

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"/>
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* 3. Date Received: <input type="text" value="10/06/2011"/>	4. Applicant Identifier: <input type="text"/>
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5a. Federal Entity Identifier: <input type="text"/>	* 5b. Federal Award Identifier: <input type="text"/>
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State Use Only:

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

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" value="68,488.00"/>
* b. Applicant	<input type="text" value="68,500.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="136,988.00"/>

*** 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:

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

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

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

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

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.*

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

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.

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

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

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

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

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

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)

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

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,

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

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.

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

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.

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

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

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.

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

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

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

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

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

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

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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			
00082	Bradlee, Caleb Davis papers, 1878-1886.	00777	Stuart, John papers, 1761-1787.	01582
00118	Callaway papers, 1860-1917.	00825	Volk, Augustin passport, 1833.	01608
00133	Charlton family papers, 1811-1936.	00958	Poem, anonymous, 1837.	01653
00150	Clarke family letter, prior to 1799.	00959	Charters, William Morris letter, undated.	01664
00218	Dore de Nion, Antoine Lin Georges passport, 1795.	00999	Head, Franklin Harvey letter, undated.	01665
00235	Erichsen, Walter J. papers, 1909-1949.	01086	White, Mary letter, 1844.	02066
00301	Georgia Infirmary records, 1833-1973.	01107	Rankin, Samuel and James promissory note, 1799.	
00319	Gosling, Charlotte M. letter, undated.	01116	Pratt, Enos letter, 1805.	02073
00348	Habick, John letter, 1808.	01119	Walter, James subpoena, 1742.	02086
00384	Henry, Robert R. papers, 1830-1833.	01318	Letter from Carrie regarding a shipwreck, undated.	02125
00432	Johnson, Thomas papers, 1779-1815.	01333	Unidentified scrapbooks, 1873-1877.	02127
00550	Matlock, Timothy papers, 1779-1781.	01336	Anonymous poem, undated.	02157
00577	Morrison, James papers, 1808-1818.	01362	Central of Georgia Railway records, 1835-1971.	02162
	Noel, Joseph statement regarding service in Infanterie Legere, Legion de Saint Domingue, 1803.	01363	Bergen, Cletus W. and William P. architectural drawings and related records, 1907-1975.	02168
00589	Legere, Legion de Saint Domingue, 1803.	01389	Brownfield papers, 1735-1740.	02204
00623	Polk, Leonidas telegram, 1861.	01391	Ayers, Silas and Mary Byram papers, 1749-1826.	02219
00627	Postell, DuPre poem, 1878.	01398	Hart, Oliver sermon, 1778.	
00642	Quackenbush, Sarah E. letter, 1864.	01406	Stokes, Anthony papers, 1784.	02226
00651	Reid lectures, undated.		League of Women Voters, Savannah-Chatham records, 1948-1988.	02239
	St. Paul's Episcopal Church (Savannah, Ga.) meeting minutes, 1891-1906.	01461	Santa Domingo colony reports, 1828-1834.	02246
00676	Shelby, Isaac letter, 1809.	01495	Military Order of the World Wars records, 1932-1991.	
00727	Smith, Simeon bill of lading, 1773.	01499	Coastal Museum Association records, 1965-1997.	
00743		01576		

