Archon User Guide

There are a number of different ways to locate materials In Archon:

GROUP LISTINGS

- The State Archives' Homepage for Archon is: https://archon.klnpa.org/psa/

Record Groups | Pennsylvania State Archives

Archival records created by the General Assembly, State Judicial System, Executive Branch departments, boards and commissions, county and municipal governments, and school districts are maintained and described as Record Groups.

The following is a list of government records currently available for research at the Pennsylvania State Archives. The records are arranged and listed by series within record groups. Though most of the records groups correspond to Executive Branch department-level agencies of State Government, groups were also created to describe the archives of the Provincial and Revolutionary governments, the General Assembly, Supreme and Superior Courts, and County and Municipal governments.

The record series are listed under the agency of origin or under the governmental unit which may have inherited the records and functions of a predecessor agency. Records are often further classified by subgroups that correspond to administrative units of the agency or defunct departments or commissions whose records and functions were transferred to that agency. Sometimes the records of a subgroup have been further divided according to division or section. In a few instances, series within a record group have been arranged according to subject matter. Record series are listed in alphabetical order within the groups or subject headings. It should be noted that many of the administrative units within the individual departments have undergone frequent reorganization and changes in name. Consequently, some series are listed under a particular bureau or division that may have merely transferred the records to the custody of the State Archives. Preceding the series listing for each record group is a brief administrative history.

For purposes of administrative control, local public records transferred to the State Archives are accessioned into three record groups, **Record Group 47- Records of County Governments, Records Group 48- Records of Municipal Governments, and Record Group 55- Records of School Districts**.

Record Groups

RG 001 Department of Agriculture
RG 002 Department of the Auditor General
RG 003 Civil Service Commission
RG 004 Office of the Comptroller General

- Choose a Record Group (RG) to be searched from the list
- A listing of Subgroups (if they exist for your particular RG) will appear next
  - Either arbitrary letters or four-character codes have been assigned to each subgroup – the latter reflect in some way the name of that bureau, division, or grouping
    - These were assigned in such a way as to keep the original subgroup order from the Archives' Legacy pages

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RG 020 A Office of the Secretary of General Services
RG 020 B Bureau of Construction
RG 020 C State Art Commission          ←
RG 020 D Bureau of Press and Publications
RG 020 E Bureau of Real Estate
RG 020 F Bureau of Telecommunications and Information Technology Services
RG 020 G Commonwealth Media Services
RG 020 H Department of Property and Supplies, 1923-1975
RG 020 I Department of Public Printing and Binding, 1905-1923
RG 020 J Board of Commissioners of Public Grounds and Buildings, 1885-1923
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- A Series listing will appear after you choose one of the Subgroup links
- If the Record Group has no Subgroups, the Series listing will appear immediately after the Record Group link is chosen
  - Series are listed numerically in the Archon series title listing

State Art Commission | Pennsylvania State Archives

The State Art Commission was created in 1919 by P.L. 103. It consisted of five citizens appointed by the Governor to examine and approve or disapprove the design or location of a wide variety of public structures, including monuments, memorials and buildings acquired by the Commonwealth. The Commission also reviewed plans for structures funded by the State Treasury or by any political subdivision, as well as those for which the site was furnished either by the Commonwealth or by any State or local public place without Commission approval. Exceptions to the Commission's jurisdiction were cities of the first and second class. The Commission was disbanded in 1987.

State Art Commission

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RG 020 C 40 Minutes, 1919-1950, 1965-1968
RG 020 C 41 Indexes to Projects, 1965-1987
RG 020 C 43 Projects, 1981-1982, 1985
RG 020 C 44 Procedural and Organizational Files, 1919-1997
RG 020 C 49 Correspondence and Reference File, 1976-1988
RG 020 C 50 Subject Files, 1926-1964
RG 020 C 51 Final Contract Drawings, 1978-1988
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  - There is a new Series # format in Archon consisting of either three or four parts, example: *RG/003/3; RG/029/ENGI/159*
    - RG or MG/Group Number/Series Number; RG or MG/Group Number/Subgroup Designation/Series Number
  - All the series in a particular group CAN be viewed together alphabetically
    - Click on the "Creators" tab in upper right-hand corner of the page ➡ Choose first letter of Department/Organization Name ➡ Choose the Department/Organization from the list of links ➡ Hit the + button beside "Record or Manuscript Collections Created by…" (see page 12 for illustrated instructions)
    - Can also access this list from a series' Detailed Description page by hitting the + button beside "Creators" in the box at the upper-left of the page

