

When submitting a revised budget, the Institutional Grant Administrator or Individual Applicant should provide the information requested below. The signature of this person indicates approval of the budget submission and the agreement of the organization/individual to cost share project expenses at the level under "Project Funding."

Name and Title: _____

Telephone: _____ E-mail: _____

Signature: _____ Date: _____

TAB 5

Opportunity Title:	Documenting Democracy: Access to Historical Records Pro
Offering Agency:	National Archives and Records Administration
CFDA Number:	89.003
CFDA Description:	National Historical Publications and Records Grants
Opportunity Number:	ACCESS-201210
Competition ID:	ACCESS-201210
Opportunity Open Date:	06/01/2012
Opportunity Close Date:	10/04/2012
Agency Contact:	Jeff de la Concepcion Grant Program Specialist E-mail: Jeff.delaconcepcion@Nara.gov Phone: 202-357-5022

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name: North Carolina State Archives

Mandatory Documents

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

Application for Federal Assistance (SF-424)
Attachments
Grants.gov Lobbying Form
Assurances for Non-Construction Programs (SF-42

Optional Documents

Move Form to Submission List

Move Form to Delete

Optional Documents for Submission

Disclosure of Lobbying Activities (SF-LLL)

Instructions

- 1** Enter a name for the application in the Application Filing Name field.

 - This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
 - You can save your application at any time by clicking the "Save" button at the top of your screen.
 - The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.
- 2** Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

 - It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
 - The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
 - To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
 - All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field, you will receive an error message.
- 3** Click the "Save & Submit" button to submit your application to Grants.gov.

 - Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
 - Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application package.
 - The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
 - You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

Application for Federal Assistance SF-424

Version 02

*** 1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

*** 2. Type of Application:**

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s):

* Other (Specify)

*** 3. Date Received:**

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

*** 5b. Federal Award Identifier:**

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

*** c. Organizational DUNS:**

d. Address:

*** Street1:**

Street2:

*** City:**

County:

*** State:**

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

e. Organizational Unit:

Department Name:

Division Name:

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*** First Name:**

Middle Name:

*** Last Name:**

Suffix:

Title:

Organizational Affiliation:

*** Telephone Number:**

Fax Number:

*** Email:**

Application for Federal Assistance SF-424

Version 02

9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*** Other (specify):**

*** 10. Name of Federal Agency:**

National Archives and Records Administration

11. Catalog of Federal Domestic Assistance Number:

89.003

CFDA Title:

National Historical Publications and Records Grants

*** 12. Funding Opportunity Number:**

ACCESS-201210

*** Title:**

Documenting Democracy: Access to Historical Records Projects

13. Competition Identification Number:

ACCESS-201210

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

*** 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

* a. Applicant

* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:

* a. Start Date:

* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**** I AGREE**

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title:

* Telephone Number: Fax Number:

* Email:

* Signature of Authorized Representative: * Date Signed:

Application for Federal Assistance SF-424

Version 02

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

[Empty text input area for Applicant Federal Debt Delinquency Explanation]

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: <input style="width: 80px;" type="text"/>	* First Name: <input style="width: 200px;" type="text"/> Middle Name: <input style="width: 150px;" type="text"/>
* Last Name: <input style="width: 350px;" type="text"/>	Suffix: <input style="width: 80px;" type="text"/>
* Title: <input style="width: 280px;" type="text"/>	
* SIGNATURE: <input style="width: 300px;" type="text" value="Completed on submission to Grants.gov"/>	* DATE: <input style="width: 150px;" type="text" value="Completed on submission to Grants.gov"/>

ATTACHMENTS FORM

Instructions: On this form, you will attach the various files that make up your grant application. Please consult with the appropriate Agency Guidelines for more information about each needed file. Please remember that any files you attach must be in the document format and named as specified in the Guidelines.

Important: Please attach your files in the proper sequence. See the appropriate Agency Guidelines for details.

1) Please attach Attachment 1	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
2) Please attach Attachment 2	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
3) Please attach Attachment 3	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
4) Please attach Attachment 4	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
5) Please attach Attachment 5	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
6) Please attach Attachment 6	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
7) Please attach Attachment 7	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
8) Please attach Attachment 8	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
9) Please attach Attachment 9	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
10) Please attach Attachment 10	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
11) Please attach Attachment 11	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
12) Please attach Attachment 12	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
13) Please attach Attachment 13	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
14) Please attach Attachment 14	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment
15) Please attach Attachment 15	<input type="text"/>	Add Attachment	Delete Attachment	View Attachment

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

<p>* SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL</p> <p>Completed on submission to Grants.gov</p>	<p>* TITLE</p>
<p>* APPLICANT ORGANIZATION</p>	<p>* DATE SUBMITTED</p> <p>Completed on submission to Grants.gov</p>

