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1. Introduction

The Tuskegee University Archives at Tuskegee University, Alabama, possesses a wealth of records and collections of enduring value. In order to preserve these records and collections and to provide the best access for researchers, consistency of the repository’s practices of arrangement, description, and cataloging is a necessity. By preserving and providing access to records of enduring value, the Tuskegee University Libraries, Archives and Legacy Museum furthers its mission to encourage the exploration of the core moral issues which underlie research and medical treatment of African Americans and other underserved people.

The content, media type, and volume of archival materials possessed by the Archives vary, as will the appropriate level of description. In ideal circumstances, each collection would be described to the item level; realistically, however, each collection will be processed only to the level necessary to gain physical and intellectual control over the materials, and provide efficient access for researchers. This manual is intended as a guide to achieving the logical arrangement of archival materials, providing description of these materials in the form of finding-aids, and ensuring that all administrative and legal issues are addressed.
2. Basic Principles and Terms

A basic knowledge of certain basic terms and principles is important for the accessioning and processing of archival materials.

Accession: The act and procedures involved in taking records or papers into physical and legal custody by an archival agency or manuscript repository. The purpose is to extend basic control over a collection as quickly as possible to prevent its being confused or mixed with other material in custody.

Archives: (1) The non-current records of an organization or institution preserved because of their continuing value. (2) The agency responsible for selecting, preserving, and making available records determined to have permanent or continuing value (3) The building or part of a building where archival materials are located.

Arrangement: relates to the filing pattern (e.g. alphabetical, chronological, etc.) of materials within the unit described. Distinguished from “organization”, which relates to how materials have been subdivided into distinct units, such as series into sub series.

Deed of gift: A signed, written instrument containing a voluntary transfer of title to real or personal property without a monetary consideration. Deeds of gift to archives and manuscript repositories frequently take the form of a contract establishing conditions governing the transfer of title to documents and specifying and restrictions on access or use.

Description: the process of compiling and organizing information that has been extracted from the collection or gathered from external sources, into a form that will be useful for the user. Description also refers to the physical tool that is the result of the descriptive process, often a catalog record or finding aid.

Document: A written paper, recording, photograph, computer file, or other item that bears the original, official, or legal form of something and can be used to furnish evidence or information. Letters to individuals, business reports, architectural drawings, photographs, videos, and computer files are all examples of documents.

Finding aid: the broadest term to cover any description or means of reference made or received by an archives service in the course of establishing administrative or intellectual control over archival material. Common terms also used: inventory, register, container list.

MARC records: A brief description of a collection in a coded form that is entered into an online catalog, which aids in searching holdings. MARC is an acronym for “machine-readable cataloging”.
**Original order:** the archival principle asserting the importance of retaining the order and arrangement of the materials in a collection as they were originally organized by the creator in order to preserve the evidence about how they were created.

**Processing:** The activities of accessioning, arranging, describing, and properly storing archival materials. Gathering information about a collection, physically organizing and arranging the materials, and providing access through description.

**Provenance:** the person(s), family(ies), or corporate body(ies) that created and/or accumulated and used records, in the conduct of personal or business life. An understanding of the context in which a collection was created, including the individuals who created the materials, the activities and functions that generated them, and the events surrounding their creation, is central to the interpretation of materials in archival collections.

**Record group:** A body of related records established on the basis of provenance with particular regard for the administrative history of the record-creating institution or organization.

**Series:** documents or file units arranged in accordance with a filing system of maintained as a unit because they result from the same accumulation or filing process, or the same activity; have a particular form; or because of some other relationship arising out of their creation, receipt or use.
3. **Accessioning**

Accessioning archival materials involves gathering information concerning the origin of the materials, the date the materials were received, the physical location of the collection, and a concise description of the materials themselves. Gathering this information is the first step in gaining physical and intellectual control over archival materials. Accession records provide overall documentation of a repository’s holdings, the sources of archival materials, the state of collections in need of processing, and the location of the archival materials. Each new collection or record group received by the Tuskegee University Libraries Archives should be accessioned using the following process:

1. **Enter information about the record group in the Accession Log.**

When the repository receives archival materials, each group of records should be assigned an accession number. Each new accession will be given a two-part number, containing the year, and the record group number. For example, the first collection accessioned in 2003 would be assigned the number 2003-1. Each additional entry into the log will receive a number, made up of the year, and a sequential number. Hence the next collection registered in the log would receive the number 2003-2, and so on.

The Accession Log entry for each new record group will include the date the materials were received, the name of the person that entered the information, donor information (if available), the assigned accession number, the size of the group, the physical storage location, and a very brief description of the materials.

2. **Start a collection file for the newly accessioned record group.** Any information garnered about the collection and its creator(s) should be noted in this file. Include a copy of the Accession Log entry in this file. Documents indicating the ownership of the collection should be stored in this file, as well as deeds of gift. Any paper records or correspondence connected with the acquisition, accession, and processing of the collection should be included in this file. When accessioning and initial inspection of a collection is finished, a completed Accessions Form (See Appendix 1) should be located in this file.

3. **Fill out an Accession Form.** As the collection is being inspected, any physical preservation problems should be documented. Note the original order of the material (are the files arranged alphabetically, chronologically, by subject, etc.), and determine a prevalent filing order, if one is present. It is very important not only to note the original order, but also to maintain it until final processing and arrangement decisions have been made. It is possible that the original order of a collection has been disturbed, and any remnant of original order may assist in restoring the original order during arrangement. As this initial inspection continues, it is advisable to remove any metal fasteners. If difficulties arise, such
as rust adhesion, consult the supervising archivist on the proper method of removing these fasteners.

Filling out an Accession Form for each new record group also provides information necessary to determine the level of processing the collection will undergo, and information vital to creating the collection-level description.

4. Once an initial overview of the collection is achieved, the materials should be removed from their original containers and folders, and re-housed in acid-free folders and archival storage containers. Again, original order must be preserved – original folders titles (if present) should be reprinted in pencil on the tabs of the acid-free folders they are placed in. The folders and boxes can be assigned temporary numbers, written in pencil, to aid in preserving the original order.

5. Create a collection-level description for the collection, to include the following information:
   a. Accession number
   b. Physical storage location
   c. Name of creator (personal name or organizational name) and dates of birth and death
   d. Title of record group or collection (i.e., The Papers of Eugene H. Dibble), with collection inclusive dates
   e. Collection size – number of boxes, number of linear feet (one standard archival box equals 1/3 cubic feet – three boxes equals 1 cubic foot)
   f. Types of material (i.e., papers, photographs, maps, etc.)
   g. Biographical or institutional information about the creator
   h. A statement of the scope and content of the collection - inclusive dates, primary subjects, and primary people.
   i. Finding aid, or brief container/folder list
   j. Restrictions on access (i.e., patient/medical information or records containing personal names protected by the Privacy Act)
   k. Preservation issues
   l. Acquisition statement, date of acquisition

Place the completed collection-level description in the collection file. The collection file should now contain all documentation generated during the accessioning process, and will serve as brief overview of each collection, giving the repository better physical and intellectual control over its archival materials, both processed and unprocessed.
4. Arrangement

Processing a collection or record group involves arrangement, description, and physical housing. The processing of a collection allows for access and use by researchers.

Collections are typically arranged according to two archival principles: original order (materials should be kept in the order imposed by the creator as they were generated and while they were in active use) and provenance (the records created by an individual or institution should not be intermingled with those of any other creator). While the provenance of archival materials can usually be determined, there are cases in which the original order of a collection has been altered. Often, archivists can determine the original order during accessioning, and restore it during processing. When this restoration is not possible, artificial collections may be created whose organization facilitates access. Whenever possible, original order is to be maintained or restored, and the principle of provenance respected.

In order to arrange and describe a collection, it is necessary to gather as much information as possible about the creator of the records. If the creator is a person, obtain as much biographical information as possible: dates of birth and death, educational background, family history, employment history, important events and activities, awards received, books or articles authored, obituary notices, etc. If the creator is an institution or organization, obtain an agency/institutional history: include the operational dates of the organization, its mission statement or purpose, any major changes in name or ownership, etc. This information may be difficult to obtain – refer to the collection file for information, as well as employees of the organization. News releases, meeting minutes and annual reports can be very helpful. Take advantage of Internet resources, and the information that may be contained in the collection itself. If the processor is not the same individual that accessioned the collection, consult the collection file for information both on the creator, and on the scope and contents of the collection.

This information will aid in assigning a title to the archival materials, and later in the description of the collection in the finding aid or inventory. The assignment of collection titles usually follows a fairly simple rule: if the creator was an individual, the collections will be labeled the papers of... (i.e., The Papers of Eugene H. Dibble); if the creator was an organization, the collection will be labeled the records of...(i.e., The Records of the Carver Research Foundation Finding aids for both of these collections are provided as examples in Appendix 2.

Once the historical background and title of the collection are established, formulate a processing plan. Before any actual physical arrangement in performed, consult the supervising archivist. To formulate a processing plan, gain an overview of the scope and contents of the collection – Look through the boxes, and note whether there is a discernable organization. Are there folders at all? If so, are the folders labeled? Are they arranged alphabetically or
chronologically? Are the folders numbered? Do the folder labels correctly identify the contents of the folders? Within the folders, are the contents further arranged alphabetically, or chronologically? Are there items that are oversized? Are there items such as books, or artifacts that need separate housing? Are there any items that need preservation?

While inspecting the collection to determine original order and general organization, create a folder list, box by box. Indicate the box number, folder number and folder title. This will not only help to determine any existing order, but will greatly aid in the physical reorganization to follow.

In addition to determining a general organizational pattern of the collection, look for items that may be of specific interest to researchers and items that have historical significance. For example, a letter signed by an important historical figure such as a president of the United States, or Helen Keller should be noted in the collection file. Include a photocopy on acid-free paper of such documents in the collection file, and indicate the box and folder location of such items. Important events and activities should be noted, and any other interesting information. In addition, note dates. All of this information will be helpful (and necessary) to complete an effective description and finding aid for the collection.

Hopefully, by inspecting the collection, the original order of the materials can be determined and maintained during final processing. If the original order is not discernable, and cannot be restored, it will be necessary to impose an artificial order on the collection. In cases where artificial order has to be imposed on a collection, keep in mind that the primary goal in processing collections is to provide the most efficient access possible.

Smaller collections that require artificial arrangement can usually be arranged according to subject matter, either alphabetically or chronologically. Larger collections can be divided into series (i.e., for the papers of an individual into correspondence, personal records, financial records, legal documents, or by activity, etc. For the records of an organization, materials can be divided by function or department).

It is not possible to dictate steadfast rules concerning the arrangement of collections other than original order and provenance. If the original order of a collection cannot be restored, or determined at all, the processor must make the necessary decisions concerning arrangement. Basic organization by subject, function, or chronology will serve in most cases to make the collection accessible to researchers. Even in cases where original order is obvious and has been maintained, it may not be possible (or practical) to arrange and describe down to the item level, especially in collections of more than one or two boxes. The main purpose of arrangement is to provide, and document, an order that allows for the most efficient access.
When planning the arrangement of a collection or record group, it is also important to consider any restrictions on access that will be imposed on the collection. Certain documents may need to be copied, and personal information redacted, or access to those documents may be completely restricted. This may affect the physical arrangement of the collection.

Once the arrangement of a collection has been determined and a processing plan has been approved, a few more issues should be addressed, on a folder-by-folder basis. Although the rearrangement of folders will most likely occur, during processing, a copy of the box and folder list in its original order should be maintained until processing is completed. Make a new folder list indicating the new order to be used in arranging the collection. If the steps were not accomplished during accessioning, they should be seen to at this point:

1. Contents of each folder should be removed to a legal-sized acid free folder. Original folder titles should be written in pencil on new folders.
2. Documents should be inspected to ensure that all metal fasteners and rubber bands have been removed.
3. Duplicate copies can also be removed – if more than one copy of a document exists in the folder, retain two copies of all paper documents (letters, reports, etc.), and five copies of pamphlets and brochures.
4. Metal spiral notebook binders should be removed (maintain the contents in original order).
5. Newspaper clippings should be photocopied on acid-free paper, and the original clippings discarded.
6. Documents that have been folded should be unfolded and flattened. If the item is too delicate for this, note the item on the folder list, and in the collection file, and consult a supervisor.
7. Identify photos, and if possible, place in acid-free envelopes or polyester sleeves.

After these steps have been taken, and the initial processing work has been accomplished, the physical arrangement can begin. Using the amended folder list that indicates the approved arrangement scheme. Place folders into acid-free archival boxes in the approved order. Each folder should be numbered consecutively, from the front of the box to the back. Ensure that folders titles are correct. The folders should fill the box snugly. If it is necessary to cram a folder into a box, there’s not enough room! Move the folder to the next box (make sure you number the folder correctly and indicate it on the box/folder list). If the folders slump or bend, move folders up from the next box to ensure the boxes are appropriately full (again, note the approved order). As each box is filled, affix a temporary label indicating the collection name box number. Once all folders have been placed in the approved order in the appropriate number of boxes, the description of the collection can be completed.
5. Description

The primary result of the description process is the finding aid. The finding aid serves as a description of the arrangement of the collection and its potential interest for researchers. It also indicates related subjects and collections that may lead a researcher to additional sources. The finding aid assists researchers in their search for information and aids the repository staff in managing their holdings and easily locating materials. In addition, the finding aid serves as a public record of donation, which can be very important to those who donate their archival materials to a repository for preservation and research.

See Appendix 2 for several examples of approved finding aids. Below is a general description of the contents of a finding aid for the Tuskegee University National Center for Bioethics Archives.

Title page: (indicates the preferred citation of the collection, the repository name, the name(s) of the preparer(s) of the finding aid, copyright information, and contact information)

Table of Contents

Collection Summary: Name of creator (indicate birth and death dates of individuals), Title of collection, date span of materials, bulk dates (the range in which most items in the collection fall), quantity (in cubic feet), abstract (a brief biographical history or organizational history that indicates primary subjects and potential research value), and repository contact information.

Restrictions on Access: this section provides any information on restrictions to the collection, which can be very important for a researcher. It might not be worth a trip across the country if a researcher can’t access the collection. Any copyright issues should also be indicated in this section.

Index Terms: indicates the subject headings under which the collection is filed by the repository, and also points out related subjects for researchers.

Biography/Agency History: a detailed biographical or organizational history of the creator of the documents in the collection, including pertinent information on birth and death, education, employment, significant events, activities and achievements.

Scope and Contents: a description of the material and information contained in the collection (i.e., correspondence, reports, legal documents, etc.) Include a date span.

Arrangement: a detailed description of how the collection was arranged during the processing period. Delineate the record group, series, and sub-series (if any) arrangement. Indicate whether the original order was preserved, or if artificial order was imposed. Indicate chronological, alphabetical, etc. arrangement, both of the series, and within the series.

Administrative Information: Preferred citation (The Papers of…, the Records of…), Acquisition Information, and Processing Information (how the collection was received, what preservation measures were taken, photocopying, redacting, etc.)
Inventory: a detailed list of the contents of the collection. Indicates series and sub series divisions, and usually describes to the folder level. Some smaller collections may be described to the item level – this should be decided during the formulation of the processing plan.

Appendix 2 contains details on font and font size, and other appearance characteristics for finding aids.
6. Appendix One - Accession Form and Accession Log

Tuskegee University
National Center of Bioethics
Archives and Museums
ACCESSION RECORD

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<th>Accession Number</th>
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<tr>
<th>Name of Collection</th>
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<tr>
<th>Name of Creator</th>
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<table>
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<tr>
<th>Name and Address of Donor</th>
<th></th>
</tr>
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</table>

| Deed of Gift on file? ___yes ___no           |                   |

<table>
<thead>
<tr>
<th>Date Received</th>
<th>Gift</th>
<th>Purchase</th>
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<th>Container Type</th>
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<table>
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<th>General Description</th>
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<tr>
<th>Inclusive Dates of Collection</th>
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<tr>
<th>Restrictions</th>
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<th>Special Instructions</th>
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<tr>
<th>Acquisition Arranged/Negotiated By</th>
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<table>
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<tr>
<th>Accessioned By</th>
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<table>
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<tr>
<th>Processed By</th>
<th></th>
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</table>
Processing Started on _________________ Processing Completed on __________

Number of Boxes _________________ Size (in cubic feet) ______________________

Finding Aid completed ________________ OCLC entry completed ______________

Collection Certified for Research by __________________Date _________________
# ACCESSION LOG

<table>
<thead>
<tr>
<th>Date Rec’d</th>
<th>Accession Number</th>
<th>Brief Description</th>
<th>Donor/Source</th>
<th>Location</th>
<th>Restrictions</th>
<th>Collection Number</th>
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7. Appendix Two – Finding Aid Examples

Collection of archival materials created by an individual

Guide to the Papers of
Russell W. Brown

Prepared by Andrew Baird, Dana Chandler, Heather Crocker, and Jeff Seymour, 2003

Tuskegee University Libraries
Archives and Museums

Tuskegee, AL 36088

A joint project of Tuskegee University National Center of Bioethics, Archives and Museums and History Department, Auburn University, Alabama

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TABLE OF CONTENTS

Collection Summary

Administrative Information

Index Terms

Biography

Scope and Content

Arrangement

Restrictions
Inventory

Collection Summary

Creator: Brown, Russell Wilfrid (1905-85)
Title: Papers of Russell W. Brown
Dates: 1923-82
Quantity: 1.3 cubic feet
Identification:
Abstract: Russell W. Brown was President of the National Institute of Science and of the Southern Branch of the Society for Microbiology. He was Chairman of the Board of Trustees of Stillman College. He served in a variety of positions at Tuskegee Institute and was Director of the Carver Research Foundation at Tuskegee University, Alabama, from 1944-57 and 1976-79. Brown authored a number of articles for scientific journals.

Contact Information: Tuskegee University National Center of Bioethics, Archives and Museums Tuskegee University Tuskegee, AL 36088 USA Phone: (334) 727-8888 Fax: (334) 724-4741 Email: archives@mytu.tuskegee.edu URL: www.tuskegee.edu/ArchivesRepository

Administrative Information

Preferred Citation

Papers of Russell W. Brown (1905-85)

Acquisition Information

No information available

Processing Information

The papers were received for processing in archival storage containers, with the documents in what was assumed to be their original folders. From their arrangement in the storage containers, it was assumed that all the folders were arranged alphabetically by folder title, and were stored in alphabetical order while
in active use. However, the alphabetical order was not entirely intact, many of the folders were not labeled, or were mislabeled in reference to their actual contents. Also, in light of the belief that the folders were originally filed alphabetically, it was determined that some folders were missing. Because it was difficult to determine whether all files were originally arranged alphabetically as one unit, or in separate series according to subject matter, and given the present state of the folders, the processors decided to separate the folders into series according to subject matter that would be arranged alphabetically within each series.

In processing the collection, original folders were replaced with acid-free folders. Folders were labeled, either following the original labeling, or in the case of missing or incorrect labels were assigned folder titles. Folder titles assigned by the processors are indicated in the inventory enclosed in square brackets. All metal fasteners were removed.

Index Terms

The papers are indexed under the following headings in the Tuskegee University Libraries online catalog. Researchers seeking materials about related subjects, persons, organizations or places should search the catalog using these headings.

Subjects:
- George Washington Carver Research Foundation
- National Institute of Science
- Stillman College
- HeLa Cells
- Bacteriology
- Immunology
- Polio/Poliomyelitis

Persons:
- Russell W. Brown
- James H.M. Henderson

Biography

Russell Wilfrid Brown was born January 17, 1905 to John O. and Lizzie Brown in Gray, Louisiana. He received the Bachelor of Science degree from Howard University in 1926. Brown began teaching at Rust College as an instructor of biology (1930-31). He earned a Master of Science degree from Iowa State University in 1932 and married the former Mildred McConnell. Following these events, he became an assistant professor of Bacteriology at Langston University (1932-33) and then Tuskegee Institute (1933-34).
He returned to Iowa State University as a Research Fellow and Assistant where he received the Doctor of Science degree in 1936. Upon completion of his degree, Brown was again named to the faculty of Tuskegee Institute, but before assuming his duties at that institution he spent a year as Senior Postdoctoral Fellow at the Yale University School of Medicine.

After his return to Tuskegee, Brown rose through the ranks of administrative posts while continuing to teach and do research. He was appointed Head of the Department of Bacteriology (1936-42), Head of the Department of Natural Sciences (1942-46), Director of the Carver Research Foundation (1944-57), Vice President and Dean of Graduate Programs (1946-62) and then as Vice President (1968-70), he returned as Interim Director of the Carver Research Foundation 1976-79. He also spent time as a Distinguished Professor of Microbiology at the School of Medical Sciences, University of Nevada at Reno. Brown was a member of the National Institute of Science, serving as its president, and a member of the Southern Branch of the Society for Microbiology. He also served as Chairman of the Board of Trustees of Stillman College. Brown is credited with the invention of the viral impinger, which is used to inject foreign matter into a cell.

Brown is most remembered for developing the Carver Research Foundation’s tissue culture laboratory, which produced cultures of mammalian cells on a massive scale. During his career, Brown worked extensively in research on bacteriology, immunology, and HeLa cells. Although Brown’s research did not specifically lead to the development of a polio vaccine, HeLa cell research in general played a key role in Jonas Salk’s successful development of a vaccine. Brown also authored several articles for scientific journals on various subjects, including systematic bacteriology, physiology of bacteria, and virus-host cell relationships.

Brown died on July 29, 1985 and was buried at Greenwood Cemetery in Tuskegee, Alabama.

**Scope and Contents**

The papers of Russell W. Brown consist of documents spanning 1953-82, and include research articles and data, personal and business correspondence, and manuscript articles prepared for publication by Dr. Brown during his tenure at the Tuskegee Institute. Articles and data included information on immunology, various types of cell research (particularly related to HeLa cells and polio) and specifics regarding Brown’s invention of the viral impinger. Personal and business correspondence includes his biographical information, legal documents, vitae and recommendations. Manuscripts include “The Ubiquitous HeLa Cell: Historic Account of the Mass Production of HeLa Cells and Prototype Animal Cell Repository at Tuskegee University” and reprints of articles by Brown, et al.
Arrangement

The papers are arranged into three series:

Series I: Personal papers, 1955-70
Series II: Research Materials, 1923-65
Series III: Manuscripts and Articles, 1968-82

Restrictions

Restrictions on Access

There are no restrictions on access to these papers.

Restrictions on Use

Researchers are responsible for addressing copyright issues on materials not in the public domain.

Inventory


Box    Folder
1      1    Biographical - Curriculum Vitae, Who's Who; Amer. Men of Sci.
1      2    Brown, R.W. - Honorary Degree
1      3    Carver-Foundation Hist [History]
1      4    [IBM Customer Executive Program-Data Processing for Executives] Nov 4-8, 1968 -papers and photos
1      5    Legal Documents
1      6    [List of Publications – R.W. Brown]; and biographical sketch
1      7    Personal Correspondence; 1960-1968
1      8    Recommendations 1962-[1970]
1      9    [Report on Visit to Montserrat for the Monserrat Foundation] Theo. James Pinnock, Ph.D., Director HRDC Tuskegee Institute, Alabama
1     10    Russell W. Brown, Howard University Alumni Award, 1955, Bronze medallion
1     11    [Tuskegee Institute: Swimming and Diving-SIAC Champions, 1965]; booklet

Series II: Research Materials, 1923-65. Research data (particularly related to polio and
HeLa cells), various scientific journal articles, correspondence, specific data regarding Brown’s invention of the viral impinger.

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Series III: Manuscripts and Articles, 1968-82. HeLa Cell research manuscripts and various articles written by Brown.

Box  Folder

4  1  [Historic Account of the Mass Production and Distribution of HeLa Cells and Prototype Animal Cell Repository at Tuskegee Institute]; article and correspondence from Journal of the History of Medicine
4  2  Manuscripts for Publication
4  3  Reprints - Brown, et al.; [articles by and about Russell W. Brown]
4  4  [The Ubiquitous HeLa Cell: Historic Account of the Mass Production and Distribution of HeLa Cells at Tuskegee Institute, 1953-55]
4  6  [The Ubiquitous HeLa Cell: Historic Account of the Mass Production of HeLa Cells and Prototype Animal Cell Repository at Tuskegee University] Russell W. Brown, William Scherer, Linda P. Washington, and James H.M. Henderson; manuscript
4  7  [The Ubiquitous HeLa Cell: Historic Account of the Mass Production of HeLa Cells and Prototype Animal Cell Repository at Tuskegee University] Russell W. Brown, William Scherer, Linda P. Washington, and James H.M. Henderson; manuscript copy, handwritten notes
4  8  [The Ubiquitous HeLa Cell: Historic Account of the Mass Production of HeLa Cells and Prototype Animal Cell Repository at Tuskegee University] Russell W.
Brown, William Scherer, Linda P. Washington, and James H.M. Henderson; Publication copy returned to R.W. Brown from the *Journal of Medicine*
Collection of archival materials created by an organization

Guide to the Records of the Carver Research Foundation
Board of Trustees

Prepared by Andrew Baird, Dana Chandler, Heather Crocker, and Jeff Seymour, 2003

Tuskegee University National Center of Bioethics
Archives and Museums
Tuskegee, AL 36088

A joint project of Tuskegee University National Center of Bioethics, Archives and Museums and History Department, Auburn University, Alabama

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Collection Summary

**Creator:** Carver Research Foundation, Board of Trustees

**Title:** The Records of the Carver Research Foundation Board of Trustees, Board Meeting Reports and Agendas Series

**Dates:** 1951-83

**Quantity:** 1.3 cubic feet

**Identification:** The Carver Research Foundation was founded in 1940 with an endowment by Dr. George Washington Carver. The Foundation was formed to continue Carver’s scientific research while allowing new opportunities for capable young researchers to develop their skills. The Foundation engaged in scientific research in agricultural and industrial fields and was governed by a board of trustees. The Foundation continued its work into the late 1980s when it was designated a Research Center in Minority Institutions with the National Institute of Health as the source of funding.

**Contact Information:** Tuskegee University National Center of Bioethics, Archives and Museums

Tuskegee University

Tuskegee, AL 36088 USA

Phone: (334) 727-8888

Fax: (334) 724-4741

Email: archives@mytu.tuskegee.edu

URL: www.tuskegee.edu

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Administrative Information

**Preferred Citation**

Records of the Carver Research Foundation, Board of Trustees, Board Meeting Reports and Agendas Series.

**Acquisition Information**

Acquired in 2003 by the Tuskegee Archives from Dr. James H. M. Henderson, Research Associate with the Carver Research Foundation and
Director of the Foundation from 1968-75. As director, he served as an ex-officio member and secretary of the Board of Trustees.

Processing Information

The records were received from Dr. Henderson in seven three-ring binders. They contained the reports and agendas for annual, fall and spring meetings of the Board and were arranged chronologically. Content sections of each report were marked with colored tabs. The records were removed from their binders, and tabs and metal fasteners were removed. Each individual report was placed in a separate folder and labeled with the appropriate date of event. The original order of the records was maintained but the division between the binders was eliminated during the transition to archival quality storage boxes. The original binder titles were as follows: 1951-1962, 1963-1966, Fall 1967-Spring 1970, Fall 1970-1972, 1973-1975, 1976-1979, 1980 – 3/83.

Index Terms

This collection is indexed under the following headings in the Tuskegee University Libraries online catalog. Researchers seeking materials about related subjects, persons, organizations or places should search the catalog using these headings:

Subjects:
Carver Research Foundation
Agricultural Research and Experiment Station
Tuskegee Institute

Persons:
George Washington Carver
Austin W. Curtis, Jr.
Russell W. Brown
Clarence T. Mason
James H. M. Henderson
Margaret E. M. Tolbert
F. D. Patterson
L. H. Foster
Benjamin F. Payton
Thomas D. Russell
C. W. Shilling
Harold W. Lucien
Agency History

The Carver Research Foundation was founded on February 10, 1940, by Dr. George Washington Carver. Dr. Carver made an endowment to fund the Foundation, which was formed to continue his scientific research while allowing new opportunities for capable young researchers to develop their skills. The Foundation engaged in scientific research in agricultural and industrial fields, offering graduate research fellowships and assistantships for students with undergraduate degrees in science who showed an aptitude for research in chemistry, and related areas of the agricultural sciences.

The first trustees were chosen by Dr. Carver to serve as the governing body of the Foundation, and consisted of members from within Tuskegee Institute and from outside industry and academia. The President of Tuskegee Institute, F. D. Patterson, served as the first board chairman but later chairmen came from outside the Institute and the President served as an ex officio member and vice-chairman. The Foundation Director also served in an ex officio role as the secretary to the board and the Institute Financial Administrator served as treasurer. The Board met annually until 1963 when they began to meet bi-annually. After Dr. Carver’s death in 1943, the Foundation continued its mission, with Austin W. Curtis, Jr., serving briefly as director. Dr. Russell W. Brown took over as director in 1944 and served until 1957. Dr. Clarence T. Mason served from 1957 to 1968 and Dr. James H. M. Henderson was director from 1968 until 1975. Dr. Brown returned as interim director from 1976 to 1979 before Dr. Margaret E. M. Tolbert was named director in 1979.

The work of the Foundation continued into the late 1980s before the original endowment became insufficient to support the research work. Under a grant from the National Institute of Health the Foundation was designated as a Research Center in Minority Institutions (RCMI) under which it continues to operate.

Scope and Contents

The collection consists of reports and agendas for the annual, fall and spring meetings of the Carver Research Foundation Board of Trustees. Each report contains a list of the members of the Board of Trustees, addresses, and their professional positions. The reports also include detailed meeting agendas, reports by trustees and the Foundation director, financial reports, and other material describing activities of the Foundation.
Arrangement

The documents are arranged as one series following the original chronological order as received from Dr. James H. M. Henderson.

Restrictions

There are no restrictions on access. Researchers are responsible for addressing copyright issues on materials not in the public domain.

Inventory


Box  Folder

1  1.  Carver Research Foundation, Tuskegee Institute Annual Meeting, Board of Trustees, Feb. 13, 1951
1  2.  Carver Research Foundation, Tuskegee Institute Annual Meeting, Board of Trustees, Feb. 13, 1952
1  3.  Carver Research Foundation, Tuskegee Institute Annual Meeting, Board of Trustees, Feb. 10, 1953
1  4.  Carver Research Foundation, Tuskegee Institute Annual Meeting, Board of Trustees, Feb. 4, 1954
1  5.  Carver Research Foundation, Tuskegee Institute Annual Meeting, Board of Trustees, Feb. 8, 1955
1  6.  Carver Research Foundation, Tuskegee Institute Annual Meeting, Board of Trustees, Feb. 14, 1956
1  7.  Carver Research Foundation, Tuskegee Institute Annual Meeting, Board of Trustees, Feb.12, 1957
1  8.  Carver Research Foundation, Tuskegee Institute Annual Meeting, Board of Trustees, Feb. 11, 1958
1  9.  Carver Research Foundation, Tuskegee Institute Annual Meeting, Board of Trustees, Feb. 10, 1959
10. Carver Research Foundation, Tuskegee Institute
Annual Meeting, Board of Trustees, Apr. 4, 1960
11. Carver Research Foundation, Tuskegee Institute
Annual Meeting, Board of Trustees, Apr. 8-10, 1961
12. Carver Research Foundation, Tuskegee Institute
Annual Meeting, Board of Trustees, Apr. 16, 1962
13. Carver Research Foundation, Tuskegee Institute
Annual Meeting, Board of Trustees, Apr. 8, 1963
14. Carver Research Foundation, Tuskegee Institute
Fall Meeting, Board of Trustees, Oct. 13, 1963
15. Carver Research Foundation, Tuskegee Institute
Spring Meeting, Board of Trustees, Mar. 20, 1964
16. Carver Research Foundation, Tuskegee Institute
Fall/Annual Meeting, Board of Trustees, Oct. 23, 1964
17. Carver Research Foundation, Tuskegee Institute
Spring Meeting, Board of Trustees, Apr. 12, 1965
18. Carver Research Foundation, Tuskegee Institute
Fall Meeting, Board of Trustees, Oct. 27, 1965

Box Folder

2 1. Carver Research Foundation, Tuskegee Institute
Spring Meeting, Board of Trustees, Apr. 4, 1966
2 2. Carver Research Foundation, Tuskegee Institute
Fall Meeting, Board of Trustees, Oct. 26, 1966
2 3. Carver Research Foundation, Tuskegee Institute
Spring Meeting, Board of Trustees, March 20, 1967
2 4. Carver Research Foundation, Tuskegee Institute
Fall Meeting, Board of Trustees, Oct. 25, 1967
2 5. Carver Research Foundation, Tuskegee Institute
Spring Meeting, Board of Trustees, Apr. 18, 1968
2 6. Carver Research Foundation, Tuskegee Institute
Fall Meeting, Board of Trustees, Oct. 23, 1968
2 7. Carver Research Foundation, Tuskegee Institute
Spring Meeting, Board of Trustees, March 31, 1969
2 8. Carver Research Foundation, Tuskegee Institute
Fall Meeting, Board of Trustees, Oct. 31, 1969
2 9. Carver Research Foundation, Tuskegee Institute
Spring Meeting, Board of Trustees, Mar. 23, 1970
2 10. Carver Research Foundation, Tuskegee Institute
Fall Meeting, Board of Trustees, Oct. 30, 1970

Box Folder

3 1. Carver Research Foundation, Tuskegee Institute
Spring Meeting, Board of Trustees, Mar. 14, 1971
2. Carver Research Foundation, Tuskegee Institute
   Fall Meeting, Board of Trustees, Oct. 23, 1971
3. Carver Research Foundation, Tuskegee Institute
   Spring Meeting, Board of Trustees, Apr. 22, 1972
4. Carver Research Foundation, Tuskegee Institute
   Fall Meeting, Board of Trustees, Oct. 24, 1972
5. Carver Research Foundation, