



Access Archives

The Newsletter of the Pennsylvania State Archives

Volume 1

October 2006

NEWS FROM THE ARCHIVES

Charter Check-Up

Pennsylvania's 325 year-old Charter received an examination and check-up on May 23, 2006, from Joan Irving of the Conservation Center for Art and Historic Artifacts. The Charter is the 1681 grant from King Charles II of England to William Penn for the land that became Pennsylvania. It is permanently stored in a high security vault in the Pennsylvania State Archives and only publicly displayed once a year around March 4, its (and therefore Pennsylvania's) birthday. A check-up once every five years is recommended by conservators to ensure that the iron gall inks are not flaking and that all four pages of the seventeenth-century parchment are not warping. Ms. Irving tightened the Irish cotton strings holding the document taut to its matte board, closely examined each page, and pronounced the Charter's condition excellent. To see the original four pages of the Charter in all of its glory, join us for Heritage Week 2007, March 9-18! Details coming in the next newsletter.



State Archives Student Interns watch Joan Irving of CCAHA as she examines the Charter.

Governor Edward G. Rendell Honors Civil Rights Champion

Former Secretary of the Commonwealth C. DeLores Tucker (1927–2005) was honored by Governor Edward G. Rendell with a portrait unveiling and state historical marker dedication at the Capitol Complex in Harrisburg. More than 200 people attended the ceremony on April 25, 2006, when Dr. Tucker's personal papers, video tapes, photographs, and items of clothing were also donated to the State Archives and The State Museum by her husband, William Tucker. The historical marker is in front of the North Office Building on North Street. Dr. Tucker was the first African American woman in Pennsylvania and the United States to serve

as a state secretary of state (1971–1977). During her tenure, she was instrumental in the creation of the Commonwealth's Commission on the Status of Women. Under her leadership, Pennsylvania was among the first states to have its own Equal Rights Amendment, ratify the national Equal Rights Amendment, and enact an Equal Pay for Women Law. As chief of elections for Pennsylvania, she was a leader in instituting voter registration by mail and reducing the voting age from twenty-one to eighteen years of age. In her later years she became a strident opponent of offensive and explicit lyrics in rap and hip-hop music.

Student Interns Help and Learn at the State Archives

The Pennsylvania Historical and Museum Commission (PHMC) offers internship opportunities to undergraduate and graduate students interested in pursuing a career in public history. In the Summer of 2006, the State Archives was fortunate to have four highly-motivated interns that not only learned what happens at an archives, but accomplished projects that will help the Archives better meet the needs of its patrons.

Brystal Gilliland from Butler, Pa., a recent graduate of Slippery Rock University, will return there this fall for graduate school. Brystal worked on the special Civil War Muster Rolls Project specifically researching and inputting information from the original records to a database of all the Commonwealth's men known to be confined at little-known Salisbury Prison in North Carolina. She also assisted with surface dry-cleaning of the Muster-Out Rolls.

Elizabeth Jarred from Natchitoches, La., is a graduate student in historic resources at Northwestern State University of Louisiana. This summer she assisted the Arrangement and Description Section in processing the Phadrig Cahill United Press International Photographs.

John Logan of Jenkintown Pa., a graduate student of the Penn State Harrisburg American Studies Program, spent the summer researching the newly acquired papers of C. DeLores Tucker, the first African American woman to hold office of secretary of state in Pennsylvania (see related article).