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
0348-0046

1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
--	--	--

4. Name and Address of Reporting Entity:

Prime SubAwardee

* Name: _____

* Street 1: _____ Street 2: _____

* City: _____ State: _____ Zip: _____

Congressional District, if known: _____

6. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency: _____	7. * Federal Program Name/Description: National Historical Publications and Records Grants CFDA Number, if applicable: 89.003
---	--

8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____
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10. a. Name and Address of Lobbying Registrant:

Prefix _____ * First Name _____ Middle Name _____

* Last Name _____ Suffix _____

* Street 1 _____ Street 2 _____

* City _____ State _____ Zip _____

b. Individual Performing Services (including address if different from No. 10a)

Prefix _____ * First Name _____ Middle Name _____

* Last Name _____ Suffix _____

* Street 1 _____ Street 2 _____

* City _____ State _____ Zip _____

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* Signature: Completed on submission to Grants.gov

* Name: Prefix _____ * First Name _____ Middle Name _____
 * Last Name _____ Suffix _____

Title: _____ Telephone No.: _____ Date: Completed on submission to Grants.gov

Application Instructions

These application instructions apply to all NHPRC grants. Before you apply, make sure you understand all applicable requirements and regulations, including:

- NHPRC Statutory Grant Making Authority
- NHPRC Requirements
- Federal Regulations & Requirements
- Reporting Requirements
- Payment Requirements

All institutions applying for an NHPRC grant should apply via Grants.gov, the government-wide grants portal.

- You will no longer have to send in multiple paper copies of your applications.
- The easy way to begin is by printing out the specific NHPRC Grant Opportunity and these instructions and have them handy as you prepare your application.

First Time Using Grants.gov?

Everyone who uses Grants.gov to apply for a grant must complete these one-time-only steps:

1. Register yourself and your organization as Grants.gov users. (At larger organizations, a Grants Administrator might register for the entire organization.)
 - *Once registered, your organization can apply for any government grant via Grants.gov. (See Getting Started for more information.)*
 - Allow two weeks before application deadlines for your registration to be processed.
 - If you have problems registering, call the Grants.gov Help Desk: 1-800-518-4726
2. Download and install the *free* Adobe Reader 8.1.3.
 - This software allows you to view and fill out the Grants.gov application forms for any Federal agency.
 - If you have a problem installing the Adobe Reader, it may be because you do not have permission to install a new program on your computer. Contact your System Administrator.
3. Once you are registered, you can find and apply for grant opportunities through Grants.gov or through the Grant Opportunity announcements on our site.

Download the Application Package and NHPRC Budget Form

You may download the application package from Grants.gov at any time after you install the Adobe Reader. (You do not have to wait for the registration process to be complete.) A link from the NHPRC Grant Opportunity announcement will take you directly to the page from which you may download the appropriate application. You must use the application package associated with the grant announcement under which you are applying.

Save the application package to your computer's hard drive or network. You do not have to be online to work on it. You can save, open and edit, and share with others as you draft your application.

You must also download and complete the NHPRC Budget Form (located at <http://www.archives.gov/nhprc/apply/budget.pdf>). After saving a copy of this form to your local computer or network, you will be able save and edit your entries.

You can save your application package at any time by clicking the "Save" button at the top of your screen.

Tip: If you choose to save your application before you have completed it, you may receive an error message indicating that your application is not valid if all forms have not been completed. Click "OK" to save your work and complete the package at a later time.

Caution: If you fail to save before closing the Adobe Reader software, or if you click your browser's Back button, you will lose your changes.

If you require an accessible version of the Budget form, please contact the Grants Workflow and Information Coordinator at 202-357-5022.

The application package contains mandatory forms that you must complete in order to submit your application:

1. Application for Federal Domestic Assistance (SF-424) - the basic information required for Federal grants (see instructions)
2. Grants.gov Lobbying Form - self-explanatory
3. Attachments - including the Project Narrative and other information required by NHPRC (see instructions)
4. Assurances for Non-Construction Programs (SF-424B) - self-explanatory

In addition, one Optional Document (SF-LLL) is required if your organization engages in Lobbying Activities.

How to Fill Out the Application for Federal Domestic Assistance SF-424

Before you open the SF-424, determine if you are applying as an individual. If so, check the box on the Grant Application Package marked "I will be submitting applications on my behalf, and not on behalf of a company, state, local or tribal government, academia, or other type of organization."

Select the SF-424 from the menu then click the Open Form button.

1. All submissions are considered a New Application (question 1 and 2). Questions 3-7 will be filled in automatically (or left blank intentionally) by Grants.gov.
2. *Applicant Information:* In Section 8, please supply the name of the applicant organization, address, employer/taxpayer identification number (EIN/TIN), and DUNS number of the applicant. (If applying as an individual, enter your name in item 8(a) and your social security number in item 8(b). Item 8(c), Organizational DUNS, is auto-filled.)

