THE CHARTER

The State Archives of North Carolina Fall 2017



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Cover Photo: NC A&M (NC State University), Raleigh, NC. Football practice, Old Riddick Stadium, Park Shops in background, ca. late 1910s. Photo by Albert Barden. From the Albert Barden Collection, State Archives of North Carolina

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

The Charter is a publication of the Division of Archives and Records, funded by the <u>Friends of the Archives</u>, Inc., a nonprofit organization. Copies are electronically distributed to FOA members twice annually.

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From 109 East Jones

Teamwork

We have an exceptional staff here at the State Archives of North Carolina. I see it in the teamwork displayed when we all pitch in to make an event successful or partner with other agencies to develop a project that will benefit all.

I see it when staff members volunteer outside of their regular duties to work in the Search Room, work at the security desk when we're shorthanded, or offer to transport and shelve records. I experience it in the work of dozens of volunteers managed by staff members who

are already busy with routine work and in a management team that must navigate the hurdles of dayto-day administration but is willing to experiment with things they've never tried before.

Steadfastness and innovation aren't to photographers, special always easy to balance. collections, and government

One area where we are experimenting more is in developing traveling exhibits. This notion is an alien one for most archivists—taking irreplaceable, one-of-a-kind materials out of their secure, controlled environment for display elsewhere. Our collections are accessed by thousands of people each year here on-site and online through our digital collections, but it's nice, occasionally, to invite

more of the public to see the real thing.

Creating exhibits that travel requires the teamwork of all our sections—from the conservator and collections management staff, collections, and government records staff, to outreach and development staff. Moving our documents to off-site locations involves an intricate choreography among handlers, and sometimes even Highway Patrol officers, who must secure the safe transport of unique items like the Carolina Charter of 1663 or North Carolina's copy of the Bill of Rights. And these, our rarest of documents, can be displayed only briefly.

In 2018 and 2019 we will bring some of the items from the Raleigh-based exhibit "Treasures of Carolina: Stories from the State Archives" to locations in the western and eastern parts of the state. There will be plenty of notice in this newsletter and in our social media outlets.

Jaral E. Koonts

SARAH E. KOONTS

State Archivist and Director

Division of Archives and Records

From the Charles A. Farrell Photo Collection, PhC.9, State Archives of North Carolina



From the President

One Soldier's Story

As we observe the 100th anniversary of America's entry into World War I, I have thought often of the



veteran I had the privilege to interview several years ago for our Military Collection. His name was William Gladden, and he and his wife were living in an assisted living facility in Morganton. He grew up in western North Carolina, and at the time he received his orders to report to Camp Jackson in South Carolina he

had never been that far from home.

Almost as soon as he arrived at the camp there was a measles outbreak, and the entire camp was quarantined. By the time the quarantine was lifted, it was time for him to ship out. Therefore he arrived in Europe without ever having fired an army rifle. He was eventually assigned as a runner, and it was while carrying out his duties in the trenches that he was exposed to a deadly gas.

He went in search of medical help, thinking that they would give him some medicine and he would return to duty. Instead he was told he wouldn't be going back. The next several months were spent in a hospital. At that point I asked, "Mr. Gladden, how old are you?" He replied, "You mean right now?" I said yes. He responded, "One hundred years and ten months."

"Well," I said, "it must not have harmed you too much." He explained that for years each spring he would get respiratory infections, but eventually they stopped. I recorded our conversation that day as he

described his experiences in the war. But he had also previously made his own tape of his memories of the war, which he allowed me to take back to the Archives to be copied.

Many young North Carolinians like William Gladden answered their country's call in World War I. It is sad to know that all of those veterans are gone now. But how fortunate we are to have recorded the stories of many of them, and that they are now available to researchers through the State Archives. Mr. Gladden's story is just one of many <u>oral interviews with veterans</u> that we have in our military Collection. There are still veterans out there whose experiences we need to capture. If you know of one, encourage that person to tell you his or her story.

