

West Virginia Archives & History NEWS

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WEST VIRGINIA
DIVISION OF
CULTURE & HISTORY

From the Editor:

Since we changed format in July 2004, publication of *Archives and History News* has not been the one-woman task it mostly was before. **Mary Johnson**, Archives and History Historian and *West Virginia History* Assistant Editor, has always proofread the newsletter and offered excellent editing advice. Now Mary also takes my draft of the text and enters it into PageMaker. **Leslie Chincheck**, staff member in the Administrative section of the Division of Culture and History and designer of our new look, gives final approval to the layout and prints copies of the newsletter each month for our limited mailing list and for distribution in the Archives and History Library. **Joe Geiger**, our Web master, has updated the backfile of newsletters on our Web site into Adobe Acrobat in full color, and continues to post *Archives and History News* each month. Your comments on our efforts are always welcome.

Archives and History Adopts New Guidelines and Fees

Title 82, Procedural Rule for Culture and History, Series 6, *Archives and History Library Services and Fee Guidelines*, has been updated, and having been filed with the office of the Secretary of State on December 6, 2004, and having passed the public comment period with no comment received, is effective January 15, 2005. The scope of the Procedural Rule is to set forth policies and procedures concerning the availability to the public of all records and informational materials generated, developed, or held by Archives and History. This Procedural Rule repeals and replaces the guidelines filed April 19, 1996, and effective July 1, 1996. The full text of the *Archives and History Library Services and Fee Guidelines* is posted for your reference on our Web site at <http://www.wvculture.org/history/rr.pdf>.

Regarding use of the Archives and History Library and its holdings, several guidelines have been

updated. Some of these guidelines were already in place under the discretion of the Archives and History Library Manager and of the Director of Archives and History, and now have been formalized as permanent rules.

- Use of personal mechanized copying equipment by patrons is prohibited in all library and microfilm rooms. Such equipment includes but is not limited to cameras, photocopiers, and scanning devices.
- Use of cellular phones, with or without photographic capability, is prohibited.
- Use of highlighters and self-adhesive notes is prohibited, in addition to any writing/marketing device other than pencils. (Bookmarks and pencils are supplied.)
- The ban on smoking, eating and drinking in all library and collection areas has been continued. *Patrons must understand this ban includes water.*

- Photocopy fees remain the same, with the addition of a fee of \$.25 per page for computer printouts.

New guidelines and fees for research requests are as follows:

- **A fee of \$15.00 must accompany each and every out-of-state research request.** This fee is non-refundable and must be paid in advance. This entitles patrons to one-half hour of staff research time and \$2.50 in copy work and postage and handling. If additional costs for copies, postage and handling, and/or additional research time are incurred, patrons will be billed.
- **A fee of \$5.00 must accompany each and every in-state research request.** This fee is non-refundable and must be paid in advance. This entitles patrons to one-half hour of staff research time and \$2.50 in copy work and postage and handling. If additional costs for

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copies, postage and handling, and/or additional research time are incurred, patrons will be billed. The fee may be adjusted for West Virginia primary and secondary school students.

- **If emergency requests can be filled, they will be assessed a \$10.00 fee in addition to the applicable minimum research fee, any additional research and copy costs, and postage and handling.** If the response is to be transmitted by facsimile or other electronic means, an additional fee shall be assessed. Emergency requests are limited to single specific requests. Such requests may be subject to review and restrictions.
- **Rush requests will be assessed a \$25.00 fee in addition to the applicable minimum research fee, any additional research and copy costs, and postage and handling.** Rush requests are limited to single specific requests. Such requests may be subject to review and restrictions.
- Responses to emergency requests and rush requests may be sent via facsimile transmission. A **facsimile transmission fee of \$1.00 per page will be added to the costs of these requests.**
- **Requests requiring excessive staff time will be assessed a fee of \$20.00 per hour for all work exceeding the first half hour, plus all other applicable charges.**

Other fee changes:

- **Oversized items** that can be copied at the Capitol Complex will be assessed a \$10.00 fee, plus the cost of copies, and postage and handling, if applicable. Collections that must be copied off the Capitol Complex will be assessed a \$20.00 fee, plus the cost of copies, and postage and handling, if applicable.

