

Newsletter
of the
Illinois
State
Archives
&
The Illinois
State Historical
Records
Advisory Board

Jesse White
Secretary of State
&
State Archivist

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Number 1

Secretary of State commemorates Illinois State Archives' centennial with new letterhead

Illinois State Archives



1921

2021

100 Years of Service

Jesse White • Secretary of State • State Archivist

To celebrate the centennial of the Illinois State Archives, the Illinois Secretary of State's Communications Department designed a special logo to be used as the Archives' letterhead and for other commemorative events during the 2021 centennial year.

2021 historical records preservation grants

Application deadline March 22

The Illinois State Historical Records Advisory Board (ISHRAB) is pleased to announce the 2021 Historical Records Preservation Grant program. Grants of up to \$5,000 will be awarded to Illinois historical records repositories with funds provided by the National Historical Publications and Records Commission (NHPRC).

Grants will be awarded to institutions that demonstrate need, both financially and programmatically, and that show commitment to developing and/or implementing projects that will lead to enhanced online presence and access to their records. These projects may include creating online finding aids; digitizing records and placing the digital

content online; making an inventory of records or properly storing the records with the goal of preparing them for future online access; or placing information about the records on a blog, wiki page or Facebook. Eligible institutions may be public or private. Although any size institution may apply, preference will be given to those institutions with archival holdings of 500 cubic feet or less and/or two or fewer professional staff.

The deadline for submission is March 22. Grant award winners will be announced in June. For more information, application instructions and a list of previous grant funded projects, visit www.cyberdriveillinois.com (click Departments, Illinois State Archives, Illinois State Historical Records Advisory Board), or call 217-782-3492.

Illinois State Archives centennial (1921–2021): conservation lab

In June 2021, the Illinois State Archives will celebrate 100 years as an Illinois government agency. In anticipation of the centennial celebration, *For The Record* will feature articles about the history of its various departments of the Archives.

A main function of any archives is the repair of damaged documents so that these documents may be preserved and used. Over the course of 100 years, however, the way documents are mended has changed.

Although the Illinois State Archives has had a restoration laboratory since the building opened in 1938, according to a 1946 Illinois Libraries article written by Margaret Cross Norton, for many years the repair of manuscripts was assigned to various clerks. The clerk who received the documents generally handled the repair. Today, two professional conservators work in the second floor conservation lab.



Illinois State Archives conservator Betty Hill with Barrows Laminator, 1961.

The conservation lab is an essential aspect to the long-term care of documents stored within the Illinois State Archives. Many of the documents are in bad shape due to how they were stored at their previous agencies. Many were folded, stored in areas with no climate control or stored in metal drawers allowing rust to form, or exposed to water allowing mold to grow.

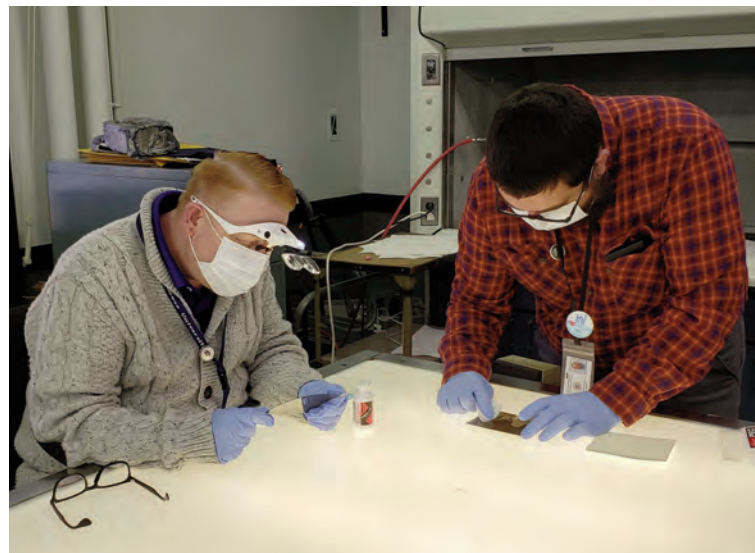
It falls to the conservation staff to use proven techniques to stabilize damaged documents and to help prevent any future issues from arising. The goal of all conservators is to use techniques to protect a document that can be undone later if necessary, as conservation technology improves and conservation theory changes.