JO ANN WILLIFORD

President of the Friends of the Archives

am Willison

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Grades, with date of appoint			
Engagements:			
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Wounded in action (degree an Served overseas from † June	5/18 to + Apr. 2/1	19, from †	to †
*Honorably discharged on de In view of occupation he was	, on date of discharge, re	portedU	per cent disabled.
Remarks:		•	

William M. Gladden's WWI service card.

State Archives of North Carolina

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FOA Purchases Two Civil War-Era Documents

DONNA KELLY, Head, State Archives Special Collections **MATTHEW PEEK**, Military Collection Archivist

In October 2016, Donna Kelly, head of Special Collections, was contacted by a man seeking more information about a Civil War-era broadside he was trying to sell. Since it appeared to be rather unique, based on research conducted by several staff members, Kelly asked if he would be willing to sell it to the Friends of the Archives. Once a price was established, a vote was taken by the Friends of the Archives board to purchase it and an accompanying letter. In November 2016, the Friends of the Archives, through a generous donation by the Raleigh Civil War Roundtable, purchased the two Civil War-era documents for the State Archives.

The broadside is an extra printed by a Raleigh newspaper, *The Daily Progress*, on April 27, 1865. It was posted in Raleigh and the surrounding community to urge residents to allow Federal troops to leave the area peaceably, since hostilities had ceased. It contains text from a circular written by Maj. Gen. O. O. Howard, assuring people that no more foraging would be conducted and refugees should not follow the troops.

Somehow the document ended up in the hands of Sgt. Maj. Stanley Bell of the 184th Ohio. He apparently retrieved it and carried it home as a souvenir. He also wrote a four-page letter during May and June to his father, relaying his travel from Raleigh to Greensboro and then to Wadesboro and Charlotte. In the letter he discussed the price of food, the weather, wounded "rebs," and Federal units that were being mustered out. He was obviously relieved to be going home, writing, "So well the thing [war] is to a close."

The State Archives is excited to add these two documents, along with an image of Stanley Bell, to the <u>Military</u> <u>Collection</u>.

Welcoming the Cavalcade:

The National Genealogical Society Annual Conference from the Archivist's Point of View

JOSH HAGER, Reference Archivist

n a normal Thursday, the Search Room starts to calm down around 5:00 pm as patrons wrap up their research. May 11, 2017, was not a normal Thursday. We welcomed over one hundred patrons into the Search Room within a four-hour window.

That Thursday is still vivid in my mind; it had a feeling of controlled chaos. And yet—as a testament to our staff and volunteers—we received universal acclaim from visitors who still enjoyed access to all their desired records.

This is the story of what happened when the <u>National Genealogical</u> <u>Society Annual Conference</u> came to Raleigh in the second week of May 2017. This is the story of how our staff experienced the busiest, most tiring, and most fulfilling week of our reference careers.

While welcoming hundreds of researchers in one week was a new experience for me, the NGS meeting had come to Raleigh twice before, in 1987 and in 2008. Archivists who had worked at those times brought their experiences and insights to the planning process for 2017's reprise, which took months if not years. Many elements went into making sure that the event would go smoothly for researchers and staff alike. Without the tireless work of the event planners, the week of NGS



would not have been such a success.

On Monday morning, with newly made signs placed throughout the Search Room to help patrons figure out where to go, reference archivists and other Archives staff waited for the expected large turnout. Our expectations proved correct, as nearly thirty researchers came into the Search Room within the first few hours of operation on Monday.

We looked at Day One as a trial period for our registration and staffing system. Our decision to register patrons in the auditorium and provide a separate staging area for baggage worked out. Planning ensured that ample staff were in the Search Room for the researchers that arrived. As a whole, the first day was busy but manageable.

Our researcher total on Tuesday jumped even higher. At several points throughout the day, the Archives Search Room reached capacity. However, thanks to the meticulous procedures put in place for Day Two, Tuesday also went off smoothly.