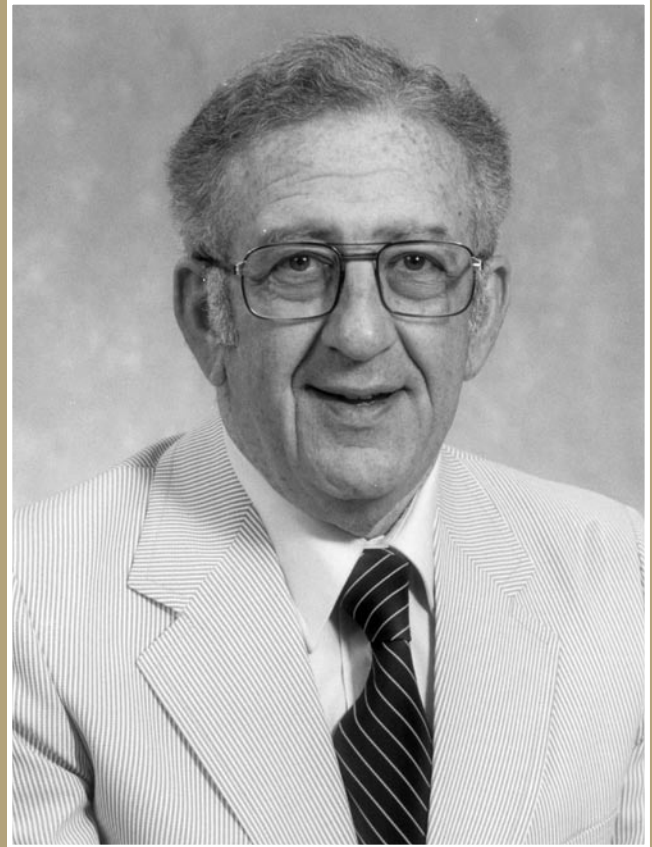
Elizabeth Smith from Manlius, N.Y., is a senior history major at Western New England College, in Springfield, Mass. She learned many aspects of archival work, especially appraisal and accessioning. She worked on descriptions of several series of state Supreme Court Records (Record Group 33); and created a comprehensive listing of the Proprietary Manor maps of the Penn family (Record Group 17), adding to it references to microfilmed warrants and surveys for each manor.

The State Archives sponsors internships, paid and unpaid throughout the year. For more information on the program see <http://www.phmc.state.pa.us/bah/doh/internship/internship.asp?secid=18> or contact Linda Shopes at 717-772-3257 or lshopes@state.pa.us.

Walter Lyon Papers Now Available for Research

Processing was completed by Archivist Brett Reigh in May 2006 for Manuscript Group 472, the Walter Lyon Papers. Mr. Lyon generously donated the bulk of the collection in 2002, containing 57 cubic feet of documents, photographs and audio materials relating to his life and work. He was a civil engineer who held a variety of administrative positions in both state and federal government from 1950–1983. Born in Cologne, Germany, in 1924, he immigrated to the United States during childhood and served in the U.S. Army during World War II. After the war, he received a bachelor's degree in Civil Engineering, and later a master's in Sanitary Engineering from The Johns Hopkins University. Eventually Lyon came to work for the Commonwealth, holding a number of civil service posts during a crucial time in Pennsylvania's and the nation's, environmental history, notably as the director of the Bureau of Water Quality Management, under the old Department of Environmental Resources, from 1971–1979. In addition to heading the water pollution and drinking water programs during his tenure with the state, Lyon was responsible for overseeing the state's Environmental Master Plan, the Commonwealth's Recreation Plan, as well as federal environmental and resources legislation and policy analysis. He retired from public service in 1983 and has since served as a consultant in environmental engineering and water resources for various public and private organizations all over the world. Additionally, Lyon instructed prospective engineers in Systems Engineering at the University of Pennsylvania.

The collection includes personal and professional papers, divided into four sections: Organization File, Subject File, Personal File, and Audio and Graphics Files. The Organization File contains materials relative to various organizations with which Lyon was involved during his career, including numerous files pertaining to the International Joint



Commission (IJC), and interstate commissions and professional organizations like the Society for Risk Analysis, and the Coalition of Northeastern Governors; and various Pennsylvania associations. The Subject File comprises the bulk of the entire collection and includes topics such as Pennsylvania solid wastes, drinking water, environmental monitoring and mapping, public health, and water quality. The Personal File contains items such as private correspondence and speeches. Finally, the Audio and Graphics Files includes audio tapes, lantern slides, photographs, and other materials.

Together these materials document the life of a giant in Pennsylvania civil and sanitary engineering during the late twentieth century. They are now open and available for public research at the State Archives. A full inventory of MG 472 is available for viewing on the State Archives website at: < <http://www.phmc.state.pa.us/bah/dam/mg/index.htm> >



Muster roll of Company A, 83rd Regiment before and after treatment.

The Pennsylvania Civil War Muster Rolls Project

Official records of the approximately 362,000 soldiers who served from Pennsylvania during the Civil War have been used so much over the past 145 years they are literally falling apart. Thanks to a new initiative of the Pennsylvania Heritage Society (PHS) and the Pennsylvania Historical and Museum Commission, more than 2500 significant documents demonstrating the Commonwealth's involvement in this seminal American event will be preserved.