An example of how conservation techniques have changed since the Archives opened is that conservators no longer use crepelin, a silk-like

material pasted to the backs of documents. Crepelin stiffens a document, allowing it to be more safely handled. However, the paste attracts bugs and can cause the paper to become brittle to the point of cracking. It is also very difficult to reverse. In phasing out the use of this method in the 1940s, Ms. Norton also noted, “Though we found this method satisfactory in many ways, it requires considerable skill, is messy to work with (and so generally unpopular with staff), and is not permanent.”

The Archives phased out the use of crepelin and began using the Barrow Laminator, a machine that uses cellulose acetate and heat to apply a lamination to brittle documents. This provided the documents with stability and a longer life span. It also allowed a large number of documents to be conserved in a smaller amount of time; however, this method caused documents to become brittle and yellow.

Current conservation techniques include using hydration chambers to relax paper fibers, using archival quality paste and mending tissue to reattach broken paper fragments, and encapsulating documents to provide stability for safe handling. For severely damaged documents needing repair, the conservators at the Illinois State Archives use Japanese mending tissue made from plant fibers. The tissue is applied to damaged documents using a wheat starch paste mixed with distilled water. This method provides stability to a document, but more importantly, it allows the repairs to be removed if technology again changes or if unanticipated problems arise from the long-term use of this method.



Illinois State Archives' conservators Bill Lear (left) and Alex Dixon (right), November 2020.

ISAAB/ISHRAB member appointments

Secretary of State Jesse White recently appointed Cynthia Fife-Townsel of the Chicago Public Library, Cortez Gillespie of the Illinois Office of the Comptroller, Raquel Flores-Clemons of Chicago State University and Kelsey O’Connell of Northwestern University Libraries to the Illinois State Archives Advisory Board/Illinois Historical Records Advisory Board. He also re-appointed Peggy Glowacki of the University of Illinois

at Chicago and Julie Wroblewski of the Chicago History Museum to the board. At its October 2020 meeting, the board selected Ms. Wroblewski to serve as chair and Ms. Glowacki to serve as vice chair. For a complete listing of ISAAB/ISHRAB members and their contact information, visit www.cyberdriveillinois.com (click Departments, Illinois State Archives, Illinois State Historical Records Advisory Board).

2020 Accessions of the Illinois State Archives

State Government Records

Governor

Chief of Staff

Rod R. Blagojevich Chief of Staff's Administrative Files, Compiled December 2001; November 2002-April 2006; 8 cu. ft.

Legislative Affairs

Patrick Quinn Legislative Counsel's Administrative Files, 2012-2014; 1 cu. ft.

Governor's Science Advisory Committee

Committee Files, Compiled 1989-1998; 1 cu. ft.

Department of Human Rights

Legal Division

Agency Annual Affirmative Action Plan Files, July 2017-June 2018; 4.5 cu. ft.

Department of Human Services

Division of Mental Health

H. Douglas Singer Mental Health Center Development and Administrative Files, 1965-1974, 1991, 1997-1998; 0.5 cu. ft.

Lieutenant Governor

Patrick Quinn Administrative Files, ca. 2004-2009; 0.25 cu. ft.
Sheila Simon Administrative Files, 2010-2015; 19 cu. ft.

Secretary of State

Index Department

Deeds to State-Owned Real Estate, April 2018, November 2019-January 2020, March 2020; 0.26 cu. ft.
Executive Section. Executive Files, Dec. 19, 2016; 0.1 cu. ft.
Mass Transit District Files, 1998; 2004-June 2014; 2 cu. ft.

Supreme Court of Illinois

Clerk

Attorney Registration Files, ca. 1920-1939; 0.5 cu. ft.
Case Files, ca. 1869-1967; 2 cu. ft.
Correspondence Files, ca. 1823-1963; 0.5 cu. ft.
Oaths, 2013-2014; 2.5 cu. ft.

Local Government Records

DuPage County

County Clerk

Board of Supervisors' Minutes, June 3, 1839-July 14, 1959, 32 vols. 7.8 l.f. and 14.0 mi.

Marriage Record Index, June 16, 1839-Aug. 26, 1932, 4 vols. 0.9 l.f. and 1.0 mi.

Marriage Record, June 16, 1839-Aug. 26, 1932, 10 vols. 2.2 l.f. and 5.0 mi.