After a slower day on Wednesday, when most attendees went to conference sessions at the Convention Center, Thursday brought our "long day," when we extended hours to 9:00 pm. The bulk of the day Thursday was only slightly busier than Wednesday, but when 4:30 pm hit, the cavalcade arrived. From the microfilm room, I briefly glimpsed into the main Search Room. I saw people walking in every direction, some with boxes, others with call slips, talking to

staff. Yet everyone knew where to go and how to achieve their goals. When the clock struck 9:00 pm, all the night's staff were thrilled at the huge turnout and also incredibly exhausted, and we still had two days left to go.

Friday and Saturday both proved busy, but after the tidal wave of Thursday night, I felt like the Search Room was not nearly as frenetic. Those of us who had worked thirty hours on reference and several hours hauling luggage back and

forth in the baggage check areas were truly spent by Saturday afternoon. But we knew we had successfully helped hundreds of researchers find the right records.

NGS 2017 presented many challenges in terms of logistics, planning, and being attentive to every visitor. But it was also an opportunity for the State Archives to reach out to patrons from across the country. The Archives welcomed 343 patrons in 437 visits,

pulled 1,226 boxes of records and 514 reels of microfilm, and had visitors from thirty-seven different states.

NGS was exhausting, but it was exhilarating as well. Thanks to the countless hours of help we received from other Archives staff, as well as North Carolina Genealogical Society volunteers, and the long hours and dedication of the reference staff, NGS was a success for patrons and archivists alike.

Boxes for Books

EMILY RAINWATER, Conservator

ustom-fit boxes for rare or archival volumes can offer many different benefits, including structural support and protection from light, dust, and some handling. Boxes can mitigate some variances in environmental conditions. Boxes can house together physically separated items that intellectually belong together or detached or detaching pieces of a single volume. Boxes can be

elaborately built to complete a complicated treatment of valuable material, or boxes can stabilize deteriorated volumes that are not prioritized for treatment due to their low use or the availability of a digital surrogate.

As you can imagine, there are many different types of custom-built housings that serve these various purposes. Some

of the main types are four-flap/tuxedo boxes, phase boxes, corrugated clamshell boxes, and drop spine/cloth clamshell boxes. Each type can be customized to suit the needs of a volume or project. For example, boxes can be retrofitted with a custom "shoe" to help





prevent exceptionally large and heavy text blocks from sagging. Of course, there are some drawbacks to boxing, including increased weight and shelving space and the time and money it takes to create the boxes. Not every volume can, or should be, boxed.

As part of our ongoing county records stacks shift, the

Collections Management Branch has implemented two different preservation components. The first involves vacuuming all records to remove any accumulated dust, while the second is a large-scale boxing project. So far the first half of the county



record volumes have been evaluated for their boxing needs, and selected volumes have been measured individually for their exact dimensions. The branch placed a mass order with a vendor for custom-fit corrugated clamshell boxes. Although the vendor precuts and creases the boxes, they are shipped flat and still require significant time to hand-crease and put together, verify off the master spreadsheet, organize and label, and then fit to the volumes in the stacks. Luckily, we had a summer intern who helped with this large project! Together we have already boxed almost six hundred volumes, and we estimate that we'll box another four hundred more as the county records project continues.

Thoughts from the Official Records Keeper

BILL BROWN, Registrar

ollecting old documents is very exciting, however the process of registering those old documents into official custody is not. It is very much like watching grass grow, but legally, it is a vital component of the operation of any archives.

At the State Archives of North Carolina, we accept both government and nongovernment records. These items can be in either paper or electronic formats, and they are all accessioned. However, the processes through which these materials come to the State Archives vary. Government records are transferred to the State Archives based on the disposition instructions in a records retention schedule drafted by the State Archives in consultation with state or local agencies. For nongovern-

ment records, the State Archives relies on the wishes of the public to donate materials to our private collections, as long as they meet our collecting criteria: the materials must relate to the "history of North Carolina and the territory included therein from the earliest times."