- **Submission of a claim form for a Union Civil War medal must be accompanied by a \$30.00 non-refundable payment,** which includes the verification process, notification of acceptance or rejection, return of documentation, and certified mailing of the medal to successful claimants.
- **Digital files that are transmitted electronically will be assessed a \$5.00 transmittal fee per file.** This fee will be added to the costs of those requests.
- **In all categories of service, non-payment of fees nullifies any additional requests for copies or use of collections until full payment of outstanding obligations has been made.**

Fees for **reproduction and use of images** (photographs, digital files, computer prints, videotape, film, audiotape, etc.) have been increased in almost every category. Please refer to our Web site for complete information. Other changes in these services:

- In addition to traditional photographic prints, the Archives now offers images as prints from a computer file and as saved digital images that can be either e-mailed or burned on a CD-Rom. A fee will be assessed the first time any image is requested for scanning to cover the time and cost of the process. The fee will be less for any image already scanned and saved.
- Digital images can be printed in color and up to 13" x 19" in size.
- Usage fees for images to be reproduced for CD-Rom publication have been added to the publications usage fee schedule.
- Commercial film and videotape projects that are strictly going straight to video or DVD have been separated from those that are going to be broadcast and then offered on home video or DVD as well, with fees assessed accordingly.

- Usage fees have not been increased for educational non-profit publications or home videos. As before, reciprocal arrangements may be considered for state agencies, organizations, institutions, or individuals who are donors to or supporters of Archives and History.

While advances in technology have greatly increased the ways and means of reproducing both text and images, that technology is not without cost. Toner and ink cartridges, microfilm developing and reproduction, digital photocopiers and facsimile machines, new computers and printers, staff time for data entry, Internet usage fees, postage and paper costs—all place heavy demand on our limited budget. In order to continue to offer a wide range of services to the public, we must recoup some of our costs from those members of the public who actually use those services.

Please understand that the guidelines and fees outlined here are standard practice in our field, and are charges for reproducing material, for the personal research services of our staff, or for staff time spent on these tasks. Free and open access to the collections of the West Virginia State Archives and of the West Virginia Archives and History Library for viewing and individual research have not been limited in any way. Fees only apply when patrons want reproductions of their findings in any form, and when patrons request the Archives and History staff to perform the patrons' research tasks for them.

As a public service, our staff stands ready to assist patrons in understanding how to locate, use and interpret the texts, documents and images in our collections, a service which is not available in all institutions. Our philosophy is that our collections are of no use if the general

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West Virginia History Day at the Legislature to be Held March 17, 2005

Local groups with an interest in history or genealogy are invited to participate in the ninth West Virginia History Day on Thursday, March 17, 2005, at the State Capitol Complex during the first regular session of the 77th West Virginia Legislature. Local historical groups will be attending to provide displays and reenactments in the Rotunda of the state Capitol. Historians, genealogists, educators,

preservationists, veterans, fraternal organizations, librarians, ethnic groups and families with an interest in West Virginia's history are invited to provide exhibits featuring historical documents, photographs, artifacts and publications. Other attractions will include reenactments of events in the state's history, music, storytelling, and a "History Hero" ceremony honoring citizens from

across the state who have made recognized contributions to the history of West Virginia.

Authorized by the legislature, West Virginia History Day commemorates local groups' efforts to preserve, protect and promote the study of the Mountain State's past. The West Virginia Division of Culture and History joins the Archives and History Commission, West Virginia Historical Society, West Virginia Historical Association, Preservation Alliance, Inc., West Virginia Association of Museums, West Virginia Humanities Council, and the Mining Your History Foundation as organizers of this year's events. All West Virginia History Day events are free and open to the public.