This three-year project, begun in October 2005, will stabilize original Civil War Muster-Out Rolls of more than 215 regiments, battalions, Colored Troops, Veterans Reserves, Militia, etc., raised by Pennsylvania, 1861–1865, from all over the Commonwealth and now housed at the Pennsylvania State Archives. Most rolls are so badly damaged they cannot be used or reproduced easily. They are also very large documents, averaging 31" X 45" inches, making handling unwieldy. Often over the past century well-intentioned attempts to repair the broken paper resulted in use of masking, scotch, and other pressure sensitive tapes that have covered up important information and left yellowing stains.

The records must be flattened, cleaned, tape removed, and repaired, and placed into acid-free storage folders and cabinets. The General Assembly

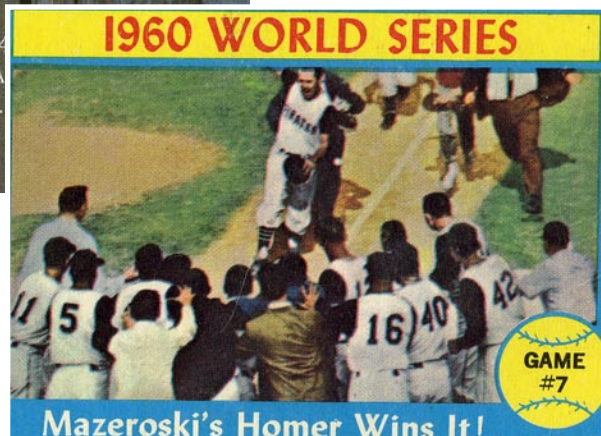
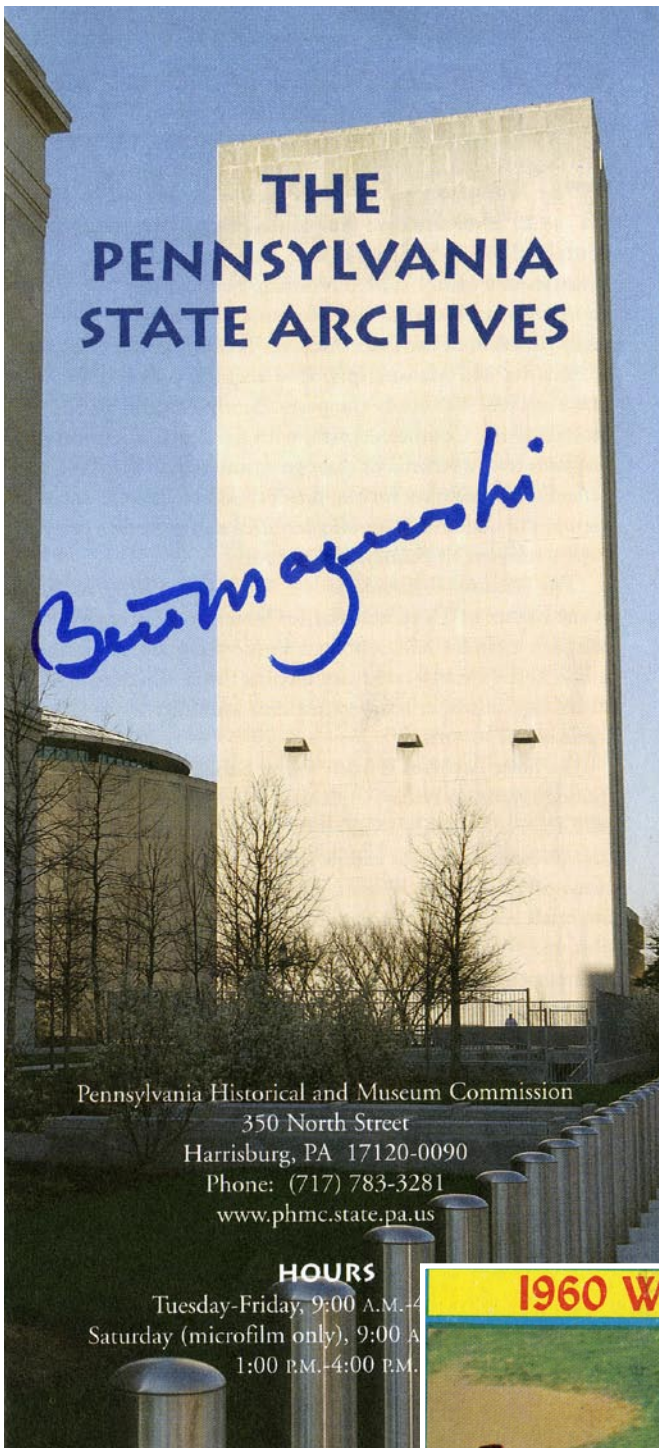
of Pennsylvania and the federal Save America's Treasures (SAT) program awarded the Heritage Society and the Pennsylvania State Archives a combined total of \$1,050,000 for the Project, to be completed in 2008. At that time, additional funds will be sought to scan the treated rolls and place them on the Internet, so the public can have direct access to the original documents for research and educational purposes. This phase of the project is expected to be completed by 2011, the beginning of the Sesquicentennial of the Civil War.