Descriptions to be Updated and Encoded via Archivists Toolkit

Number of Finding Aids: 53

MS no	Title			
00705	Savannah Port Society records, 1843-1994.	01670	Westley Wallace (W.W.) Law speech, 1984.	02055
00787	Tattnall-Jackson papers, 1755-1775.	01674	Butters, Jessie M. Hertz genealogical letters, 1978.	02058
	United Daughters of the Confederacy - Savannah Chapter 2, 1894-1977.	01680	Story, Mary A. papers, 1933-1960.	02064
01306	Mary Maclean Visiting Nurses Association records, 1914-62	01701	Historic Augusta, Inc. Revolutionary and Early Republic Manuscripts, 1770-1827.	02080
01350	Georgia Historical Society collection of architectural drawings, 1822-1983.	01702	Demere family Bible, 1733.	02087
01361-AR	Hardee, Marie M. collection, 1841-1941.	01703	United States Constitution draft annotated by Abraham Baldwin, 1787.	02098
01531	Land grant register, 1755-1757.	01704	Georgia Constitution, 1777.	02109
01532	Commissions, 1754-1827.	01705	Bleckley, L.E. letter, 1893.	02110
01593	Kollock letters, 1799-1954.	01710	Elbert Ward deeds, 1821-1839.	02131
01594	Land grants, 1821-1846.	02012	Georgia Medical Society records, 1821-1972.	02140
01596	Inferior Court Trial Docket for People of Color, 1813-27.	02024	Garden Club of Savannah scrapbook, 1977-1978.	02152
01622	Hopton, Edward land grant, 1853.	02033	Collings, T. L. papers, 1910-1932.	02153
01652	Jelks, Oliver and Howard Jelks diaries, 1917-1919.	02042	Solomons, Joseph W. letter, 1865.	02163
01655	Treatise on marine and naval architecture, 1853.	02043	Smith, Margaret Gruver diploma and photograph, 1906.	02187
01656	Moore, Willis L. storm warning message, 1896.	02048	Screven, Frank B. letter, 1889.	02195
01660	Smith and McRae families papers, 1837-1858.	02049	Wetter, Augustus P. loan document, 1873.	02217
01662	McLaren, Malcolm letter, 1853.	02051	Phoenix Assurance Company Limited records, 1808-1975.	02228
		02054	Thompson, William papers, 1788-1789.	02240