2005 "History Hero" Nominations Due

On West Virginia History Day on March 17, 2005, during the regular session of the West Virginia State Legislature, "History Hero" awards will be presented at an awards ceremony in the State Theater of The Cultural Center. "History Hero" designation will be awarded to people who have made significant grassroots contributions to the preservation of local or regional history. **Nominations may only be submitted by local historical, genealogical, preservation, museum, patriotic or other similar groups through an official representative or officer.** (Any individual who would like to suggest nominations should contact an organization in the proper county or an appropriate specialized group. Lists of societies and other organizations with their mailing addresses are posted on the Archives and History Web site at <http://www.wvculture.org/history/histsocs.html> and <http://www.wvculture.org/history/guide2.html>.)

Forms and other History Day information have been mailed to West Virginia organizations who are on the History Day mailing list. If your group did not receive the mailing, an

officer or authorized representative may request a History Hero nomination form and a statement of criteria for nomination be mailed to the organization by calling (304) 558-0230. In addition, History Hero nomination forms and a statement of criteria for nomination are posted on our Web site at <http://www.wvculture.org/history/historyhero05.pdf>, and are also accessible through a link provided off the main Archives and History page. The forms may not be submitted electronically, but must be printed and either mailed or hand-delivered. ***Nominations must be mailed to the address below and postmarked by January 21, 2005, or may be hand-delivered to the Archives and History Library by January 24, 2005:***

WV History Hero
 WV Archives and History
 Bldg. 9, The Cultural Center
 1900 Kanawha Blvd., East
 Charleston, WV 25305-0300

All nominations submitted will be considered by a committee of representatives from History Day sponsors, who will designate those chosen to receive awards as 2005 History Heroes.

Snapshots in Time

Snapshots in Time: A Photographic History of West Virginia, a touring exhibit of 100 images from the West Virginia State Archives collection, is currently at Museum in the Park, Chief Logan State Park. Developed by the West Virginia Division of Culture and History in honor of the West Virginia State Archives' centennial in 2005, *Snapshots in Time* depicts more than 140 years of history, culture, family, work, conflict, celebration and tragedy in the Mountain State. Collectively, the images document a distinct spirit that defines West Virginians. Sample images and information on Museum in the Park's location and operating hours are available on the Web site at <http://www.wvculture.org/sites/Logan/index.html>. For more information on the touring exhibit, contact acting Museums Director Stan Bumgardner, at (304) 558-0220, ext. 121, or at stanley.bumgardner@wvculture.org.

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public can not locate and interpret the information needed. Other institutions provide far less reference and research guidance than do we. As we have declared previously, the greatest asset of the Archives and History section of the West Virginia Division of Culture and History is the experienced, dedicated staff. If you have questions or comments regarding the Archives and History Library Services and Fee Guidelines now in place, please contact us. We will try to address your concerns, if any, in future newsletters.

Remembering Firefighters and Law Enforcement Officers

The *West Virginia Fallen Firefighter Memorial*, erected by the West Virginia Firemen's Association, and *Fallen Partner*, a memorial for law enforcement officers funded through the West Virginia Chapter of the Fraternal Order of Police, are both located on the plaza deck of The Cultural Center in Charleston. Each memorial has a page on our Web site with listings of those honored: <http://www.wvculture.org/history/wvfiremem.html> and <http://www.wvculture.org/history/wvpolicemem.html>. These sites have lists of the fallen officers by date of death, name and department represented. West Virginians are also honored on national Web sites: the *Officer Down Memorial Page* at <http://www.odmp.org> and the *National Fallen Firefighters Memorial Database* at <http://www.firehero.org>. The national Web sites include information for many of those honored: biographical data, incident descriptions, photographs, and images of departmental patches. The national sites also welcome submission of additional information.