- Will need to search under the first letter of the whole group name, for example: "D" for "Department of State" or "P" for "Pennsylvania Turnpike Commission"
  - *Detailed Description* Link – this is the easiest way to view everything relative to a particular series, including the series description and the entirety of the container listings

Scope and Contents: Information provided includes names of members present, submission numbers, names and resolutions relating to the submissions, actions taken and discussions about the policies and procedures of the Commission.

Detailed Description ←
Box 1

- This link is located in the light-gray shaded box in the upper right-hand corner of the series page

Minutes, 1919-1950, 1965-1968 | Pennsylvania State Archives

By Archives staff

Collection Overview

Printer-friendly | Contact Us About This Collection

Title: Minutes, 1919-1950, 1965-1968

ID: RG/020/C/40

Primary Creator: Department of General Services

Extent: 0.0 . More info below.

Arrangement: Arranged chronologically by date of meeting.

Scope and Contents of the Materials

Information provided includes names of members present, submission numbers, names and resolutions relating to the submissions, actions taken and discussions about the policies and procedures of the Commission.

Biographical Note

The Department of General Services is the central construction, purchasing, publishing, and maintenance agency for the Commonwealth. This Department was created by Act 45 of 1975 that combined the duties of the Department of Property and Supplies and the General State Authority (GSA). Established by the Act of April 9, 1929 (P.L. 177), the Department of Property and Supplies was the service and purchasing agency for all other state departments, agencies, boards, commissions, and other divisions of state government. The General State Authority was created by the Act of March 31, 1949 (P.L. 372). (An earlier GSA created by the Act of June 28, 1935, P.L. 452 was subsequently repealed by the Act of May 18, 1945, P.L. 641). The purpose of the Authority under the 1949 Act was to construct, improve, equip, furnish, maintain, acquire, and operate a wide range of public works, including all state buildings, institutions, airports, state-aided schools, and municipal exhibition halls. Prior to 1968, GSA projects were financed by the sale of General State Authority Bonds. The Act of July 22, 1975 (No. 45) that created the Department of General Services on October 20, 1975 transferred to the new Department the powers and duties of the former Department of Property and Supplies and the General State Authority with the exception that the Authority continued to function as an independent public corporation until the outstanding debt from the bond proceeds spent is retired.

Administrative Information

Repository: Pennsylvania State Archives

Accruals: accessions: #3083

Alternate Extent Statement: 9 folders

Preferred Citation: When quoting, citing, publishing or exhibiting any materials from the State Archives, please specify the following: item, series title, series number, Record or Manuscript Group title, RG or MG number, Pennsylvania State Archives, Harrisburg.

(Sidebar navigation:)
Minutes
Overview
Scope and Contents
Biographical Note
Administrative Information
Detailed Description
Box 1
Search Box List
Contact us about this collection

- Clicking "printer-friendly" in upper right-hand corner will produce a clean view of all pertinent series information
- The "contact us about this collection" link will send an email to the State Archives' Reference Staff and local Archon Administrator

- The contents listing appears under the "Box and Folder Listing" heading, which is found just below the Administrative Information heading

Box and Folder Listing

Browse by Box:

[Box 1],
[All]

