

Capitol Heights Civic Collection

Processed and arranged in 2016 and 2018
Montgomery County Archives, Courthouse Annex III, Montgomery, Alabama, 36104, (334)-
832-7173

Processed by: Dallas Hanbury and Taylor Smith

Collection Creator: Capitol Heights Civic Association

Collection: Capitol Heights Civic Collection

Collection Dates: ca. 1924 - 2018

Collection Size: 5 linear inches

Abstract: This collection consists of organizational papers, newsletters, and artifacts pertaining to the Capitol Heights Civic Association

Repository: Montgomery County Archives, Courthouse Annex III, Montgomery, Alabama, 36104, (334)-832-7173

Reference Code: 2016.007

Language and Scripts: The entire collection is recorded in English.

Administrative / Biographical History:

Scope and Content: This collection consists of organizational newsletters, administrative papers, and artifacts from the Capitol Heights Civic Association

System of Arrangement: This collection is organized into three series:

Series I: papers

Series II: Artifacts

Series III: Newsletters

Location of Originals: Originals are located with the Capitol Heights Civic Association

Physical Characteristics and Technical Requirements: This collection paper-based office files, paper-based newsletters, and ceramic objects.

Access Points:

Montgomery (Ala.)

Capitol Heights Civic Association
Newsletters
Mugs

Conditions Governing Access: collection is open for research.

Accruals: Further accruals are expected.

Acquisition Info: The Capitol Heights Civic Association donated artifacts and organizational papers to the Montgomery County Archives in 2016 and newsletters in 2018.

Alternative Forms: None

Additional Finding Aids: None

Appraisal Process: The Montgomery County Archives' mission statement notes that the MCA collects non-government records, as long as they pertain to the history of Montgomery County.

Custodial History: the Capitol heights Civic Association papers were in the custody of Jane Doe of the Capitol Heights Civic Association when in 2016 she began transferring files of the documents in the collection to the Montgomery County Archives. As a precaution, the Montgomery County Archives then printed out the papers for physical organization and storage.

Preferred Citation: (Name of record cited, type of record, date of record,) Capitol Heights Civic Collection

Processing Information: In 2016, Montgomery County archivist Dallas Hanbury processed and described the initial papers and artifacts. In 2018, volunteer Taylor Smith helped Dallas Hanbury in processing and describing newsletters.

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Separated Materials: None

Bibliography: None

Note: None

Inventory

Series I: Papers

Folder 1 of 1: Administrative Files

Series II: Artifacts

1 Capitol heights Civic Association mug

Series III: Newsletters

Folder 1 of 1: Newsletters, 2018