New Titles

- West Virginia: The History of an American State:** 2nd ed., Vicki Wood, 2004.
Gallia County Ohio Birth Records: Volume 1, 1864-1881; Volume 2, 1881-1895: Michael L. Trowbridge, 2003.
An Ellison Family of Virginia/West Virginia: Hugh E. Voress, 2003.
Hardy County WV Marriages, 1795-1899: Wes Cochran, 2004.
Pleasants County WV Deaths 1901-1950: Wes Cochran, 2004.
1880 Elliott County Kentucky Census: Charles A. Barker, 1988.
1890 Census Gallia County, Ohio [Veterans Census]: Michael L. Trowbridge, 1990.
Carter County Kentucky Newspaper Extractions, 1893-1930: Sheri K. Pettit, 2004.
Restored Hamilton County, Ohio, Marriage Records Supplement, 1850-1884: Jeffrey G. Herbert, 2002.
Lawrence County, Ky. Cemeteries: Volumes 1 and 2: Mary Ellen Reid, et al, 1995.
The 1880 Federal Census of Monroe County, Ohio: Monroe County Chapter of the Ohio Genealogical Society, 2000.
Deaths Recorded in Jefferson County, Ohio, 1867-1887: Leila S. Francy, 1997.
The Ancestors and Descendants of Henry Truxton Campbell: Sandra Ellis Alderson, 2002.
Marriage Records, 1906-1913, Athens County, Ohio: Marvin Fletcher, 1986.
Marriage Records, 1901-1925, Gallia County, Ohio: Michael L. Trowbridge, 1987.
The Cantley Family of Virginia and West Virginia and Points West: Hugh E. Voress, 2003.
Gallia County, Ohio Death Records: Ann H. Brown, Editor, 1998.
Spencer and Mary Rutherford Hill of West Virginia: Lee M. Estep, 2004.
Descendants of John Allen: George Allen, 2004.
Ritchie County, WV Marriages, 1945-1970: Wes Cochran, 2003.
Washington County, Virginia Marriages: Ministers' Returns, 1776-1855: Marty Hiatt and Craig Roberts Scott, 1994.
Pleasants County WV 1920 Census: Wes Cochran, 2004.
1930 Kanawha County West Virginia Census: Poca District, Part 1: S. P. Higginbotham, 2004.
1910 Kanawha County, West Virginia Census: Malden District: West Virginia Genealogical Society, 2004.
The 1900 Federal Census of Elliott County Kentucky: Harry Holbrook, 1997.
An Abstracted Copy of the 1920 Federal Census of Gallia County Ohio: Kelly Robert Greer, 1999.
1850 Athens County, Ohio Census: Corrected edition, Jane Whiteman, c1984, c1978.
The Identification of 1809 William Wright of Franklin County, Virginia: Robert N. Grant, 2004.
Floyd County Kentucky Consent Papers, 1808-1851: Joe R. Skeens, 1993.
Index to Cincinnati, Ohio Death Records: Volumes 1894-1896, 1903-1905, 1906-1908: Kenny R. Burck, 2003.
The Big Sandy News: Cora Meek Newman, 2000.
Floyd County Kentucky Cemeteries: Volume 1 and Volume 3: Joe R. Skeens, 1986.

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Wood County WV Deaths, 1919-1931, Volume A-L: Wes Cochran, 2004.
Roane County WV Marriages, 1951-1967: Wes Cochran, 2004.
Pleasants County WV Deaths 1853-1900: Wes Cochran, 2004.
Van Meter: The West Virginia Connection: Juanita Sigmon Halstead, 2004.
Nicholas County's First Settlers: Edward Campbell, 2004.
Wood Co. (Va.) WV: Cemeteries and Short Histories: The Riverview/Riverside/Cook Cemetery, Volume #1: Cynthia Cain Buskirk, [no date].
Deaths Recorded in Jefferson County, Ohio, 1899-1908: Leila S. Francy, 1997.
Obituaries of West Virginia Newspapers, 1822-1899: Volume 8, 1898: Gerald S. Ratliff, 2004.
From Youth to Old Age: Thomas Hawkins Perry, [no date].
Pleasants County WV Deaths 1951-1970: Wes Cochran, 2004.
Reed and Related Families of Tazewell Co., VA and McDowell Co., WV: Juanita Sigmon Halstead, 1992.
1930 Census of the United States: Pendleton County, West Virginia: Clara Mae Alt Ross, 2004.
Grizzell Ancestor Tree: David Andrew Grizzell, 2003.
Craig County Heritage Book: Craig County Heritage Book Committee, 2004.
Conner Family, Volume 2: George Howard Moose, 1997.
Family Tree Maker's Family Archives: Revolutionary War Pension Lists, Military Records: [CD-Rom], Broderbund Software, 1998.
A Pictorial History of Nicholas County West Virginia 2004: Mark Romano, 2004.
Descendants of Eli Legg (1775-1835) and Jane Prince (1776-1846) of Prince William County, Virginia: Lisa Marie Hirst Deason, 2004.
Passenger and Immigration Lists Index, 2005 Supplement: Thomson-Gale, 2004.
The Irish Immigration into Ritchie County, WV: Janet Hodge, 2004.
Soldiers of Wayne County, West Virginia: Revolutionary War, War of 1812, Mexican War, Civil War, Spanish-American War: Rennie Talbert, Sr., and Mary Talbert, 2001.
Tombstone Markings of the Beulah Baptist Church (Proctorville, Ohio): Richard Marks, 1989.
The Civil War in Greenbrier County West Virginia: Tim McKinney, 2004.
10th Kentucky Cavalry, C.S.A.: May's, Trimble's, Diamond's "Yankee Chasers": John Britton Wells III and James M. Prichard, 1996.
Pictorial History of McDowell County: From Rural Farms to Coal Kingdom, 1858-1958: Jean Battlo, 2003.
A Prejudiced Resentment: American Culture in Recovery: [Fiction], Bob EagleClaw Parkins, 2004.
The Trial: The Assassination of President Lincoln and the Trial of the Conspirators: Edward Steers, Jr., editor, 2003.
Fresh Fish: A Civil War Prisoner's Story: E. Lynn Miller, 2003.
Appalachian Coal Mining Memories: Life in the Coal Fields of Virginia's New River Valley: Mary B. La Lone, editor, 1997.
Long Night Moon: [Juvenile fiction], Cynthia Rylant, 2004.
Virginia's Western Visions: Political and Cultural Expansion on an Early American Frontier: L. Scott Philyaw, 2004.
Lee & Grant: Profiles in Leadership from the Battlefields of Virginia: Major Charles R. Bowery, Jr., 2005.
Hampshire County, West Virginia, 1754-2004: Roberta R. Munske and Wilmer L. Kerns, editors, 2004.

Governors' Papers

Finding aids for the gubernatorial papers of John D. Rockefeller IV (1977-1985) are available on our Web site at <http://www.wvculture.org/history/ar1834.html> and for Cecil Underwood (second term, 1997-2001) at <http://www.wvculture.org/history/ar1912.html>. Links also are provided on the Archives Collection page, <http://www.wvculture.org/history/wvsaarch.html>.

Atlas of Historical County Boundaries Project Online

The Newberry Library now offers online interactive maps of Virginia and West Virginia through the *Atlas of Historical County Boundaries*. The Virginia map, at <http://historical-county.newberry.org/Virginia/viewer.htm>, and the West Virginia map at http://historical-county.newberry.org/website/West_Virginia/viewer.htm, allow the user to study the complete county network or any part of that network for any given date from July 4, 1776, through December 31, 2000. Supplementary texts include chronologies and bibliographies. The maps can be manipulated in many ways, even layering historical boundaries on top of today's county lines and county seats. These maps

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offer exciting opportunities for study and problem-solving for historians and genealogists alike. Becoming adept at use of the maps will take a little effort and time on the part of the researcher, but the rewards will be great. Although the project eventually will include all fifty states and the District of Columbia, only Virginia, West Virginia, Wyoming and California are currently available. To aid West Virginia researchers seeking the *Atlas of Historical County Boundaries*, the site is also a new Featured Link on our Web site, <http://www.wvculture.org/history>.

Historic Preservation Grants Available

Applications are now being accepted for historic preservation development grants through the State Historic Preservation Office (SHPO) of the West Virginia Division of Culture and History. Approximately \$450,000 will be awarded, contingent upon appropriation of funds from the West Virginia legislature or the United States Congress.

Eligible projects include the restoration, rehabilitation or archaeological development of historic sites listed on the State or National Register of Historic Places. Properties owned by church organizations or used exclusively for religious or governmental purposes are not eligible for funding. Privately owned properties are eligible only in instances where there is evidence of public support or public benefit.

For more information about the historic preservation development grants or a complete program description, visit the SHPO Web site at <http://www.wvculture.org/shpo>, or contact Pamela Brooks, the SHPO grants coordinator, at (304) 558-0240, ext. 720. Deadline for receipt of applications is March 31, 2005.

Where Can I Read West Virginia Archives and History News?

West Virginia Archives and History News is posted each month on our Web site at <http://www.wvculture.org/history/ahnews.html>. (You will find a link in the Archives section.) If you do not have personal access to the Internet, please visit your local public library, most of which provide free access to the public. Paper copies of the newsletter are distributed in the West Virginia Archives and History Library in The Cultural Center in Charleston. A limited number of copies are mailed to genealogical and historical societies in West Virginia. Some of these societies maintain libraries or reading rooms that are open to the public. Societies may also photocopy newsletters to share with their membership, and may reprint articles in their own newsletters as long as they properly credit the source.

Subject and Title Indexes, as well as a list of Reviews are posted on the same page as the individual issues. West Virginia Archives and History

News also is indexed by PERSI, the PERiodical Source Index.

The following libraries around the state are depositories for the legislatively mandated West Virginia Publications Clearinghouse, and receive paper copies of the newsletter: **Morrow Library** (Marshall University) in Huntington, **West Virginia University Libraries** in Morgantown, **Hardway Library** (Bluefield State College), **A. M. Pfeiffer Library** (West Virginia Wesleyan College) in Buckhannon, **Clarksburg-Harrison County Public Library**, **Vining Library** (West Virginia University Institute of Technology) in Montgomery, **Parkersburg-Wood County Public Library**, **Scarborough Library** (Shepherd University) in Shepherdstown, **Roane County Public Library** in Spencer, **Mary H. Weir Public Library** in Weirton, and the **Williamson Campus** library of Southern West Virginia Community College.

A Refresher Course in Asking the Right Question and More

The skill of asking a well-thought out question is one that comes naturally to few people. Most of us must practice and learn from our mistakes in order to develop the ability to ask carefully worded questions that result in the information we want. Here are some tips gleaned from "Asking the Right Question," *West Virginia Archives and History News*, December 2000, to think about when writing a research request letter, or when visiting a library for hands-on research:

- **Find out what records are available from the source you are addressing.** Make sure you are asking for information in an area they cover, and that you are

supplying the basic data or clues needed for them to find the correct record for you.

- **Remember the "Five W's": Who, What, When, Where and Why.** Supplying the basic data for each of these categories will also improve your inquiries and produce better replies. If the specific item you have requested is not available, knowing *why* you want the information may help the researcher or library staff answer your question by using a different source.
- For tips on defining what you want to know and on framing a specific question to draw the most accurate

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response, refer to “RootsWeb’s Guide to Tracing Family Trees,” Lesson 7, “What is the Question.” (<http://www.rootsweb.com/~rwguide/lesson7>.)

- **Important:** *if you can’t formulate a good question, you need to do more research on the generation that led you to this person.*

- If you are writing to the **West Virginia Archives and History Library**, but aren’t sure what to say, call us. We will be happy to discuss how to word your letter, although we can not provide research replies over the telephone.

This article originally appeared in the October 2002 issue of West Virginia Archives and History News. The following related article, Advice for Writers of Research Letters, originally appeared in the November 2001 issue:

When you write a letter to the Archives and History Library or other organization to request research information, please be sure to use the same name and address on each letter. If your name or address has changed since you last wrote, please refer to your previous name or address in your letter. Why? Well, we maintain files of research correspondence. When we receive a research letter, we check our files to see if we have heard from that person before, and attach any previous letters and replies to the new one. Knowing what has been researched for you already can be helpful in deciding research strategy in replying to your most recent letter. Also, if you have left out a piece of important information, we can sometimes find that information in earlier correspondence. Once in awhile we can save you money by letting you know that we have already sent a document to you in the past, etc.

Calendar of Events

Please check our web site (<http://www.wvculture.org/history>) for genealogical and historical society meeting announcements, and for more complete information on activities listed below.

WEST VIRGINIA STATE MUSEUM CLOSED FOR RENOVATIONS, The Cultural Center, Charleston.
 Reopening date will be announced at a later time.

“SNAPSHOTS IN TIME,” January and February:
 “A Photographic History of West Virginia,” an exhibit of photographs from the State Archives, Chief Logan State Park, Logan.

ARCHIVES AND HISTORY NEW GUIDELINES AND FEES, January 15: Changes go into effect.

MARTIN LUTHER KING DAY, and INAUGURATION DAY, January 17: Archives Library will be open.*

“HISTORY HERO” NOMINATIONS DUE, postmarked by **January 21**, or hand-delivered by **January 24:** State Archives, The Cultural Center, Charleston.

ARCHIVES AND HISTORY COMMISSION MEETING, January 28: Morgantown.

LINCOLN’S BIRTHDAY, February 11 [observed]:
 Archives Library will be open.*

LINCOLN’S BIRTHDAY, February 12:
 Archives Library will be open.*

PRESIDENTS DAY, February 21:
 Archives Library will be open.*

HISTORY DAY, March 17:
 The Capitol and The Cultural Center, Charleston.

HISTORIC PRESERVATION DEVELOPMENT GRANTS APPLICATION DEADLINE, March 31: West Virginia State Historic Preservation Office, The Cultural Center, Charleston.

**Only the Archives Library will be staffed—all other Archives offices will be closed.*

The West Virginia Library Commission Library in the Cultural Center is closed weekends and all holidays.

And some new advice for January 2005 readers! Be sure to include your telephone number and/or your e-mail address so the researcher working with your request can contact you for further information if necessary.

Archives and History Staff

Fredrick Armstrong Director
Debra Basham Archivist (photographs, special collections)
Constance Baston Researcher (Veterans Memorial Archives)
Greg Carroll Historian (Civil War, Native American history)
Dick Fauss Archivist (microfilm and moving images collection)
Allen Fowler Special projects
Elaine Gates Library Assistant (microfilming and microfilm repairs)
Joe Geiger Assistant Director (Historian, Web page)
Ed Hicks Photographer (archival photography, darkroom)
Mary Johnson Historian (*West Virginia History*)
Terry Lowry Library Assistant (Civil War)
Cathy Miller Library Assistant (WV State documents, periodicals)
Sharon Newhouse Secretary
Harold Newman Library Assistant (microfilming, Revolutionary War)
Pat Pleska Manager of the Veterans Memorial Archives
Susan Scouras Librarian (cataloging, Kentucky, library collection, newsletter editor)
Jaime Simmons Library Assistant (records of the 1700's and early 1800's, Pennsylvania)
Bobby Taylor Library Manager
Nancy Waggoner Secretary
Volunteers Carolyn Conner, Bill Kelley, Angela Tolbert, Bob and Lucile Foster,
John McClure, Carol de la Riva, Lorene Mullins, and Kellis and Virginia Gillespie

This newsletter is a publication of : The West Virginia Division of Culture and History
Troy O. Body, Commissioner