Box 1

Item 1: Minutes, Nov. 20, 1919-Dec. 22, 1920 (1 folder)
Custodial History: 20.40
Other Information: 2 4416
Item 2: Minutes, Feb. 12, 1921-Feb. 2, 1922 (1 folder)
Other Information: 2 4416
Item 3: Minutes, Feb. 23, 1922-Dec. 26, 1922 (1 folder)
Other Information: 2 4416
Item 4: Minutes, Jan. 5, 1923-June 7, 1923 (1 folder)
Other Information: 2 4416
Item 5: Minutes, June 11, 1923-Jan. 24, 1924 (1 folder)
Other Information: 2 4416
Item 6: Minutes, Jan. 16, 1925-Feb. 18, 1926 (1 folder)
Other Information: 2 4416
Item 7: Minutes, March 1, 1926-Sept. 30, 1938 (1 folder)
Other Information: 2 4416
Item 8: Minutes, Dec. 28, 1938-Nov. 6, 1950 (1 folder)
Other Information: 2 4416
Item 9: Minutes, 1965-1968 (1 folder)
Other Information: 2 4416

- The slot location (physical location of the container or item) appears beside "Other information"
- The former series number appears beside "ch" or "Custodial History" in the very first container listing entry

Box and Folder Listing

Browse by Series:

[Series 1: ORIGINAL SECTION],
[Series 2: PHILADELPHIA EXTENSION],
[Series 3: WESTERN EXTENSION],
[Series 4: DELAWARE EXTENSION],
[Series 5: NORTHEASTERN EXTENSION],
[Series 6: TUNNEL APPROACHES],
[Series 7: STATE ART COMMISSION],
[All]

Series 1: ORIGINAL SECTION

Item 1: Section 1, Contract Unknown, Original Section, Lehigh County, District #5, S
Alternate Format: Microfilm available, roll #s 7563-7569
Custodial History: 29.96
Other Information: 5 cab 27 dr 20

Item 2: Section 2, Contract 11, Original Section, Westmoreland County, Sta. 287+00
removal 321 to 322+50, circa 1939, 1940
Alternate Format: Microfilm available, roll #s 7563-7569
Other Information: 5 cab 23 dr 1

Item 3: Section 2, Contract 11, Original Section, Westmoreland County, Division 1A,
Alternate Format: Microfilm available, roll #s 7563-7569
Other Information: 5 cab 23 dr 1

Item 4: Section 2, Contract 11, Original Section, Westmoreland County, Sta.370+00
Alternate Format: Microfilm available, roll #s 7563-7569
Other Information: 5 cab 23 dr 1

Item 5: Section 2, Contract 11, Original Section, Westmoreland County, Sta. 432+50
Alternate Format: Microfilm available, roll #s 7563-7569
Other Information: 5 cab 23 dr 1

Item 6: Section 2, Contract 11, Original Section, Westmoreland County, Sta.- various
Alternate Format: Microfilm available, roll #s 7563-7569
Other Information: 5 cab 23 dr 1

- Microfilm Roll numbers appear on the listings as well as on the Detailed Description page

SEARCH BOX

- The Search box is located on the top banner of each page
- Various types of search terms can be entered here, see below for specific examples
    - The search will turn up results found in series descriptions, box and folder listings, group titles, basically any bit of data entered into the Archives' Archon page
    - Searching with a term in quotation marks will bring up every instance of that exact phrase or word – searching without quotation marks will bring up each instance of the search word(s) when they appear on any page

    - Results for search under *Philadelphia Extension*:

        - Click on the "Records and Manuscripts" link – this will produce a list of series titles arranged by Group, Subgroup, then Series

Search Results for "philadelphia extension" | Pennsylvania State Archives

You searched for "philadelphia extension".