This grant will save only 2500 Muster-Out Rolls. There are many, many, more records for each regiment: Muster-In Rolls, casualty lists, correspondence, deserter lists, etc., much in the same condition as the Muster-Out Rolls. Together they total over more than cubic feet. The Heritage Society is interested in contacting Civil War Re-Enactor and Roundtable Groups for the preservation of specific regiments and companies, and is also developing a web site for the project. Contact the Civil War Muster Rolls Project care of: Linda A. Ries, Project Director lries@state.pa.us or Richard C. Saylor, rsaylor@state.pa.us (717) 214-2239; or the Pennsylvania Heritage Society at (717) 787-2407. Project staff members are also available to speak to interested groups about this project.

DOCUMENT FEATURE:

WE GOT MAZ'S AUTOGRAPH!

Last year's accessions at the State Archives include Pittsburgh Pirates star second baseman and Hall of Fame member Bill Mazeroski's autograph and his 1961 season baseball card. Significant to Pennsylvania sports history as well as nationwide, Mazeroski's ninth inning seventh game home run during the 1960 World Series marked the first time in baseball history that a World Series actually ended on a home run. The championship was not only the first Pirate World Series victory in thirty-five years, but the Bucs defeated the mighty New York Yankees whose players featured sluggers Mickey Mantle and Roger Maris. The final game, played in Pittsburgh, sent the town into a frenzy as sports and non-sports fans alike celebrated this memorable victory. The autograph, donated by Archives staff member and Pittsburgher Michael Sherbon, was obtained from Maz before a 2005 Pirates game. The card is from Mike's personal collection. They are both now part of Manuscript Group 8, the Pennsylvania Collection, Item #1221.



Early African American Forester Records Now at the State Archives

On May 31, 1966, D. S. Nace of the Department of Environmental Resources penned a note and attached it to a stack of documents, "Might find something of interest in these. Don't Destroy." These nine words were a valuable directive. This stack of letters, set of lecture notes and ledger, all dating back to the earliest days of the Pennsylvania Department of Forestry, chronicled the tenure of Ralph Elwood Brock at the Mont Alto Forestry Reserve and Mont Alto Forestry Academy.

In 1902, Brock accompanied George Wirt of the Department of Forestry to Mont Alto, to assist in the establishment of the first State Forestry Academy. In 1903, he enrolled in the Academy, becoming the Student Assistant Forester. He was a member of the class of 1906—the first graduating class of the State Forest Academy. In 1906, he became the superintendent of the newly established Mont Alto State Forest Tree Nursery. In 1911, he left state service and moved to the Philadelphia area. As an independent gardener, he cared for suburban and country estates, as

well as urban properties. He continued working in the forestry and landscaping field and eventually moved to New York City where he worked for prominent citizens such as the Rockefellers. During the late 1920s and 1930s, Brock designed the landscaping of Radio City Gardens in Rockefeller Center and the Gardens of the Paul Laurence Dunbar Apartments in New York City.