In terms of nongovernment records, the donor or interested party usually contacts the State Archives to donate his or her private papers. The majority of the time, the donor and/or interested party physically deposits the manuscripts at the State Archives. Upon receipt of the materials, the archivist drafts a receipt form to the donor to show that the State Archives has taken possession of the items, but the legal custody of the items temporarily remains with the donor.

To legally transfer the ownership of the documents to the State

Archives, a contract of gift (or deed of gift) is drafted for the signature of the donor. Once the donor and the state archivist have signed the contract of gift, ownership of the documents has officially transferred to the State Archives. Upon receipt of the signed contract of gift, the archivist on staff drafts a preliminary accession record for review and approval by the Archives registrar (that's me).

The Archives registrar reviews and approves the preliminary accession record. Upon approval, the records (whether government or nongovernment) become part of the Archives' collection, falling under the legal custody of the State Archives, whose responsibilities include the care and intellectual control of the documents. The signed contract of gift and/or transfer form (the equivalent for government records) is passed



to the Archives registrar for on in the accession record. cession file holds or to verify the chain of custody, which is particularly important for government records.

With ownership firmly established by the State Archives, the documents in question can receive conservation and preservation treatment by the trained staff at the Archives. In addition, the collections themselves can be digitally mounted on the web, since the copyright now resides with the State Archives. In addition, the manuscripts can be used by the public, since they are now in the possession of the people of the State of North Carolina as per the Public Records Law.

Salute to Our Volunteers

The board of directors and the staff of the State Archives would like to extend their sincere appreciation to all of the volunteers who have worked at the State Archives this year. Our many capable volunteers contribute to the operation of the State Archives in critical areas, including processing and digitizing collections, preparing collections for social media campaigns, doing research and cataloging, and aiding with preservation projects. Below, we turn the spotlight on just two of our dedicated volunteers, both of whom work in the Special Collections Section.

In the last fiscal year, volunteers contributed over 460 hours within the Special Collections Section's several units. Tasks included sorting, cleaning, and foldering items; arranging and describing collections; writing finding aids; transcribing audiotapes; researching items for exhibits and/or social media projects; indexing collections; preparing display panels; and scanning material, among others. These tasks are necessary in archival work, and the section staff is truly grateful for the dedication of its volunteers.

Katherine Walls is a new volunteer in the Private Collections area, under the supervision of Fran Tracy-Walls. She recently graduated from the University of North Carolina at Greensboro with a BS in International Business Management and is proficient in both Japanese and



Chinese. Her junior year abroad was at Ritsumeikan University, Osaka, Japan. Katherine has already assisted with the translation of some items in PC.2084, Cultural Exchange Program, Greensboro and Japanese School, Mito, Ibaraki Prefecture, 1946. She has assisted in the inventorying of the Ralph Scott scrapbooks and looks forward to researching the family and professional work of Aiji Tashiro, whose papers are still being processed.

Steven Lord has been a capable and faithful volunteer in the Private Collections area for almost four years. Steven is a native of Somerset, Massachusetts, and graduated from Lehigh University. He and his wife, Arlene, retired to Raleigh after sending five children through



college. To date, Steven has donated close to 600 hours of service to the State Archives and has worked well over twenty collections. Some of his biggest projects include the Betty Wiser Papers, 128 hours; the Armistead and Diana Maupin Family Papers, 96 hours; the H. G. Jones Papers, 26.25 hours; and the Aiji Tashiro Papers, 25 hours.



Above: Educators looked for fossils in the limestone around a raised bed outside the NC Museum of Natural Sciences. Yes, there are fossils in some of our buildings downtown!

Right: The NCCAT participants



Above: Author and historian David Cecelski talked with educators about his research using State Archives materials.

NCCAT Workshop

The State Library of North Carolina and State Archives of North Carolina collaborated with the North Carolina Center for the Advancement of Teaching's (NCCAT) Ocracoke campus to put together a workshop on using primary source materials in the classroom here in Raleigh.

The State Library and NCCAT worked together on the agenda and coordinated with other divisions in the Department of Natural and Cultural Resources, Department of Environmental Quality, and more to put together an all-star lineup of presenters and workshops. The fifteen participants came from across North Carolina—from Murphy to Wilmington.