All institutions applying to federal grant programs are required to provide a DUNS number, issued by Dun & Bradstreet, as part of their application. Project directors should contact their institution's grant administrator or chief financial officer to obtain their institution's DUNS number. Federal grant applicants can obtain a DUNS number free of charge by calling 1-866-705-5711.

If the project is going to be undertaken by an organizational unit of a larger institution, please provide that information in 8 (e). In the next subsection 8 (f), please list the Project Director and relevant contact information. The Project Director is the individual who will manage the day-to-day operations of the project and serve as contact with the NHPRC. Section 9 will provide a drop-down menu of Applicant Types. Please select the most appropriate categories. (If applying as an individual, Select P. Individual, from the drop-down.) Sections 10-12 will be filled in automatically by Grants.gov. Ignore Section 13. Please list in Section 14 the geographic areas affected by the project.

3. **Project Information:** Provide the title of your project in Section 15. Your title should be concise, substantive and informative to a non-specialist audience.

In Section 16 (a), list the Congressional District where the applicant is located. If, for example, it is located in the 5th Congressional District of New York, put a "5" in the box. In section 16(b), list the primary Congressional Districts served by the project; you may use up to six alphanumeric characters to represent ranges of districts. You may attach a list of additional Districts to the next box.

List the starting and ending dates for your project in Section 17. All NHPRC projects start on the first day of the month and end on the last day of the month.

4. **Budget Information:** Section 18 requires applicants to provide estimated total project costs with projected levels of support. To accurately estimate these costs, you should first prepare a full budget (see instructions).
5. **Executive Order 12372:** Section 19 requires applicants to determine whether or not their application is subject to State review under Executive Order 12372. A table of contact information for the respective State offices is available at the White House Grants Management - Intergovernmental Review (SPOC List) page.
6. **Authorities, Representations, and Signatures:** Provide, in section 21, the contact information for the Authorized Organization Representative (AOR) who is submitting the application on behalf of the institution. This person, often called an "Authorizing Official," is typically the president, vice president, executive director, provost, or chancellor. In order to become an AOR, the person must be designated by the institution's E-Business Point of Contact. For more information, please consult the Grants.Gov user guide, which is available at: <http://www.grants.gov/CustomerSupport>. (If applying as an individual, repeat your personal name and contact information in item 21. You are the Authorized Representative.)

How to Prepare Your Project Budget

Download the official NHPRC Budget Form . Save a copy of the form to your local hard drive or network.

Applicants should review the relevant NHPRC Grant Opportunity announcement for particular cost-sharing requirements, the kinds of funding available, and any restrictions on the types of costs that may appear in the project budget. Your budget should include the project costs to be charged to grant funds as well as those supported by applicant or third-party cash and in-kind contributions.

All of the items listed, whether supported by grant funds or cost-sharing contributions, must be reasonable, necessary to accomplish project objectives, allowable in terms of applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to written policies and established practices of the applicant organization.

The NHPRC Budget form calculates some, but not all, of the values in the budget. You may copy and paste values from a desktop calculator, and from one field to another within the form to ensure accuracy.

Budget Form

Complete the top of the form with the name of the Project Director and the Organization applying.

Input the dates of the requested grant period for your project. Grant periods being on the first day of the month and end on the last day of the month. All project activities must take place during the requested grant period.

Projects with grant periods up to 18 months should show total expenses in each of the categories under Section A - Year#1. If the proposed grant period is 18 months or longer, project expenses for each 12-month period must be developed and listed separately. You may need to fill some fields with zero until the data from all pertinent periods are entered.

SECTION A

Complete the beginning and ending dates for this project period.

Complete each line of each budget category as necessary. You should distribute the costs among NHPRC (column a) and Cost Share (column b) and input the Total (column c). The subtotals for each of the categories are auto-filled.

If there is insufficient space for all of your budget lines in any category, create a budget overflow document (name it BudgetAttach.pdf) and attach it directly after the NHPRC Budget Form on the Attachments Form. Your budget overflow form should be a table or a series of tables; it may be created with a word processing or spreadsheet program, but it must be converted to PDF before it is attached. The table should replicate the form for each relevant category and be clearly labeled with the budget period and category. Reserve the last line in the category for the sum of the lines listed in the Budget Overflow. (For example, if a category on the Budget Form has 6 lines, but you need 7 or more, enter the first 5 lines on the Budget Form and enter the sum from the Overflow on the line 6 with the note: See Overflow Document. This is necessary to ensure that totals on the Budget Form include the figures on the Overflow form.)

Total Direct Costs are calculated (the sum of subtotals of categories 1 through 7) automatically.