Records and Manuscripts (28 Matches)

Record Groups → Department of Highways → Legal Bureau
Reports, 1954-1967 RG/012/F/23
⊞ Results Found Within Box List

Record Groups → Department of General Services → Board of Commissioners of Public Grounds and Buildings, 1885-1923
Construction Plans and Specifications for Public Buildings and Bridges, 1893-1975 RG/020/J/35

Record Groups → Pennsylvania Turnpike Commission → General Records
Slides, 1940-1990 RG/029/AGEN/58
Philadelphia Extension (PEE) Negatives File, circa 1948-1958 RG/029/AGEN/64
Philadelphia Extension (PEE) Photographs File, 1948-1958 RG/029/AGEN/66
Subject Card File Index for Negatives, undated RG/029/AGEN/68
Videotapes, 1937-1991 RG/029/AGEN/71
⊞ Results Found Within Box List

- Clicking on the link for each series will take you to the main series page
- Choosing the "Results Found Within Box List" link will take you directly to your search term when found within the container listing

o As was stated previously, to narrow search results to a particular phrase, use quotation marks around your search terms, such as "philadelphia extension" – this will search for that specific term

o Results for search under *Yelinek*

Search Results for "yelinek" | Pennsylvania State Archives

You searched for "yelinek".

Records and Manuscripts (1 Matches)

Record Groups → Department of Public Welfare → Office of Mental Health and Substance Abuse Services
South Mountain Restoration Center, Centennial Celebration Publications and Related Records, 2001 RG/023/AMHS/470
⊟ Results Found Within Box List

Box 1 → Item 1: South Mountain Restoration Center Centennial Celebration Material: Invitation and Program, Promotional Pamphlet, Newsletter South Mountain Inspirer article (1 folder); The History of South Mountain Restoration Center, 1901-2001 by Kathryn **Yelinek** (final copy and draft); South Mountain Restoration Center Celebrates 100 Years, 1901-2001, April 2001 (1 VHS tape); Governor Tom Ridge, Centennial Anniversary for South Mountain Restoration Center, May 12, 2001 (1 VHS tape), 2001

1 Hit! Click the links to show each category's results.

- Former series numbers can be entered here to locate a specific series
    - If you know this number, many times this is the quickest way to find a specific series
    - RG example: 29.2
    - MG example: 406m1
    - This will more often than not produce a list of results, you will have to sift through them to find your series

Search Results for "406m1" | Pennsylvania State Archives

You searched for "406m1".

⊟ **Records and Manuscripts** (4 Matches)

Manuscript Groups → Robert P. Casey Collection, 1940-2000
    Children's Health Insurance Program (CHIP) Files, 1992-1996 MG/0406/1
      ⊞ Results Found Within Box List

    Transition Documents, 1995 MG/0406/10
      ⊞ Results Found Within Box List

    Transplant Recipients International Organization (TRIO) Files, 1989-1996 MG/0406/11
      ⊞ Results Found Within Box List

    Yearly Appointment Books, 1986-1994 MG/0406/12
      ⊞ Results Found Within Box List

4 Hits! Click the links to show each category's results.

- To exclude items search items, add a "-" and the term to the end of a search
    - Example: to exclude Manuscript Groups (MGs) from a search, enter the following search – "Casey" -mg

TABS ON TOP BANNER

| Collections | Digital Content | Subjects | Creators | Record Groups |
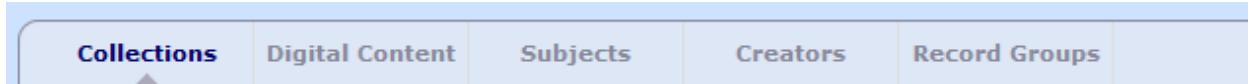
Collections Tab

- o Will allow the researcher to browse by series title – click on the link for the first letter of the series title:

Browse By Series Title | Pennsylvania State Archives

Browse Holdings Beginning With:
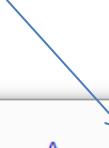
-#- -A- -B- -C- -D- -E- -F- -G- -H- -I- -J- -K- -L- -M-

-N- -O- -P- -Q- -R- -S- -T- -U- -V- -W- -X- -Y- -Z-

View All

Browse By Series Title | Pennsylvania State Archives

Holdings Beginning With "B"