The workshop was a great success! We hope this is the first of many!



What's in the North **Carolina Digital Collections?**

The North Carolina Digital Collections contain over 99,000 historic and recent photographs, state government publications, government records, manuscripts, and other resources on topics related to North Carolina. The collections are free and fulltext searchable and bring together content from the State Archives of North Carolina and the State Library of North Carolina.

New Materials Available!

General Assembly Session Records (digital.ncdcr.gov/ cdm/home/collections/ general-assembly-sessionrecords) are now available online via the North

Carolina Digital Collections. This digital collection features records of early state legislative sessions from the State Archives of North Carolina, including bills and resolutions, petitions, committee reports, messages from the governor, legislative messages, tally sheets, election certificates, resignations, and other material related to the work of each session of the General Assembly. The physical collection includes items from 1709 through 1999, but the digital collection will focus on the earliest materials. This project is ongoing, and more items will be added as they are digitized. Check the North Carolina Digital Collections website for future updates on this digital collection.

Visit digital.ncdcr.gov

----[The Texting Club]

Every year, the Council of State Archivists sponsors Electronic Records Day. Archival programs across the country are encouraged to highlight the challenges of electronic records management. In honor of Electronic Records Day, some of our division staff created another funny video about a particular electronic records topic, this time text message policies. Pretty inspired performances!!

Visit youtu.be/epFmaHE6CCE or https://vimeo.com/237581825 or

archive.org/details/ERecVideo2017TheTextingClub

to check them out.



Court Records Transfers in 2017

It's been a busy year for court records transfers to the State scope. For instance, our Moore County court records Archives. Staff in the Government Records Section have been all over the state inventorying and transporting valuable court records for long-term preservation. Superior Court records document not only civil, criminal, juvenile, and special legal proceedings but estates as well; they Hick capture citizens' legal interactions with the state and each other, in some cases from generation to generation, which makes these transfers especially valuable to researchers.

So far this year, Alleghany, Caldwell, Duplin, Mecklenburg, Moore, Randolph, Robeson, and Yadkin counties have transferred court records of various types to the Archives. Although we here at the State Archives facilitate records transfers all day, every day, these court records transfer have been particularly noteworthy for their volume and

holdings were octupled (yes, octupled!) by the clerk's recent transfer, adding 217 cubic feet of court, estate, and miscellaneous records spanning 181 years to the State Archives holdings.

85

After each pickup, our staff appraises, arranges, and describes the records to make them available for research at the State Archives. For information about how to access court records that have been transferred, contact the State Archives of North Carolina Search Room at archives@ncdcr.gov or 919-807-7310, or visit www.archives.ncdcr.gov.

(Note that not all of the State Archives' holdings are stored onsite, so be sure to call ahead before visiting the Search Room.)

Comings & Goings



The Special Collections Section of the State Archives of North Carolina is pleased to announce the hiring of a new supervisor at the Outer Banks History Center (OBHC). Samantha Crisp assumed the position on August 1. Samantha completed her undergraduate education at UNC-Chapel Hill, graduating magna cum laude in history and music. She went on to complete a master of science degree in library science, also at UNC-Chapel Hill, specializing in archives and records management. She previously held positions in archival processing at Duke University, UNC-Chapel Hill, and North Carolina State University.

Samantha is a native of Swain County in western North Carolina and has returned to her home state from a

position at Augustana College in Rock Island, Illinois, where for the past three years she was the special collections librarian for the Thomas Tredway Library. She has presented widely on reference, access, and outreach for archives and special collections, particularly related to teaching with primary sources. She is already proving to be a wonderful addition to the Special Collections team.

A big farewell to **Kermit Siler**, who is retiring from his position as a records description archivist effective November 1.