R. Alexander Day of the Pennsylvania Department of Conservation and Natural Resources recently discovered the faded note by Nace and took heed. Day, who has been instrumental in bringing Brock's story to light, held on to these documents until approached by a Summer 2006 State Museum intern, Rachel L. Jones Williams, doing research on Brock. At that time, Day thought it best to turn the documents over to the State Archives. These documents are now a part of the State Archives holdings in Record Group 65 (Department of Conservation and Natural Resources) as the Ralph E. Brock Papers.

SELECTED ADDITIONS TO THE ARCHIVES JANUARY—JUNE 2006:

Record Group Accessions:

RG-1 Department of Agriculture:
Bureau of Farmland Preservation, Century
Farms Program Files, 2005

RG-16 Department of Labor and Industry:
Bureau of Labor Law Compliance, Law
Legislation—Regulations Files,
1948–1968

State Council for the Blind Minutes and
Report of Commission to Study
Conditions Relating to Blind Persons in
Pennsylvania, 1925–1950

Bureau of Labor Law Compliance,
Research Material on Minimum Wage
for Hotel, Laundry and Restaurants,
1937–1940

RG-19 Dept. of Military & Veteran's Affairs:
28th Division Order Books, 1917–1919

RG-23 Department of Public Welfare:
Harrisburg State Hospital,
Superintendent's Correspondence,
1898–1920

Philipsburg General Hospital Patient
Admission Cards, 1910–1980

Office of the Secretary, Secretary's
Correspondence, 1993–1994

Haverford State Hospital, Documents
relating to its closure, 1991–1995

Eastern State School and Hospital,
Documents relating to its closure,
1990–1997

RG-65 Dept. of Conservation and Natural Resources:
Bureau of Forestry, Papers relating to African American Forester Ralph Elwood Brock, 1906–1911

RG-66 Department of Environmental Protection:
Bureau of Abandoned Mine Reclamation, Schuylkill Navigation Company Map Books, 1858–1875

Bureau of Abandoned Mine Reclamation, Schuylkill Navigation Company/
Schuylkill River Project, Engineers' Records, (Microfilm) 1850–1940

Manuscript Groups:

MG-494, C. DeLores Tucker Papers
MG-496, USGS Bridge Survey Video Collection
MG-501, Dr. Leonard Bachman Papers

MARK YOUR CALENDARS!! UPCOMING EVENTS

Annual Archives and Records Management Seminar Set For Tuesday, October 17, 2006 **Theme: *Archives: Bridges from the Past to the Present***

This one-day program will emphasize issues relevant to the challenges posed by today's rapidly exploding world of records and information management. Reynolds Cahoon, senior advisor of electronic records at the National Archives and Records Administration, will deliver the keynote address. Sessions will include information on disaster response; grantsmanship; tips on dealing with the public; replevin, and more!

To view the program and to register, go to:
<<http://www.phmc.state.pa.us>> and click on "Archives and Records Management Seminar."

Registrations are accepted on a first-come, first-served basis, and sessions fill up quickly! Hotel and conference site: Holiday Inn Harrisburg/Hershey, Grantville Exit 80, I-81, 604 Station Road, Grantville, PA 17028; (717) 469-0661; www.stayholiday.com

Archives Week In Pennsylvania

Archives Week, October 9-17, 2006, will be celebrated at historical repositories around the Mid-Atlantic region. This year's theme is "Archives: Bridges from Past to Present."

The Pennsylvania State Archives will celebrate Archives Week with the following free events:

Wednesday, October 11: Archives Booth at East Wing, State Capitol, Harrisburg

Thursday, October 12: Archives Booth at Strawberry Square, Harrisburg

Friday, October 13: Behind-the-Scenes public tours of the State Archives, Third and Forster Sts., Harrisburg. Free, but you must register ahead of time as space is limited.

Saturday, October 14: Archives Week Research Sessions:

- 9:00—10:00 am "Beginning your Research at the State Archives," conducted by genealogist James M. Beidler; followed by personal assistance on your research topic from 10:00 am to noon by Beidler and the State Archives Staff.
- 1:00—2:00 pm "Researching your Pennsylvania Civil War Ancestor at the State Archives," conducted by James M. Beidler and Richard C. Saylor, Archives Civil War Specialist; followed by personal assistance on your research topic from 2:00—4:00 pm by Beidler, Saylor, and the Archives staff.