Total Indirect Costs are overhead costs incurred for an organization's common or joint objectives which cannot be readily identified with a specific project or activity. Typical items of indirect costs are salaries of an organization's executive officer, costs of operating and maintaining facilities, local telephone service, office supplies, and accounting and legal services. Indirect costs are computed by applying a percentage rate to a distribution base (usually the direct costs of the project).

Care should be taken that expenses included in the organization's indirect cost pool are not charged to the project as direct costs.

The NHPRC does not require formal negotiation of an indirect cost rate, provided the charge for indirect costs does not exceed 10 percent of direct costs, up to a maximum of \$5,000 per year. (Applicants who choose this option must maintain documentation to support overhead charges claimed as part of project costs.) If you choose this option, select the fourth option under Indirect Costs and enter the appropriate rate under Item B.

The NHPRC will recognize other indirect cost rates already negotiated between its applicants and other Federal agencies. Choose the first, second, or fifth option under Indirect Costs and complete Item A and B, as necessary.

Total Project Costs are calculated (the sum of Items 8 and 9) automatically.

SECTION B

The Summary Budget is auto-filled with data from each of the completed budget periods.

In the Requested section under Project Funding for Entire Grant Period, please be sure that you have not exceeded the percentage available from the NHPRC, usually up to 50 percent of total project costs, for the particular Grant Opportunity announcement. Check that the amount equals the total of NHPRC funds requested on Section A of the form and on the SF424.

Budget narrative (optional)

If needed, prepare a brief supplement to the narrative explaining projected expenses or other items in

the financial information provided on NHPRC's budget form. The budget narrative may be single-spaced and included with other attached documents.

How to Prepare and Submit Attachments

Use a computer word processing system, following the instructions in the Grant Opportunity announcement, to prepare the following attachments:

- Project Summary
- Project Narrative
- Participants' Résumés & Job Descriptions
- Budget Narrative
- Appendices.

Use the NHPRC Budget Form to prepare your budget.

Your attachments must be in Portable Document Format (.pdf). We cannot accept attachments in their original word processing or spreadsheet formats. If you don't already have software to convert your files into PDFs, there are many low-cost and free software packages available. To learn more, go to PDF Conversion Programs (http://www.grants.gov/help/download_software.jsp#pdf_conversion_programs).

Select Attachments from the menu then click the Open Form button to open it. Only one document may be attached under each attachment button. Be sure not to leave blank spaces between attachments. Attach the documents using this order:

1. Project Summary
2. Project Narrative
3. Participants' Résumés and Job Descriptions
4. NHPRC Budget Form
5. Budget Overflow Document
6. Budget Narrative
7. Appendices

Use the remaining buttons to attach any additional materials (if appropriate). Please give these attachments meaningful file names and ensure that they are PDFs.

Complete All Other Required Forms

Select each form from the menu then click the Open Form button to open it. In most cases, these forms can be completed by filling a few highlighted fields.

Uploading Your Application to Grants.gov

When you have completed all forms, use the right-facing arrow to move each of them to the "Submission" columns. Once they have been moved over, the "Save and Submit" button will activate. You are now ready to upload your application package to Grants.gov.

During the registration process, your institution designated one or more AORs (Authorized Organization Representatives). These AORs typically work in your institution's Sponsored Research

Office or Grants Office. When you have completed your application, you must ask your AOR to submit the application, using the special username and password that was assigned to him or her during the registration process.

To submit your application, your computer must have an active connection to the Internet. To begin the submission process, click the "submit" button. A page will appear asking the AOR to sign and submit your application. At this point, your AOR will enter his or her username and password. When the AOR clicks the "sign and submit application" button, your application package will be uploaded to Grants.gov. Please note that it may take some time to upload your application package depending on the size of your files and the speed of your Internet connection.

After the upload is complete, a confirmation page, which includes a tracking number, will appear indicating that you have submitted your application to Grants.gov. Please print this page for your records. The AOR will also receive a confirmation e-mail.

How to Submit Supplementary Materials

Send any supplementary materials (those that cannot be submitted electronically) to:

Supplementary Application Materials
[Add the Grants.gov tracking number here]
National Historical Publications and Records Commission
National Archives
Room 114
700 Pennsylvania Avenue, NW
Washington, DC 20408

NHPRC continues to experience lengthy delays in the delivery of mail by the U.S. Postal Service, and in some cases materials are damaged by the irradiation process. We recommend that supplementary materials be sent by a commercial delivery service to ensure that they arrive intact by the receipt deadline. If you wish to have the materials returned to you, please include a self-addressed, pre-paid mailer.

PDF files require the free Adobe Reader.
More information on Adobe Acrobat PDF files is available on our Accessibility page.

[Contact Us](#) [Accessibility](#) [Privacy Policy](#) [Freedom of Information Act](#) [No FEAR Act](#) [USA.gov](#)

The U.S. National Archives and Records Administration

1-86-NARA-NARA or 1-866-272-6272