Kermit has worked tirelessly in the State Records Center for the last 35 years in several different capacities. As a records clerk, he assisted with state agency records pickups, destructions, reference requests, and refiles. He then worked on the Scheduled Disposition of Inactive Records (SDIR) project until he was promoted to a records management analyst working with state agencies like Health and Human Services, Commerce, and Administration. He then became a county records



processing archivist, where he arranged and described some of the most highly referenced records series—county wills, estates, and land records. He routinely assisted the governor's papers archivist and provided reference services for the governor's Clemency Office.

We appreciate his many significant contributions to the Government Records Section and will miss his positive attitude and willingness to pitch in and share his institutional knowledge.

Olivia "Blakely" Caswell joined the Government Records Section this June as our processing assistant for inventory control. A native of Florida, she completed academic work at Presbyterian College (South Carolina) and New York University. Her studies have also taken her to Italy and Cuba. She has a background in art history, including work in registrar's departments for the Hammer Museum in Los Angeles, the Guggenheim Museum, and the Jewish Museum in New York City. Her training in museum registration work has made her an excellent fit for identifying records and maintaining good control through the destruction process.

Jamie Patrick-Burns joined the State Archives in August as the digital archivist. She is a graduate of the dual public history/library science master's degree program at NC State University (NCSU) and UNC-Chapel Hill and has worked with Duke University Archives, Duke Homestead State Historic Site, and as a teaching assistant in the history department at NCSU.

Anthony Peterson rejoined the State Archives in the Records Center on September 6. He previously worked for Durham County and the North Carolina Department of Corrections where he served as stockroom supervisor.



We recently celebrated the retirement of **Tomoko Cole** from the Collections Management Branch. Tomoko was our lead technician in the Local Records Program, responsible for working with the state's one hundred registers of deeds with receiving, quality control, and adding of their microfilmed records to the State Archives collection. Tomoko's professionalism, dedication to her work, and attention to detail have long been a credit to our department. Her abilities as an excellent team member, always willing to lend a hand, always getting the job done, and her quiet and gentle spirit will be missed by all of us who had the pleasure to work with her.

Historical Hoot

DEBBI BLAKE Head, Collections Services Section	SCHEDULE 1.—Free Inhabitants in Upfer South Met District in the County of One State of M. Carelora enumerated by me, on the M. day of Suly 1860. One D. G. Broteg Aser Marshal Post Office Catherine Bate.						
	Dwelling-house— numbered in the order of visitation. Parailies numbered visitation.	The name of every person whose usual place of abode on the first day of June, 1860, was in this family.	DESCRIPTION.	Profession, Occupation, or Trade of each person, male and female, over 15 years of age.	Value of Real Estate. Value of Personal Estate.	Place of Birth, Naming the State, Territory, or Country.	whether deaf and dumb, blind, insane, in the state of the
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Upcoming Events

Virtual Family History Fair

Streaming Online

Saturday, November 4 10:00 am–2:00 pm

The annual virtual Family History Fair focuses on practical tools used to research family history. These sessions will stream online for free, so log on to your own laptop or desktop, or join a local participating public library for the presentations.

For more details see the online flyer at https://www.ncdcr.gov/family-history, slnc.reference@ncdcr.gov or call (919) 807-7460.

Genealogy Workshops

Charles B. Aycock Birthplace Freemont, NC

Session 1: Beginning Genealogy, January 20, 2018

Session 2: Intermediate Genealogy, February 17, 2018

Session 3: Advanced Genealogy, March 24, 2018

Are you interested in learning about your family's past? For more information and prices, please call (919) 242-5581 or email aycock@ncdcr.gov.

Documents on Display

The Museum of the Albemarle Elizabeth City, NC

February 28–June 4, 2018 Lords Proprietors documents

May 11–12, 2018 The Carolina Charter

(252) 335-1453

North Carolina Museum of History Raleigh, NC

January 26–April 30, 2018 1868 State Constitution State Convention of 1865, 2 volumes State Convention of 1875, 2 volumes (919) 807-7900



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

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2017-2018

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Please make checks payable to the Friends of the Archives and mail with this form to:

The Friends of the Archives 4614 Mail Service Center Raleigh, NC 27699-4614

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