The Friday and Saturday events are free, but limited to 15 people at each session. To register, please contact Cynthia Bendroth, 717-787-8953; cbendroth@state.pa.us; or at 350 North Street, Harrisburg, PA 17120-0090.

Archives Week Poster Available

The Pennsylvania State Archives has produced an attractive 11" X 17" poster to commemorate the week. For a free copy, contact Cynthia Bendroth, Pennsylvania State Archives, 350 North Street, Harrisburg, PA 17120-0090; 717-787-8953; cbendroth@state.pa.us

PHMC Thirtieth Annual Black History Conference

The annual Pennsylvania Historical and Museum Commission's Black History Conference is scheduled for April 12-14, 2007, at Lincoln University in New Oxford, Pa. Stay tuned for more details! Or visit the PHMC web site beginning February 2007.

Mid-Atlantic Regional Archives Conference Meetings 2006-2007

Fall 2006: October 26-28, 2006, Morristown, N.J. at The Westin Governor Morris

Local arrangements: Co-chairs Alan Delozier (delozial@shu.edu) and Dale Patterson (dpatterson@gcah.org)

Program Committee: Co-chairs Caryn Radick (cradick@rci.rutgers.edu) and Cheryl Stadel-Bevans (cherylsb@earthlink.net)

Program Theme: "Exploring our Cultural Heritage" For a pdf copy of the program, go to: <http://www.lib.umd.edu/MARAC/conferences/2006/fall06/fall06.html>

Spring 2007: April 19-21, 2007, Scranton, Pa., at the Radisson Lackawanna Station

Local arrangements: Co-chairs Mike Knies (kniesm2@uofs.edu) and Lisa Mangiafico (lisa@soroptimist.org)

Program Committee: Co-chairs Kate Colligan (katec@pitt.edu) and Lucinda Manning (lmanning@bestweb.net)

The Pennsylvania Historical Association

will hold its annual meeting October 19-21 in Philadelphia. The host will be the McNeil Center for Early American Studies. For more information concerning the event contact: Local Arrangements Chair: Daniel Richter <drichter@history.upenn.edu> or Program Committee Chair: Cathy Matson <cmatson@udel.edu>

ARCHIVES AND HISTORY GRANTS INFORMATION

Preserving Pennsylvania's Documentary Heritage

The Pennsylvania State Archives announces that the Pennsylvania Historical and Museum Commission (PHMC) has awarded \$213,465 in Archives and Records Management grants to twenty-four organizations in FY 2006–2007 under the terms of its History and Museum Grants Program. The grant awards represent the continuing efforts of the State Archives, in conjunction with Pennsylvania's historical records repositories, to help preserve and provide access to Pennsylvania's rich documentary heritage.

Grant awards consist of two types, Documentary Heritage Projects and Local Government Records Projects. Awards up to \$5,000 are non-matching. However, any grant higher than \$5,000, up to and including \$15,000, requires a 50/50 match. The grants are available for such projects as surveying, arrangement and description, assessment, or

microfilming of historically valuable records as well as for the purchase of specific equipment and products, such as records management software, microfilm reader/printers and cameras, scanners, acid-free folders and cartons, and records center shelving.

PHMC Archives and Records Grants

The deadline for the 2006 PHMC Archives and Records Management grants applications is December 1. Workshops will be held October 19 at the Masonic Library in Philadelphia and October 26 at the Temple University facility in Strawberry Square in Harrisburg. Guidelines are also available on PHMC's website. New procedures will be used this year to more rapidly process grants of \$5000 and under. Additionally, the time frame for projects has been expanded to eighteen months. For more information, contact Susan Hartman at 717-787-3913 <sushartman@state.pa.us> or Jerry Ellis at 717-787-3384 <geellis@state.pa.us>.

