

Digging into Finding Aids: The Road Map to Any Manuscript Collection

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Manuscript Collections can be a genealogical rich resource for the genealogist. If you do not know about these collections and are not accessing them in the repositories where your ancestors lived, you could be missing a gold mine.

A manuscript collection could be as small as one box and as large as 200 boxes or larger. The majority of manuscript collections are materials donated by individuals or organizations.

What are Manuscript Collections?

-A collection of various documents, photographs and artifacts related to one person, family or organization arranged in a box-by-box, folder-by-folder method with a Finding Aid.

Where are Manuscript Collections Located?

-Very few Manuscript Collections can be found digitized and online. Usually the best you can do is locating the Finding Aid to the manuscript collections online or an index of the collections that a repository holds.

-Manuscript Collections are found in archive collections, library collections, historical society collections, genealogical society collections and university collections. You will have to contact the repository by phone or email or you will have to visit the repository to find out what they have if it's not online.

-It is possible that the repository has an index of what is contained in their Manuscript Collections. An entry in the index would look something like "John Smith Papers 1700-1774". This is not a very specific title, that is why the Finding Aid is so very important.

How Do I Get Started Searching For Manuscript Collections?

-Always check the repositories website for an index of what is contained in their manuscript collections. Make notes of the collections that interest you and that you think will contain information to help you with your genealogy research.

-If a downloadable Finding Aid is available, download it and look at the "Contents Listing" which is a box-by-box, file-by-file listing of what is contained in the collection.

-If the repository does not have an online index of their Manuscript Collections or Finding Aids, you will have to contact the facility by phone or email or actually visit the repository to access these indexes.

What Is A Finding Aid?

-The Finding Aid is the most important part of the Manuscript Collection. Every collection should have a finding aid.

-A Finding Aid will help you, the genealogist, determine if there is something in the specific manuscript collection that could be of help to you and your genealogy research.

Parts of a Finding Aid

-Title Page: The beginning of the finding aid includes the name of the archival repository, the title of the archival collection, finding aid creation information, and a date range for the materials in the archive.

-Summary Information: This section lists the creator of the materials in the archive, the size and extent of the collection and a brief description of the collection contents.

-Access and Use: If there are any restrictions places on a collection, they will be noted here. Other information could include how the archives received the collection, and copyright and citation information.

-Background Information: This section details the history or biographical information relating to the collection and how it was created.

-Scope, Content and Arrangement: This part provides an overview of the types of materials in the collection and how they have been arranged.

-Related Materials: This part points the researcher to other items in the archives or elsewhere that are closely related to the collection described in the finding aid.

-Contents Listing: Sometimes also called “container contents”. This is a box-by-box, folder-by-folder listing of the materials stored in the collection. The amount of detail in this part may vary depending on the collection and individual repository practices.

More about the Contents Listing

-As mentioned before, the Contents Listing is the most important part of the Finding Aid and the Manuscript Collection. The Contents Listing is where you will decide whether or not you want the repository to pull records for you to look at.

-Remember, this is a box-by-box, folder-by folder listing of what is in the collection.

-Unfortunately, most contents listings are not very specific. For example a listing could read “Box #1, Folder #1 Correspondence 1700-1777. This means that contained in this one folder are letters and correspondence dating from 1700-1777 and could be written by anyone to anyone.

-Most repositories do not have the staff or time to list each and every document by name at the folder level, so you will have to decide whether or not the folder of information could be important to your research.

-Manuscript Collections may not be easily accessible to those that are not able to travel but don't let that deter you from using this most valuable records collection.

Marie Stockard Estate Collection
Houston County Archives Manuscript Collection
MSS-2
Houston County Archives
P.O. Box 366
Erin, TN. 37061

TITLE:

Marie Stockard Estate Collection

COLLECTION NUMBER:

Houston County Archives Manuscript Collection MSS-2

EXTENT:

1 Box (12 linear feet)

CREATOR:

Marie Stockard

LANGUAGE:

English

REPOSITORY:

Houston County Archives, Erin, Tennessee

PROVENANCE:

This collection was donated to the Houston County Historical Society by Howard Spurgeon in 2007; the Houston County Historical Society donated their entire collection, including the Marie Stockard Estate Collection, to the Houston County Archives in 2011.