RG/025/CMEC/FGBG/21 Badges, 1913
RG/033/A/19 Bail Papers, 1794-1803
RG/033/A/20 Bail Pieces, 1751-1760, 1812
RG/028/K/104 Balance Book, 1906-1914
RG/002/GAFR/4 Balance Books, 1809-1863
RG/028/A/5 Balance Books and Related Day Books, 1796-1907
RG/018/13 Balance Sheet, 1843
RG/039/C/10 Bald Eagle Restoration Program Files, 1976-1989
RG/047/WEST/BCOM/421 Ballot Check Lists, 1934
RG/053/3 Bank and Trust Correspondence, 1933
RG/030/C/45 Bank Book of Captain John C. Groome, 1905-1915
RG/053/14 Bank Certificates of Incorporation and Articles of Association, 1876-1932
RG/028/A/6 Bank Ledgers and Indexes, 1841-1920
RG/028/A/7 Bank of Pennsylvania Account Books, 1797-1819
MG/0029/3 Bear Valley Summit Railroad Materials, 1847-1851, undated

- o Clicking on a link will direct you to the main series page

DIGITAL CONTENT TAB
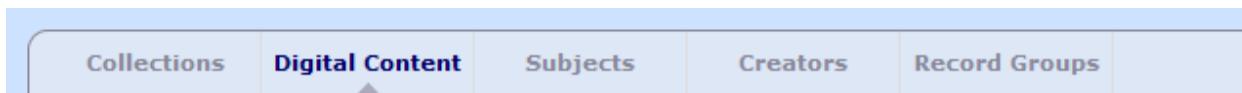
- Allows the researcher the ability to search for a digital image or uploaded PDF file by the name of the document

Browse Digital Content | Pennsylvania State Archives

Show Digital Content Titles Beginning with:

-#-   -A-   -B-   -C-   -D-   -E-   -F-   -G-   -H-   -I-   -J-   -K-   -L-   -M-

-N-   -O-   -P-   -Q-   -R-   -S-   -T-   -U-   -V-   -W-   -X-   -Y-   -Z-

View All

Search Images

Browse Image Thumbnails

Stackhouse Family PDF Container Listing | Pennsylvania State Archives

m119ys.pdf (PDF Document, 36.54 KB)
Download Original File

Title:	Stackhouse Family PDF Container Listing
Repository:	Pennsylvania State Archives
Found in:	General Files, 1797-1819, 1861-1922
Creators:	Stackhouse Family
Languages:	English

- The Digital Content field in Archon was not utilized by the Archives, so this tab will not render any usable links for the researcher

SUBJECTS TAB
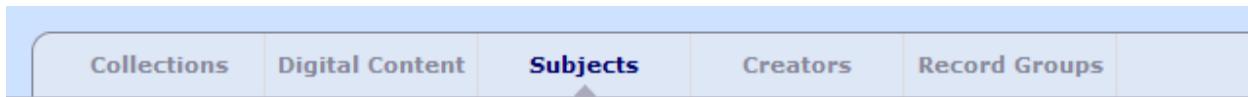
Browse by Subject | Pennsylvania State Archives

Show Subjects Beginning with:

-#- -A- -B- -C- -D- -E- -F- -G- -H- -I- -J- -K- -L- -M-

-N- -O- -P- -Q- -R- -S- -T- -U- -V- -W- -X- -Y- -Z-

View All

Filter Subjects by:

Corporate Name
Date
Family Name
Function
Genre/Form of Material
Geographic Name
Occupation
Personal Name
Title
Topical Term

- The Subject field in Archon was not utilized by the Archives, so this tab will not render any usable links for the researcher

CREATORS TAB
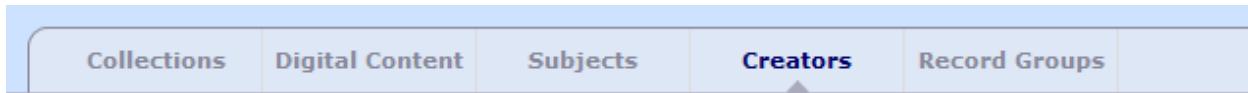
- As was noted earlier, this tab can be used to produce an alphabetical listing of all series within a Record or Manuscript Group
    - See the instructions under the "Group Listings" heading on Page 2 of the guide

Browse by Creator | Pennsylvania State Archives

Show Creators Beginning with:

-#-   -A-   -B-   -C-   -D-   -E-   -F-   -G-   -H-   -I-   -J-   -K-   -L-   -M-

-N-   -O-   -P-   -Q-   -R-   -S-   -T-   -U-   -V-   -W-   -X-   -Y-   -Z-

View All

- The "creator" is generally the same as the name (creator) of a Record or Manuscript Group, but it can be a subgroup as well
    - As seen below, it can be the name of an agency, individual, or place

Browse by Creator | Pennsylvania State Archives

Creators Beginning with "E"

Earle, George Howard, III (1890-1974)
Environmental Hearing Board
Erie County, Pennsylvania
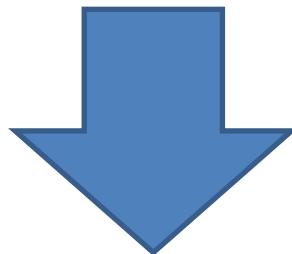
- Clicking on one of the resulting links will take the researcher to the scope and contents note for the individual/organization, and also provide a drop-down list of all associated series
- Choosing one of the series links will take the researcher to that series' main page

Earle, George Howard, III (1890-1974) | Pennsylvania State Archives

Name: Earle, George Howard, III (1890-1974)

Historical Note: George H. Earle III served as Democratic Governor of Pennsylvania from 1935-1939. Born in Devon, Chester County, Pennsylvania on December 5, 1890, Earle attended Harvard University and served as a private in the Second Pennsylvania Infantry under General John J. Pershing during the Mexican Border Campaign in 1916. Earle enlisted in the United States Navy during World War I and after the war distinguished himself in a number of businesses in Philadelphia, including the Flamingo Sugar Mills (which he founded) and the Pennsylvania Sugar Company. During the 1930s he entered politics, supporting Franklin Roosevelt in the 1932 presidential election. His support won him appointment as United States Minister Plenipotentiary to the Republic of Austria in 1932, which post he resigned to run for Governor of Pennsylvania in 1934. During his term as governor, Earle obtained passage of the Equal Rights Act in 1935, prohibiting racial discrimination in hotels, restaurants, and places of amusement. After an unsuccessful bid for the United States Senate in 1938, he served as United States Minister to Bulgaria in 1940, Assistant Naval Attache to Turkey, and Assistant Governor of Samoa from 1940 to 1945. He returned to private life in 1945 and died on December 3, 1974.

⊟ Records or Manuscript Collections Created by Earle, George Howard, III

Accounts, 1934-1938
Correspondence, 1933-1939
Correspondence, 1934-1939
General File, 1934-1939
Miscellaneous, 1933, 1949, 1966
Miscellaneous, 1935-1939
Photographs, 1932-1938, undated
Press Releases, 1935-1938
Scrapbooks, 1935, 1936
Speeches, 1935-1938
Subject File, 1935-1939

RECORD GROUPS TAB

Collections	Digital Content	Subjects	Creators	**Record Groups**
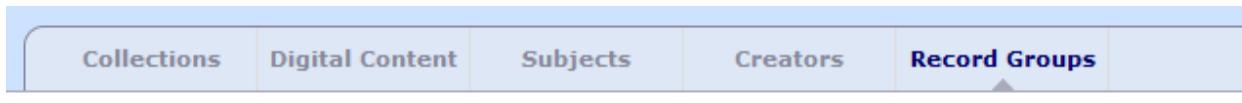
- This will provide the researcher with a choice of two links: Record Groups or Manuscript Groups
    - Clicking on either will produce a full list of all Record or Manuscript Groups which have been entered into Archon

Browse by Record Group or Manuscript Group | Pennsylvania State Archives

Manuscript Groups- Personal papers, manuscripts, and non-governmental records.

Record Groups- Archival records created by the General Assembly, State Judicial System, Executive Branch departments, boards and commissions, county and municipal governments, and school districts.

MG Manuscript Groups
RG Record Groups