

The Montgomery County Archives Collection

Processed and arranged in 2015 and 2016
Montgomery County Archives, Courthouse Annex III, Montgomery, Alabama, 36104,
(334)-832-7173
Processed by: Dallas Hanbury

Collection Creator: Montgomery County Archives

Collection: Montgomery County Archives Collection

Collection Dates: ca. 1994-2014

Collection Size: 4 Linear Feet

Abstract: This collection consists of records created by or about the Montgomery County Archives (MCA). It largely consists of records documenting the everyday work of the MCA, as well as its historical development.

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

Reference Code: 2015.001

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

Administrative/Biographical History: After roughly two years of collaborative work among the Montgomery County Historical Society, the Montgomery County Judge of Probate, the Alabama Department of Archives and History, and the Montgomery County Commission, the MCA came into existence. The MCA appraises, acquires, preserves, and provides access to records created by Montgomery County government. It also holds non-government records that pertain to some aspect of the city of Montgomery and Montgomery County's history. In addition to its duties to care for and provide access to county government records, the MCA also provides records management service to Montgomery County Government. It does so by helping county agencies identify records eligible for destruction under the criteria set forth by the Alabama Local Government Records Commission, filing destruction notices with the Alabama Local Government Records Commission, and helping to locate vendors that will appropriately destroy records selected for destruction.

Scope and Content: In the course of normal business the Montgomery County Archives (MCA) created correspondence, reports, institutional histories, and images. The Montgomery County Archives Collection materials date from 1994 to 2014. These materials record the founding, objectives, plans, and daily business of the archives. Furthermore, this collection also consists of publications that used records, including photographs, from the MCA.

System of Arrangement: This collection is currently organized into four series:

Series I: Collection Inventories

Series II: Administrative Policies and Procedures

Series III: Administrative Correspondence

Series IV: Historical and Publicity Files

Location of Originals: Montgomery County Archives; Vault 116, Bay 11A

Physical Characteristics and Technical Requirements: Paper-based records, including correspondence, books, administration-related binders, etc., make up the majority of the collection. A small portion of the collection consists of records on compact discs (CD). To access the information on the CDs, patrons and archives staff will need a computer with a CD drive.

Access Points:

Montgomery County (Ala.)

Archives

County government

Conditions Governing Access: Collection is open for research.

Conditions Governing Access: If materials containing personal Information, such as social security numbers, are present in the collection, requests for copies of said material will require redaction of such information before the archivist gives them to patrons. Furthermore, the notes a patron makes, whether on paper, electronic device, or on some other medium or in an additional manner, must be inspected before the patron leaves the archives.

Accruals: Future accruals expected.

Acquisition Info: Created by the MCA, records in this collection have not left the possession of the archives.

Alternative Forms: None

Additional Finding Aids: None

Appraisal Process: The mission statement of the MCA notes that it acquires records created by Montgomery County government, of which the archive is a part.

Custodial History: The records have remained in the possession of the MCA since their creation.

Preferred Citation: Item title or description, Folder #, Box #, Series # and name, The Montgomery County Archives Collection, Montgomery County Archives; Montgomery, Alabama

Ex: John Doe to Jane Doe, Letter, folder 1, Box 1, Series I: Correspondence, Montgomery County Archives Collection, Montgomery County Archives; Montgomery, Alabama

Processing Information: In December 2015 Montgomery County Archivist Dallas Hanbury completed initial processing of the collection. In July 2016 he re-processed the collection to a more detailed level.

Conditions Governing Reproduction and Use: It is presumed corporate and individual copyrights have been retained by copyright owners. Copyright restrictions apply. Users of materials should seek necessary permissions from the copyright holders to comply with U.S. copyright laws.

Related Materials: Montgomery County Judge of Probate Office Record Group, Montgomery County Commission Record Group, and the Montgomery County Historical Society Collection.

Separated Materials: None

Bibliography: Montgomery County Archives website: <http://www.mcala.org/electedofficials/probatejudge/probatedivisions/Archives/Pages/Default.aspx>

Note: As the below inventory points out, individual boxes contain records from more than one series. As the collection grows, series will come to occupy their own boxes. Until then, the collection will remain organized as is. At this current time, giving each series its own box would waste valuable shelf space.

Inventory

Box 1:

- Series I: Collection Inventories
 - Folder 1 of 1: Inventories—Probate
- Series II: Administrative Policies and Procedures
 - Folder 1 of 8: 2003 Work Plan for Montgomery County Archivist
 - Folder 2 of 8: Probate Imaging System [ICON]
 - Folder 3 of 8: ICON System Implementation
 - Folder 4 of 8: ICON Imaging System
 - Folder 5 of 8: Bids—Imaging System
 - Folder 6 of 8: Job Analysis Questionnaire and Work Plan 09/2012
 - Folder 7 of 8: Analysis and Description of ICON Imaging Software

- Folder 8 of 8: Internship Applications/Forms
- Series III: Administrative Correspondence
 - Folder 1 of 6: History of Montgomery, Alabama – Archives Definition/Job Description
 - Folder 2 of 6: Plat Scanners
 - Folder 3 of 5: 2004-2009 Correspondence
 - Folder 4 of 6: Retention/Disposition—RDA (Records Disposition Authority)
 - Folder 5 of 6: Kevin Hollis Correspondence—2014
 - Folder 6 of 6: Administrative Correspondence—2017
- Series IV: Historical and Publicity Files
 - Folder 1 of 11: Proposal to Create Montgomery County Archives
 - Folder 2 of 11: Montgomery County Archives History 02/1996
 - Folder 3 of 11: Montgomery County Historical Society—Proposal to Increase Special Index Fee
 - Folder 4 of 11: Hamby and Bailey—Architects of 101 South Lawrence Street Renovation
 - Folder 5 of 11: Renovation of 101 South Lawrence Street
 - Folder 6 of 11: Flyers and Bulletins 2013-2014
 - Folder 7 of 11: Volunteer Hands on River Region
 - Folder 8 of 11: Alabama Department of Transportation—Edmund Pettus Bridge
 - Folder 9 of 11: Website Update Materials
 - Folder 10 of 11: “Ambivalent Frames: Rosa Parks and the Visual Grammar of Respectability.”
 - Folder 11 of 11: Bicentennial Project (County Cemeteries)
- **Books**
 - Kent Wong, Ana Luz Gonzales, and James M. Lawson Jr., eds., *Nonviolence and Social Movements: The Teachings of Rev. James M. Lawson Jr.* (Los Angeles: UCLA Center for Labor Research and Education, 2016)
 - Russell Freedman, *Freedom Walkers: The Story of the Montgomery Bus Boycott* (New York: Holiday House, 2006)
 - Daniele Bourcier & Pek van Anel, *C'est Quoi la Serendipite: 90 Decouvertes Dues au Hasard Qui Ont Bouleverse le Cours de L'Histoire* (Paris: Le Courier du Livre, 2017)
 - Lava Thomas, *Mugshot Portraits: Women of the Montgomery Bus Boycott* (San Francisco: Rena Bransten Gallery, 2018)

▪ **Films**

- “The Vietnam War” Ken Burns and Lynn Novick, Florentine Films, 2017

Box II:

- Series I: Collection Inventories
 - Binder 1 of 3: Montgomery County Probate Records Inventory—1994
 - Binder 2 of 3: Montgomery County Records Inventory—1994
 - Binder 3 of 3: 1194 Index and Inventory of Montgomery County Probate Records
- Series IV: Historical and Publicity Files
 - Binder 1 of 1: Presentation and Correspondence Created by Kevin Hollis

Box III:

- Series I: Collection Inventories
 - Binder 1 of 2: Index for Wills, 1817-1969
 - Binder 2 of 2: Index for Wills, undated

Box IV:

- Administrative Policies and Procedures
 - Binder 1 of 6: Managing Montgomery County Archives—A Procedures Manual
 - Binder 2 of 6: Managing Montgomery County Archives—A Procedures Manual
 - Binder 3 of 6: Montgomery County Archives Policies + Procedures
 - Binder 4 of 6: Archon
 - Binder 5 of 6: Archon User Manual
 - Binder 6 of 6: Response to Probate Office ITB for Montgomery County Alabama License and Land Record Imaging System Including Imaging