COPYRIGHT STATUS:

There are no copyright restrictions on this collection.

PROCESSING HISTORY:

Collection was processed, indexed and the finding aid completed by Melissa Barker, Archivist, in March 2013

ACCESS AND RESTRICTIONS:

There are no restrictions on the use of this manuscript collection for research purposes

COLLECTION CITATION:

This collection should be cited as:

Marie Stockard Estate Collection, MSS-2, Houston County Archives, Erin, Tennessee

SCOPE AND CONTENT OF THE COLLECTION:

The collection contains correspondence, photos, home demonstration programs and poetry belonging to Marie Stockard at the time of her death. One artifact being a lock of hair is also included in this collection. The collection is arranged chronologically.

ORGANIZATION OF THE COLLECTION

FOLDER #1, MISC.

-3X4 print photo of Alfred Hatcher with the acronym "IPEU" in the corner which could stand for International Photo Engravers Union

-2 ½ X 4 ½ advertisement card for Christ Eberhardt dealer in Wines, Liquors and Beer, Cigars & Tobacco, Corner Church and Market Street, Nashville, Tennessee (the names Nina and Aunt Fannie are hand written on the back)

-Small gold flip not pad advertising Globe Fertilizer in Louisville, Kentucky, the name Louise Bridges is written on the inside cover

-Small black book calendar for 1930 advertising Chase Bag Co. several entries handwritten and signed by J.H. Stockard

-Small brown book "Pierce's Memorandum and Account Book" with Nina Brown's name written on the front, inside a calendar for 1898, entries on several pages

-Small white booklet entitled "Open Communion: Right or Wrong?" by W. Wistar Hamilton Superintendent of Evangelism of the Southern Baptist Convention

-Small black hard back book entitled "The Sunday-School's Teachers Condensed Class-Book and Library Record" published 1859 by American Sunday School Union. Written on the inside cover is "Cleveland Union S.S. School" and "C.P. Church" also several entries signed by J.H.

-Leaflet from Union City, Tennessee Baptist Church advertising their services

-Booklet "Help and Food for the Household of Faith", Volume 26, No. 7, July 1908

FOLDER #2, GENEALOGY/OBITUARIES

-Genealogy of Martin I Ellingson, Sr., handwritten

-Newspaper clippings on the death by suicide of Mrs. Anna Travis

-In Memory of Mrs. Janie D. Stockard by Rev. A.R. Brown

FOLDER #3, PHOTOS

-Photo of Mrs. N. Stockard, photo was donated by Tammy Dowdy and included in this collection

FOLDER #4, SCHOOL RECORDS

-Commencement invitations for Edgewood Normal School in Dickson, Tennessee, ca. June 2-6, 1895

-Tennessee Ridge Public School list of pupils, ca. 1908

-Report Card for Tallmadge Stockard, Tennessee Ridge School, ca. 1915

-Report Card for Woodrow Stockard, Tennessee Ridge School, ca. 1924-1925

-Report Card for Marie Ellingson, Tennessee Ridge School, ca. 1930-1931

-Souvenir book presented to Louise Stockard by her teacher Ethel Weaver at Tennessee Ridge School, ca. 1926

-Edgewood Normal School Reunion Program, ca. 1937

FOLDER #5, POETRY/PROSE

-Various collected poetry and prose, most clipped from the newspaper, all undated

FOLDER #6, CORRESPONDENCE 1899-1915

- Letter to Brother & Sister from M., dated October 19, 1899
- Envelope addressed to Mrs. Nina Stockard, Erin, TN, dated December 4, 1900, envelope is empty
- Envelope addressed to Mrs. J.H. Stockard, Tenn. Ridge, TN., dated June 16, 1915, envelope is empty

FOLDER #7, CORRESPONDENCE 1925

- Letter to Parents from Tallmadge, dated May 25, 1925

FOLDER #8, CORRESPONDENCE 1927

- Letter to Mr. & Mrs. J.H. Stockard from Mr. & Mrs. H.D. Stockard, dated October 27, 1927

FOLDER #9, CORRESPONDENCE 1940

- Christmas card addressed to Mr. & Mrs. J.H. Stockard from Louise, postmarked December 19, 1940
- Christmas card addressed to Mr. & Mrs. Jno H. Stockard from Louis & Katherine, postmarked December 20, 1940
- New Year card addressed to Mr. & Mrs. J.H. Stockard from Ray and Alice Brown, postmarked December 30, 1940

FOLDER #10, CORRESPONDENCE 1941

- Birthday card to Mrs. J.H. Stockard from Erskin, Lotus & Louise, postmarked February 26, 1941
- Easter card to Mrs. John Hugh Stockard from James, postmarked March 31, 1941
- Letter to Mrs. J.H. Stockard from L.L. Stockard, dated April 16, 1941
- Letter to Mrs. J.H. Stockard from Larkins Stockard, dated October 3, 1941
- Letter to Mrs. J.H. Stockard from L.L. Stockard, dated November 9, 1941, letter on USO stationary
- Letter to Mrs. J.H. Stockard from L.L. Stockard
- Christmas card to Mr. & Mrs. J.H. Stockard from Jewel

FOLDER #11, CORRESPONDENCE 1942

- Letter to Mrs. J.H. Stockard from grandson James F. Livingston, postmarked February 6, 1942, written on Dale Mabry Field Base stationary
- Letter to Mrs. J.H. Stockard from Larkins Stockard, dated February 9, 1942
- Easter card to Mr. & Mrs. J.H. Stockard from Louise, Lotus & Erskin, postmarked April 3, 1942
- Letter to Mrs. J.H. Stockard from Ruth, dated April 10, 1942
- Letter to Mrs. J.H. Stockard from L.L. Stockard, dated April 13, 1942, written on The Service Club of Fort Benning, Georgia stationary
- Letter to Mrs. J.H. Stockard from L.L. Stockard, dated May 11, 1942, written on The Service Club of Fort Benning, Georgia stationary
- Letter to Mrs. J.H. Stockard from Ruth, dated June 2, 1942
- Letter to Mrs. J.H. Stockard from L.L. Stockard, dated June 3, 1942, written on The Service Club of Fort Benning, Georgia stationary
- Letter to Mrs. J.H. Stockard from L.L. Stockard, dated July 11, 1942, envelope says Camp Livingston, Louisiana
- Letter to Mrs. J.H. Stockard from Ruth, dated August 12, 1942
- Letter to Mrs. J.H. Stockard from L.L. Stockard, dated August 26, 1942, envelope says Camp Livingston, Louisiana
- Letter to Mrs. J.H. Stockard from L.L. Stockard, dated September 26, 1941
- Selective service post card to Malcolm Montgomery Stockard dated October 5, 1942
- Letter to Mr. & Mrs. J.H. Stockard from Ruth, dated November 15, 1942
- Letter to Mr. & Mrs. J.H. Stockard from Ruth, dated December 31, 1942

FOLDER #12, CORRESPONDENCE 1943

- Letter to Mrs. J.H. Stockard from L.L. Stockard, dated January 12, 1943
- Letter and Valentine card to Mr. & Mrs. J.H. Stockard from Louise, postmarked February 10, 1943
- Letter to Mrs. J.H. Stockard from L.L. Stockard, dated February 26, 1943
- Letter to Mr. & Mrs. J.H. Stockard from Larkins and Ruth, dated March 5, 1943
- Letter to Mrs. J.H. Stockard from L.L. Stockard, dated April 2, 1943
- Letter to Mr. & Mrs. J.H. Stockard from Ruth, dated May 30, 1943
- Letter to Mrs. J.H. Stockard from James, dated June 17, 1943
- Letter to Mrs. J.H. Stockard from James, dated June 18, 1943

FOLDER #13, CORRESPONDENCE 1944

- Get Well card to Mrs. J.H. Stockard from Nellie Weaver, postmarked December 3, 1944
- Christmas card to Mr. & Mrs. J.H. Stockard and family from Delma, postmarked December 19, 1944
- Christmas card to Mrs. Louise Bridges from Mrs. L.L. Stockard, postmarked December 19, 1944

FOLDER #14, CORRESPONDENCE 1945

- Valentine card to Mrs. J.H. Stockard from Louise, postmarked February 13, 1945
- Birthday card to Mrs. J.H. Stockard from Tallmadge and Edith, postmarked February 27, 1945
- Get Well card to Mr. & Mrs. J.H. Stockard from Carrie, postmarked March 3, 1945
- Army & Navy V-Mail Service letter to Mrs. J.H. Stockard from L.L. Stockard, dated March 15, 1945
- Birthday card to Mr. J.H. Stockard from Lotus and Erskin, postmarked March 21, 1945
- Birthday card to Mr. J.H. Stockard from Dud, Corine and Tony, postmarked March 22, 1945

FOLDER #15, CORRESPONDENCE, UNDATED

- Birth announcement to Mr. & Mrs. J.H. Stockard from Mr. & Mrs. Herman Brown, postmarked March 18th
- Christmas card to Mr. & Mrs. Martin Ellingson from Clara, undated
- Empty envelope addressed to Mrs. J.H. Stockard, dated February 21st.
- Empty envelope addressed to Mrs. J.H. Stockard from Ralph Brown, Nantes, France, undated
- Christmas & New Year letter to Carna? From Lulil?, undated
- Letter from Louise to Mother, undated
- Piece of an envelope addressed to Malcolm M. Stockard from Martin-Holloway-Purcell, Camp Chaffee, Fort Smith, Arkansas, undated

ARTIFACT

- Harmonica box containing a lock of dark brown hair tied with a blue ribbon, written on the box is N.H. Scholes, Halls Creek, Tenn.

BOOKS/PROGRAMS

- 17th Annual Houston County Horse Show Program, July 31, 1963
- Houston County Home Demonstration Club Program 1962
- Houston County Home Demonstration Club Program 1964
- Houston County Home Demonstration Club Program 1965
- Houston County Home Demonstration Club Year Book 1967
- Houston County Home Demonstration Club Year Book 1969-1970
- Houston County Home Demonstration Club Year Book 1970-1971
- Houston County Home Demonstration Club Year Book 1972-1973
- Houston County Home Demonstration Club Year Book 1973-1974
- Houston County Home Demonstration Club Year Book 1974-1975
- Houston County Home Demonstration Club Year Book 1976-1977
- Houston County Home Demonstration Club Year Book 1979-1980
- Houston County Home Demonstration Club Year Book 1980-1981
- Houston County Home Demonstration Club Year Book 1981-1982
- Houston County Home Demonstration Club Year Book 1982-1983
- Houston County Home Demonstration Club Year Book 1983-1984
- Houston County Home Demonstration Club Year Book 1984-1985
- Houston County Home Demonstration Club Year Book 1985-1986
- Houston County Extension Homemaker Club Year Book 1986-1987
- Houston County Extension Homemaker Club Interim Year Book, October – December 1987
- Houston County Extension Homemaker Club Year Book 1989
- Houston County Extension Homemaker Club Year Book 1991
- Houston County Extension Homemaker Club Year Book 1993
- Houston County FCE (Association for Family and Community Education) Year Book 1994
- Houston County FCE Club Year Book 1995
- Houston County FCE Club Year Book 1996
- Houston County FCE Club Year Book 1997
- Houston County FCE Club Year Book 1998
- Houston County FCE Club Year Book 1999
- Houston County FCE Club Year Book 2000
- Houston County FCE Club Year Book 2001
- Houston County FCE Club Year Book 2002
- Houston County FCE Cookbook 1997