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			
00001	Adams, Richard J. letters and receipt, 1853-1878.	00062	Johnson, Sallie Didd Beck commonplace book, 1860-1881.	00113
00003	Allen, Harriet letter, 1831.	00063	Beckom, Samuel land grants and plats, 1793.	00115
00004	Allen, William C. letters, 1859-1862.	00065	Behn, George Washington daybook, 1842-1843.	00117
00005	U.S. v. American Naval Stores Company...., 1909-1914.	00069	Berry, Martha letter, 1921.	00119
00008	Anderson, Robert Houston letter, 1864.	00070	Bethel Methodist Episcopal Church register, 1836-1927.	00120
00009	Andrews, Garnett letters, 1852-1869.	00072	Blake, Daniel financial records, 1733-1826.	00121
00010	Expedition diary, 1767.	00074	Steiner, Christian and Dorothea deed, between 1760-1769.	00122
00012	Account of James Martin Gibbons journey, 1784.	00075	Bond, Samuel Miller marine protests, 1813-1826.	00124
00013	Penuel Bowen inaugural dissertation, 1786.	00076	Boothe, John land grant and plat, 1833.	00126
00014	Observations on the right of British grants...., circa 1803.	00077	Ellis, Henry instructions, 1759.	00127
00015	Letter concerning Jess Bollard, 1862.	00078	Bouknight, Lula letter, 1870.	00128
00016	S.I.W.S. poem to a Civil War soldier, 1863.	00079	Bourquin, Henry, daybook, 1810-1812.	00129
00022	Letter to a Union Civil War soldier, ca. 1861-1865.	00080	Box, Philip receipts and letter book, 1800-1820.	00130
00024	Back Settler advertisement, ca. 1775.	00084	Brannen, Solomon land grant and plat, 1837.	00131
00026	Arnold, James B. deeds, 1834-1838.	00086	Brantly, George W.A. loyalty oath, 1865.	00135
00027	Arnold, Richard Dennis papers, 1832-1855.	00087	Brett, Henry land grant and plat, 1843.	00136
00029	Atchinson, Winifred land grant and plat, 1827-1830.	00088	Brewer, Robert land grant, 1833.	00138
00030	Atkins family letters, 1839-1862.	00089	Intl Union of Bricklayers and Allied Craftsmen...., 1905-11.	00139
00031	Lang, Isaac receipt, 1823.	00090	Brigham and Kelly (Savannah, Ga.) receipt, 1848.	00142
00034	Avant, William R. letter, 1865.	00091	Brinton, John land grants, 1794.	00143
00037	Bacon, Jonathan account, 1822.	00092	Correspondence concerning Douglas sailors, 1844.	00145
00039	Baillie, Christopher deed, land grant, and plat, 1793-1802.	00093	Brooks, Jacob R. Cherokee language lexicon, 1840-1848.	00146
00040	Baillie, George letters, 1787-1789.	00095	Brown, Nathan B. summons, 1874.	00148
00041	Small and McNish (Savannah, Ga.) letter, 1812.	00096	Harvey, John and Frances deed, 1811.	00149
00042	Lives of the Baillies manuscript, 1872.	00097	Brownson, Nathan letter and bond, 1781-1785.	00151
00043	Balch, Thomas letter, 1874.	00098	Bryan, Jonathan papers, 1775-1794.	00155
00044	L. Baldwin and Company (Savannah, Ga.) letter, 1842.	00099	Bryan, Joseph property records, 1801-1807.	00156
00045	Nevins, Townsend and Company (N.Y.) stock quote, 1836.	00100	Georgia Militia, Chatham Regiment military order, 1806.	00157
00048	Barclay, Anthony narrative, 1871.	00101	Buffington, Moses letter, 1779.	00158
00051	Bartow, Theodore B. speech, 1839.	00102	Bull, Eliza, John Bull and James Morrow papers, 1819-1869.	00159
00052	Finch, E.B. letter, 1875.	00103	Bulloch, Archibald papers, 1769-1777.	00160
00053	Basinger, William Starr letter, 1887.	00104	Gale, Washington letter, 1810.	00163
00054	Bassett, Abner letter, 1827.	00105	Bulloch, James Dunwoody letter, 1854.	00164
00057	Battle, Herbert B. speech, 1920.	00106	Bulloch, William Hunter account ledgers, 1837-1841.	00166
00058	Baylor, Eugene W. list, envelope, and letterhead, 1861-1865.	00107	Buntz, Frederick deed, 1807.	00172
00059	Beale, William land grant and plat, 1811.	00108	Burke, Aedanus letter, 1781.	00173
00060	Beatty, Charles J. papers, 1864-1867.	00109	Burke, Thomas Addison autograph album, 1777-1860.	00174
00061	Beaumont, George essay, letters, ca. 1839.	00110	Burke County Militia returns, 1792.	00175
		00111	Harvie, Robert and William Russel bond, 1773.	00176

Appendix A

00177 Wood, James letter, 1840.
00178 Cowles, Jerry family papers, 1842-1862.
00179 Cowper, Basil decision and bonds, 1800-1803.
00180 Cowper and Telfairs promissory notes ..., 1770-ca. 1780.
00181 Cox, Jesse land grant and plat, 1838.
00182 Cox, John M. letter, 1845.
00183 Cox, Zachariah affidavit, 1797.
00184 Crane, E. letter, 1850.
00185 Dent, John M. letter, 1858.
00186 Collection on William Harris Crawford, 1814-1833.
00187 Crittendon, John Jordan letter, 1825.
00188 Cumming, Wallace and Montgomery bills of sale..., 1852-1863.
00190 Glover, Russell letter, 1813.
00191 Kendall, Jeremiah and John Garreth letters, 1782-1783.
00195 Dade family genealogy, 1849.
00196 Daily, Robert Patrick papers, 1930.
00198 D'Antignac, William M. letter, 1841.
00200 Davenport, Sarah receipt, 1787.
00201 Davidson, William Murry letter, 1862.
00202 G. Davis and Son (Savannah, Ga.) bill of sale, 1887.
00204 Dawson, William Crosby letter, 1841.
00205 Day, Charles land grant and plat, 1846.
00206 Day, Lewis land grant and plat, 1843.
00208 Delannoy, John D. family papers, 1855-1876.
00209 Collection on William G. DeLony, 1863.
00210 Delyon, Isaac letter, 1760.
00211 Knight, Thomas deed, 1822.
00212 Central of Georgia Railway stock certificate, 1839.
00214 Vegter, Lewis Stanley de collection, 1791-1868.
00216 Dickey, Patrick G. land grant and plat, 1843.
00217 Mossman, James and Elizabeth indenture, 1773.
00220 Doty, Mary plat, 1843.
00221 Georgia State Board of Physicians medical license, 1845.
00222 Drayton, Stephen letter, 1773.
00223 DuBois, Egbert letter books, 1874-1884.
00224 Du Bose family collection, 1851-1897.
00226 Duncan, Alexander McCrie essay, 1853.
00227 Duncan, William letters, 1860.
00228 Dunning and Campfield account book, 1829-1838.
00229 Dwight, S. H. letter, 1862.
00230 Dwyer, Mary Ann commonplace book, 1853-1854.
00233 Elliott, Stephen correspondence and speeches, 1844-1866
00234 Ellis, Charles jury exemption and letter, 1897-1913.
00236 Erwin, James D. letter, 1837.
00237 Estaing, Charles Hector, Comte d' papers, 1778.
00238 Estill, James Holbrook indenture and statement, 1885,1902.
00239 Ettwein, John report and map, 1762, 1765.
00240 Everts, Jeremiah diary, 1822.
00241 Everett, J. H. letters, 1864-1865.
00243 Empire Line for Savannah bill of lading, 1866.
00244 Fabian, John petition, 1783.
00245 E. T. Fairbanks and Company letters, 1834-1840.
00246 Fauche, Jonas letters, 1795.
00247 Fawcett, Georgia Foster indentures, 1882-1941.
00248 Fawcett and Company ledger, 1897-1906.
00249 Fayweather, Samuel letter and notes, 1748-1754.
00250 Feeley's Livery Stable daybook, 1870-1872.
00252 Few, William letter, 1803.
00253 Findley, J. J. correspondence, 1864.
00254 Finigan, James patent, 1818.
00256 Flournoy, John Jacobus letter, 1845.
00257 Floyd, Charles Rinaldo papers, 1816-1845.
00261 Forsyth, John papers, 1811-1841.
00262 Fort McAllister military records, 1863.
00263 Fort Madison certificate, 1797.
00264 Foster, Andrew papers, 1826.
00266 French Benevolent Society minute book, 1871-1884.
00267 Frohock, Harry papers, 1789-1909.
00268 Fry, John G. land grant, 1836.
00270 Gamble, Roger Lawson letter, 1841.
00273 Garvin and Meers business letters, 1800.
00275 Gay, Allen manuscript, 1800s.
00278 Georgia Trustees manuscripts, 1800s.
00279 Georgia Capitol Commission agreement, 1797.
00281 Georgia Constitutional Convention Journal, 1798.
00285 Georgia General Assembly certification and res., 1791.
00286 Georgia General Assembly legislative act, 1798.
00287 Georgia Provincial Congress proceedings, 1775-1779.
00288 Georgia Superior Court Judicial Circuit Judges..., 1797.
00289 Georgia Treasurer Department papers, 1787-1797.
00297 CSA Army, Georgia 49th Infantry Regiment letter, 1865.
00299 Georgia Company deed, 1795.
00302 German-Amer. Mutual Loan and Bldg Assoc rec., 1886-96.
00303 Gibbons, William land grant, 1756.
00304 Gibbons, William account book, 1803-1816.
00305 Gibbons, William letters, 1820, 1835.
00307 Cooke, Eliza letter, 1832.
00308 Gildon, Charles cashbook, 1820.
00309 Gilman, Samuel letters, 1832.
00310 Gilmer, Jeremy Francis letter, 1855.
00311 Gilmer, Louisa Frederika Alexander letters, 1864-1924.
00313 Glenn, John E. liquor license, 1851.
00314 Bell, John C. letter, 1952.
00317 Gordon, John Brown letter, 1898.
00320 Graham, John letter, 1780.
00323 Green, Charles passport, 1850.
00324 Greely, Horace paper, ca. 1870.
00325 Charles Green and Son draft, 1865.
00326 Green, Thomas estate records, 1770.
00327 Kitchen, Benjamin indenture, 1794.
00328 Greene G. F. letter, 1820.
00329 Greene, Nathanael letters, 1781-1782.
00330 Georgia Militia, Greene County muster roll, 1794.
00331 Greene Monument Committee records, 1886.
00332 Grimes, John papers, 1804-1807.
00333 Gross, William L. telegram, 1864.
00335 Guilmartin, Philip J. indenture, 1883.
00336 Gwinnett, Button letters and plat, 1767-1777.

00338 Habersham, John letters, 1780-1789.
00339 Habersham, Joseph papers, 1769-1802.
00340 Habersham, Joseph Clay diploma, 1853.
00341 Habersham, Leila Elliott Civil War scrapbook, 1861-1862.
00342 Habersham, R. and J. business letters, 1806-1823.
00343 Habersham, Richard West letter, 1869.
00344 Habersham, Richard Wyly letter, 1831.
00345 Habersham, Robert papers, 1806-1864.
00346 Habersham, Robert diary and poem, 1831-1832.
00350 Hale, Joshua letter, 1858.
00351 Hall, Bolling letter, 1814.
00352 Hall, Henry invitation, 1809.
00353 Hall, James W. manuscript, 1959.
00354 Hall, John papers, 1793.
00355 Mackintosh, Sir James letter, 1805.
00356 Hall, Selina Cole letters, 1900.
00357 Hall and Deblois business letters, 1841-1845
00358 Hamilton, Alexander letter, 1792.
00362 Harden, Edward letter, 1846.
00363 Harden, William deposition, 1926.
00364 Harden, William Dearing letters, 1892-1893.
00365 Hardin, E. I. invoice and letter, 1844.
00366 Harmon, Abram account book, 1835-1854.
00367 Harn, Thomas deed, 1852.
00368 Harris, Raymond B. military records, 1861-1865.
00369 Harris, Thaddeus Mason letter, 1834.
00370 Harrup, James M. land grant, 1833.
00371 Harvey, Margaret B. letters and lists, 1898-1899.
00374 Haynes, Warren P. letter, 1856.
00375 Haywood family letters, 1868-1889.
00376 Hazard, I. P. business letters, 1831-1849.
00377 Hazard and Denslow ledger, 1826-1832.
00378 Hazzard, William letter, 1810.
00379 Heidt, Christian I. divorce petition, 1804-1805.
00381 Henderson, John A. pass, 1863.
00383 Henry, John P. letter, 1820.
00385 Broughton & Fitzpatrick receipt, 1862.
00386 Hill, B. F. certificate, 1863.
00389 Hogg, John J. papers, 1862-1865.
00390 Holland, Benjamin bond, 1825.
00391 Hollowbush, Gertrude West collection, 1788-1827.
00392 Holmes, John affidavit and grant, 1788, 1802.
00393 Hopkins, David letter, 1779.
00395 Hopkins family letters, 1826-1913.
00396 Hopkins, L. papers, 1840-1843.
00397 Houston, John letters, 1775-1784.
00399 Houstoun, Mary W. and Charles S. Wyly letters, 1827-1828, 1922.
00400 Howe, Robert letters, 1778-1779.
00401 Howell, Jesse M. papers, 1822.
00402 Howly, Richard papers, 1782-1784.
00404 Hubley, Edward B. letter, 1843.
00405 Hughes, Thomas J. letter, 1854.
00409 Hunter, Job land grant, 1843.
00410 Huntington, Samuel petition, 1779.
00411 Hutchison, Robert letter, 1841.
00412 Hynes, Peter and James Sullivan papers, 1811, 1850-1856.
00413 Import and Export. Co. of GA stock certificates, 1863-1864.
00415 Inglis, John papers, 1779-1785.
00417 Irwin, Jared letters, 1794, 1797.
00419 Jackson, Andrew letter, 1820.
00421 Jackson, Jabez letters, 1838-1839.
00423 Jackson, James letter
00424 Jackson, Joseph Webber letters, 1836-1853.
00425 Jane (Brig) Mediterranean passport, 1810.
00426 Jasper Festival minutes, 1887-1907.
00427 Jasper Monumental Association letter book, 1879-1884.
00428 Jasper, Thomas Sidney letter, 1822.
00429 Jewish War Relief Campaign papers, 1920.
00431 Johnson, John L. receipt book, 1898-1901.
00434 Johnston, Lancelot papers, 1820-1866.
00435 Johnston, Richard Malcolm papers, 1884-1893.
00436 Johnston, Walter Ewing letter, 1846.
00437 Johnston, William G. letter, 1841.
00439 Jones, George papers, 1796.
00441 Jones, John letters, 1798-1813.
00442 Jones, Noble Wimberly letters and obituary, 1760-1805.
00444 Jones, Samuel and Thomas papers, 1774-1807.
00446 Jones, W.H. military record, 1865.
00447 Jones, Alfred W. coll. on Southern plantations, 1803-1861.
00451 Josephs, Samuel J. receipt, 1863.
00454 Keating, Edward letter, 1776.
00455 Keith family papers, 1807-1858.
00456 Kelsey, Kate letter, 1921.
00458 Kennedy, E. F. letter, 1863.
00459 Kennickell, Arthur S. letter, 1899.
00461 King, John Pendleton letter, 1838.
00462 King, Mark deposition, 1782.
00464 King, Thomas Butler papers, 1835-1837, 1839.
00467 Knorr, Louis family papers, 1850-1903.
00468 Kollock, George Jones manuscript, 1800s.
00471 Kunz, George Frederick letters, 1886-1905.
00472 Lachlison, Sarah reminiscences, 1902.
00475 Lamar, Henry Graybill letter, 1830.
00476 Douglass, Samuel land plats and certificates, 1767-1778.
00477 Lane, Alexander, Jr. land grant, 1793.
00478 Lane, Daniel M. land grant and plat, 1790.
00479 Lang and Tompkins promissory note, 1857.
00480 Lanier, Mary Day papers, 1889-1904.
00481 Laughton, J. K. research notes on British vessels and British naval history, 1863-1864.
00482 Laura (schooner) sea letter, 1804.
00483 Laurens, John letter, 1779.
00484 Lawrence, Robert de Treville memoir, 1920-1925.
00485 Leake, Richard plantation journal and records, 1785-1802.
00487 Le Conte, John Eatton deed, 1770.
00489 Lee, Robert Edward papers, 1838-1871.
00490 Le Fils family affidavits and clipping, 1912.
00491 Georgia and South Carolina court declarations, 1746-1796.
00492 Levy, Samuel Yates letter, 1831.

00494 Liberty County (Ga.) papers, 1789-1797.
00495 Lincoln, Benjamin letter, 1778.
00496 Lively, Mark land grant and plat, 1825.
00498 Longstreet, James collection, 1862-1945.
00503 Lovett, William letters, 1859-1864.
00504 Low, Henry H. deed, 1838.
00505 Lowler, T. certificate and receipt, 1865.
00506 Loyalists papers, ca. 1782.
00507 Luckner, Felix Graf von letter, 1929.
00508 Lumpkin, Wilson letters, 1833-1834.
00509 Lynah, James papers, 1776-1868.
00510 McAdoo, W. G. Jr. and W. G. McAdoo, Sr. bios, 1900-41.
00511 McAllister, Matthew letters patent, 1789.
00512 McAlpin, Ellen notebook and visitors' book, 1882-1913.
00513 McAlpin, James Wallace papers, 1830-1882.
00514 McCall, Hugh letter, 1818.
00515 McCartan, Thomas deed, 1813.
00516 McCorrie, Andrew bond, 1761.
00517 McCoullars, Dempsey land grant and plat, 1835.
00518 McCoy, John deed, land grant, and plat, 1833-1843.
00520 McDaniel, Henry Dickerson letter, 1894.
00521 McDonald, Charles James letters, 1842-1848.
00522 McDonald-Lawrence papers
00524 McIntosh, James M. letter of recommendation, 1842.
00525 McIntosh, John, Jr. letters, 1783-1789.
00528 McIntosh, Lachlan H. letter, 1893.
00529 Mackall family papers, 1835-1930.
00530 Mackay, Eliza McQueen letter, 1807.
00533 McKissack, William land grants, 1795.
00534 McLaws, Lafayette collection, 1874-1888.
00537 McNish, Adelaide Guerard papers, 1812-1894.
00539 Maner and Saxon family deed and plat, 1833, 1919.
00540 Manses, Jacob bond, 1850.
00541 Mars, Jacob land grant and plat, 1832.
00542 Marshall, Isabel Couper Stiles letter, ca. 1931-1952.
00543 Martin, John letter book and letters, 1782.
00544 Martin, William land grant and plat, 1849.
00546 Mason, Elizabeth Welch Backus scrapbook, ca. 1863-ca. 1898.
00548 Mason, Lowell letters, 1819-1821.
00549 Mathews, George letters and instructions, 1794-1795.
00551 Mehrtens, Luder account book, 1846-1850.
00554 Mercer, Samuel land grant, 1759.
00555 Merchant's account book, 1835-1836.
00556 Metts, Lewis land grant and plat, 1837.
00557 Metzger, Sophronia Kennedy commonplace book, 1860-1861.
00558 Meyer, George account book, 1898-1902.
00559 Michen, Nathaniel I. deed, 1837.
00562 Mills, Thomas letter, 1783.
00563 Mills, William letters, 1814-1815.
00564 Minis, Jacob Florence letter, 1917.
00566 Minis, Philip papers, 1777-1779.
00567 Minis, Sarah A. lease and appraisal, 1871-1892.
00568 Minis, Jacob colonial papers, 1768-1793.
00569 Mitchell, David Brydie letter, 1796.
00570 Montfort, James land grant and plat, 1747-1741.
00572 Montiano, Manuel de letters and plat, 1841.
00573 Moore, Francis manuscript, 1735.
00575 Morgan, Caroline letter, 1840.
00576 Morgan, David Boston letter, 1917.
00578 Morrison, James letters, 1807-1811.
00580 Mulkey, Jonathan deed, 1765.
00581 Munro, Edward V. letters, 1862.
00582 Nash, James land grant and plat, 1843.
00583 Neil, William land grant and plat, 1794-1795.
00584 Selmons, Hannah letter, 1842.
00585 Nelson, Norman S. letters, 1944-1945.
00588 Noel, John Young papers, 1796-1797.
00590 O'Connor, Daniel bill, 1873.
00592 Oemler family papers, 1842-1926.
00593 O'Fallon, James letter, 1791.
00594 Oglesby, Thaddeus Kosciuszko letter, 1909.
00596 Oglethorpe Light Infantry records, 1856-1900.
00600 Orme, John, Jr. letter book, 1821-1845.
00601 Owens, John Wallace legal documents, 1841-1866.
00606 Taylor, James letter, 1855.
00609 Clarke, David, Sterling Jordan, and Leon H. Marks oath, 1813.
00610 Davis, Jefferson letter, 1889.
00611 Pearson, John letter, 1838.
00612 Pemberton, Alton deed, 1832.
00613 Thomas, J. T. collection on Josiah Penfield, 1873-1874.
00614 Villers, Francois Didier Petit de letter books, 1798-1801.
00615 Petty, George W. indentures, 1846-1850.
00616 Boisfeillet, Michel Picot de letter, 1817.
00617 Pidgeon family letters and invitation, 1852-1877.
00619 Pinckard, James S.W. land grant and plat, 1842.
00622 Pledger, Thomas, Sr. land grant and plat, 1843.
00625 Porter, Anthony letter, 1860.
00628 Postell, John Cunningham application form, 1901.
00630 Potter, James plantation journal, 1828-1831.
00631 Pratt, Horace Southworth letter, 1835.
00632 Pray, Job estate inventory, 1789.
00634 Preston, Henry narrative, 1776.
00639 Pritchard, Jane E. slave deeds, 1855.
00641 Purse, Frank E. letter book, 1900-1902.
00643 Ragsdale, Elijah land grant and plat, 1840.
00644 Ramsey, Kirkburn land grant and plat, 1832.
00645 Summer, Betty coll. of Randolph County (Ga.) deeds, 1845-1853.
00650 Rees, Ebenezer Senior letter, 1833.
00652 Reid, Ruth Erwin Welman cookbook, 1838-1849.
00654 Renwick, John and William W. letters, 1834-1858.
00655 Republicans Blues minute book, 1872-1884.
00656 Retan, John estate receipts, 1842.
00657 Reynolds, John commissions, 1754.
00658 Richardson, Richard and Company business letters, 1809-1821.
00661 Riley, John P. land grant and plat, 1837.
00662 Roberts, Hiram receipts, 1860-1870.
00663 Robertson, James commission, 1794.
00665 Rogers, Needham land grant and plat, 1843.

Supplementary Materials

Appendix A

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

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

Project Timeline

Activity	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	
<i>EAD Finding Aid Creation</i>																									
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.																									
<i>XTF Database</i>																									
DLG to create database																									
Project Director to work with DLG on design, function, etc.																									
Test Launch of database/feedback solicited/adjustments made																									
<i>Linking EAD records to Educational Resources Online</i>																									
Senior Archivist to create links to NGE																									
Project Director to create links to TIGH																									
<i>Publicity/Marketing/Dissemination</i>																									
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																									
<i>Project Reporting</i>																									
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	
Quality Control/Evaluation/Reporting Activities	

EXAMPLE OF EAD FINDING AID EXPORTED FROM ARCHIVISTS TOOLKIT

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      <p>Joseph Habersham (I75I-I8I5) was a son of James Habersham (I7I2-I775). 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 I776. He was commissioned by the Council of Safety as a Major of a battalion with the Ist Georgia Regiment,
Continental Line I776 and rose to the rank of Colonel. He resigned his commission in I778. He was a delegate to
the Continental Congress, I785-I786, Mayor of Savannah, I792, and Post Master General of the United States,
appointed by President George Washington in I795.</p>
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    <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

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Abraham Baldwin papers, University of Georgia.</p></originalsloc>
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5); Margaret McLaughlin, 1969 (Items 2,4,6); Calvin Smith, 1970 (Item 7).</p></acqinfo>
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<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>
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<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>
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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>
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<did><unittitle>Item 2: Joseph Habersham letter to his wife Bella (Isabella),
Virginia.</unittitle><unitdate>1780</unitdate></did>
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Clay will move them as soon as possible. 2 pages. ALS.</p></scopecontent>

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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>

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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. 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*.

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

September 30, 2011

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

Dear Dr. Groce:

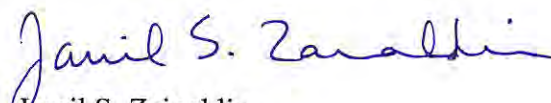
I write in support of the Georgia Historical Society's (GHS) application to the National Historical Publications and Records Commission (NHPRC) Documenting Democracy grant program for the project entitled *Essentials for Online Access and Education: EAD as Foundation*.

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

Jamil S. Zainaldin
President

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