Birth Record, Dec. 11, 1877-July 12, 1919, Vol. 6 contains delayed births dating May 20, 1918-Dec. 16, 1926, 7 vols. 1.8 l.f. and 4.0 mi.

Death Record, Dec. 15, 1877-Feb. 6, 1928, 8 vols. 2.1 l.f. and 5.0 mi. Death, Burial and Removal Permits Record, Feb. 22, 1916-Dec. 6, 1926, 1 vol. 0.1 l.f. and 1.0 mi. Physician Certificate Record, Nov. 16, 1877-June 29, 1955, 2 vols. 0.3 l.f. and 1.0 mi.

Lake County

County Board of Supervisors

Board of Supervisors' Minutes Index, July 17, 1891-June 11, 1925, 1 vol. 0.3 l.f. and 1.0 mi.

Board of Supervisors' Minutes, August 17, 1839-September 1, 1894; March 3, 1902-October 11, 1948, 40 vol. 9.7 l.f. and 40.0 mi.

Macon County

County Court

Naturalization Papers, County Court, 1853-1906, 3.8 c.f. and 7.0 mi.

Professional development scholarships available to Illinois archivists

The ISHRAB is offering professional development scholarships to Illinois archivists and archival volunteers to attend an archival workshop/seminar of their choice in Illinois (or an online professional archival development course). Awards are available for up to \$200 per applicant, per fiscal year, and may be used toward the cost of registration, housing, and/or travel to the event. It is a reimbursable award. Scholarships will be awarded on a first-come basis until the funding is exhausted. Complete information and an application form can be found at www.cyberdriveillinois.com (click Departments; Illinois State Archives; Illinois Historical Records Advisory Board).

If you have any questions, please contact:

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Illinois State Archives
M. C. Norton Building
Springfield, IL 62756
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FAX: 217-524-3930

This archival educational opportunity is funded by a State Board Programming grant from the National Historical Publications and Records Commission (NHPRC).



NATIONAL
ARCHIVES

NATIONAL HISTORICAL
PUBLICATIONS
& RECORDS COMMISSION

Doc Helm Project Continues



The Illinois State Archives recently received a \$60,000 NHPRC grant to scan and place online photos from its Doc Helm photo collection. Pictured: Contractual worker Kaytlin Jacoby places negatives from the Doc Helm collection into acid free folders and enters descriptive information into a database.



Contractual worker Kathryn Powell digitally scans the negatives and enters the technical metadata into a spreadsheet.

Illinois State Archives

Margaret Cross Norton Building
Capitol Complex
Springfield, IL 62756
217-782-4682
217-524-3930 (Fax)

Monday-Friday: 8 a.m. - 4:30 p.m.

Closed all state holidays

Archives Stacks Workday



On Oct. 29, 2020, the State Archives conducted its second annual stacks workday. The theme this year was "The Purge: Archives Edition" due to much of the focus being on removing recently deaccessioned items from the stacks. Archives staff removed 512 cubic feet of deaccessioned records, identified 297 cubic feet of records that can be disposed of in the near future, and saved 47 cubic feet of storage space by shifting records in half-filled drawers. Participating in the day and dressed in "The Purge: Archives Edition" shirts were: Front Row: Eowyn Montgomery; Second Row: Jim Ladd, Tim Mottaz, Crawford Bealon, Lori Roberts, Bill Lear, and Cathy Popovitch; Back Row: Alex Dixon, David Joens, Rochelle Joseph, Dana Huff and Stacey Skeeters.

DATES AND REMINDERS

Visual Resources Association

Annual Conference
March 22-26, 2021 (online only)
<http://vraweb.org/2021-chicago/>

Midwest Archives Conference

2021 Annual Meeting (online only)
"Archivists Respond"
<https://www.midwestarchives.org/>

Downstate Local Records Commission Meeting

1st Tuesday of the month, 10 a.m. (unless otherwise noted)
Margaret Cross Norton Building, Springfield
www.cyberdriveillinois.com

Cook County Local Records Commission Meeting

2nd Tuesday of the month, 11 a.m.
Video Conference Room, 9th floor
Thompson Center, Chicago
or Capital City Center, Springfield
130 W. Mason St.
www.cyberdriveillinois.com

State Records Commission Meeting

3rd Wednesday of every month, 9:30 a.m.
Margaret Cross Norton Building, Springfield
www.cyberdriveillinois.com

WWW.CYBERDRIVEILLINOIS.COM

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