Grant Recipients for the FY 2006–2007 Grant Cycle:

Butler County Register of Wills	\$5000
Hire a contractor to digitize eight tax dockets (4000 pages) from 1866–1920, create microfilm from the images, and to reprint and bind pages from the dockets.	
Chalfont Borough	\$5000
Hire a contract archivist to process and train volunteers to process borough records dating from 1901. Purchase shelving and archival supplies.	
Chester County Historical Society	\$7619
Make contact prints of the deteriorating negatives from the Joseph Thompson collection and purchase a frost-free freezer to store negatives.	
Hire an archivist to inventory, describe, and process the collection and create a finding aid.	
Chester County Historical Society –collaborative	\$9272
Hire and train a microfilmer to film will and estate administrative records from 1830–1860.	
College Township	\$5000
Purchase a microfilm reader/printer to provide access to township records already microfilmed and those to be microfilmed in the future.	
Delaware County Government –County Council	\$7238
Hire a vendor to microfilm and digitize naturalization records from 1926–1990.	
Drexel University	\$4992
Hire a project archivist to arrange and describe the papers of the presidents of Drexel from 1913–1963 and create a finding aid to the collection.	
Erie County Clerk of Records	\$5000
Hire a vendor to microfilm 175 Marriage License Dockets dating from 1951–1995.	
Franklin County Commissioners	\$14,825
Hire a vendor to microfilm and digitize county records. The records include 150 boxes of criminal court papers from 1880–1930 and 350 books of tax assessments from 1846–1902.	
Gettysburg Borough	\$3500
Purchase a microfilm reader/printer to replace a World War II vintage machine. Purchase archival supplies for the storage of records.	
Hershey Community Archives	\$11,250
Hire a project archivist to process, perform basic conservation, and enter into an existing database the architectural and community infrastructure plans for the model industrial town of Hershey. The records date from 1912–1991.	
Historical Society of Frankford	\$15,000
Hire a contract archivist to create a general finding aid to the extensive collection of the society, dating from the seventeenth to the twentieth century.	

Historical Society of Western Pennsylvania	\$15,000
Hire a project archivist and purchase archival supplies in order to arrange, describe, catalog, and re-house the photographic records of the Westinghouse Electric Corporation.	
Lancaster County Historical Society	\$5000
Hire a project archivist and purchase archival supplies to process, re-house, and catalog the scrapbook collection. Collection consists of 170 scrapbooks beginning in 1732 with the majority being from the late nineteenth century onward.	
Lincoln University	\$15,000
Hire a vendor to microfilm and digitize university records and those of the Pennsylvania Colonization Society and the Young Men's Colonization Society of Pennsylvania. Records date from 1830–1967. Place scanned images on OCLC Digital archive.	
Mercer County Commissioners	\$15,000
Hire a Records Manager to organize a program to centrally manage inactive records. Purchase archival supplies. Manager will inventory, document, consolidate, and relocate records which date to the early nineteenth century.	
Mifflin County Register of Wills	\$5000
Hire a vendor to microfilm and digitize original estate records which date from 1789–1947. Create an Estate Name Inquiry program to provide access to the files.	
Newtown Historic Association	\$7176
Purchase shelving and archival supplies to allow arranging, describing, and re-housing of oversized documents. Purchase oversize scanner to allow copies to be made for exhibits and researchers. Collection includes 46 cubic feet of material dating from 1684–1997 and includes county records, maps, business papers, and papers of the painter Edward Hicks.	
Pennsylvania State University–University Libraries	\$15,000
Provide funding for workshops to be offered in advanced archival techniques. Attendees will come from small repositories in the ten-county area of central Pennsylvania. The program is the third phase of such instruction. Training will be conducted by members of the Society of American Archivists.	
Philadelphia Department of Records	\$14,223
Purchase a professional scanner, imaging work station, and data entry work station for scanning and geo-coding photographs of Philadelphia. Develop a guide for students and volunteers to perform the scanning and data entry, and create promotional and instructional pamphlets for distribution to users.	

Potter County Prothonotary	\$8484
Hire a vendor to scan and make microfilm and microfiche copies of selected county records, including 26 volumes of Treasurer's and Sheriff's Deed Polls and indexes dating to the mid-nineteenth century. Fifteen of the volumes will additionally be reprinted and bound.	
University of Pittsburgh	\$14,750
Purchase archival boxes and folders to support a project to unfold, flatten, clean, and re-house 758 cubic feet of coroner case files which date from 1887–1973. A database of the files will be created during the project.	
York County Archives	\$4990
Hire a contract processor and purchase archival supplies to unfold, clean, and re-house 32 cubic feet of civil court records dating from 1800–1901. Records include writs, transcripts, appeals, petitions, and other judicial papers.	
York County Heritage Trust	\$2573
Hire a vendor to microfilm, digitize, and make security reproductions of photographs from the Robert Bair collection, comprising 721 photographs from 1906–1928.	

THE SECURITY MICROFILMING PROGRAM

The Pennsylvania State Archives offers a Security Microfilming Program to local governments to help guarantee the permanent preservation of their historically valuable records. At no cost to the government, selected significant records are picked up and microfilmed by the staff of the State Archives. Microfilm copies of the rolls produced are made available to the public in the search room of the State Archives at Third and Forster Streets in Harrisburg. The original documents are returned to the local government, but the master negative microfilm is accessioned into the State Archives collections.

Microfilm copies for the local government, local library, or historical society may be purchased for a minimal fee (\$20.00/roll for the lender of the materials to be microfilmed and \$30.00/roll for outside organizations, plus shipping). Inquiries regarding the microfilming of historical records and the purchase of copies for a local government or organization may be sent to the following address: Pennsylvania Historical and Museum Commission,

Pennsylvania State Archives, Attention: Jan Kinzer, 350 North Street, Harrisburg, PA 17120-0090, (e-mail address: jkinzer@state.pa.us or telephone: (717)783-9874).

Specific categories for microfilming include:

- Minutes of Governing/Policy Bodies, pre-1960
- Birth and Death Records, pre-1920
- Local Government Officer/Departmental Reports, pre-1950
- Real Estate Tax Duplicates, pre-1920
- Veterans' Grave Registers
- Cemetery Maps and Plot Records
- Board of Health Records, pre-1920
- Justice of the Peace Dockets, pre-1910
- Burgess Dockets, pre-1910

Security Microfilm Storage Program Reduces Costs For Local Governments

The Pennsylvania Historical and Museum Commission's Security Microfilm Storage Program began in 1987 with the arrival of records from

Dauphin County. By the end of the first year, the State Archives was providing security microfilm storage to officers in four counties. Within just twenty years, the program has gone from storing 1,351 rolls of microfilm in the first year to more than 103,000 rolls. Collectively, this film captures images of some of the most vital records created by any level of government—deeds, wills, mortgages, and estate papers. Participating local government officers have collectively avoided approximately \$428,000 in potential storage costs from rental fees at commercial storage facilities that can meet stringent archival standards for security film. The program currently includes county and judicial recording offices from thirty-nine counties, two municipal governments, and one school district. Their security film is housed in a private records center leased by the State Archives at the facilities of Iron Mountain in Boyers, Pennsylvania.

The primary goal of the program is to provide safe, cost-efficient storage that meets government and industry standards for the storage

of permanently valuable records. The cost to participate in the program is a one-time fee of \$2.00 per roll of film. This is modest in comparison to the actual cost to provide adequate off-site storage, and these savings are compounded year after year. Dauphin County alone has saved approximately \$63,000 since the program's inception in 1987 and is now storing 8425 rolls of valuable local government records at no annual cost to the local taxpayer.

The PHMC works through its Division of Public Services and Outreach (State Archives) in providing this essential service to local governments and school districts. As part of this program and in accordance with industry standards, the division biennially inspects representative samples of all the film deposited at its private records center at Boyers to detect any serious deterioration of the microfilm.

For additional information or to receive an informational packet on the Security Microfilm Storage Program, please contact Jan Kinzer of our Local Government Section.

New General Administrative Retention and Disposition Schedule

In the fall of 2006, the PHMC will be implementing a newly revised and improved General Administrative Retention and Disposition Schedule. The schedule will provide state agencies with retention periods and disposal authorization for records common to most agencies. It will specify how long to keep various records, identify those records having permanent value, and authorize the disposal of non-permanent records at the end of specified time periods. The use of this schedule is mandated for Executive Branch agencies, although other agencies may voluntarily participate in the Commonwealth's records management program. This schedule is unique for the Commonwealth in that it will replace many records series on agency-specific schedules and unlike other general schedules, it is not based strictly on forms. It is hoped that the new schedule will provide a more

efficient records management program for the Commonwealth.

For more information about the new schedule, contact Cynthia Bendroth at cbendroth@state.pa.us or (717) 787-8953.

The Delaware County Archives opened an archives reference room on May 23, 2006. For information regarding hours of operation and what records are available, go to www.co.delaware.pa.us/depts/archives.html or call archivist Bob Plowman at (610) 891-5620.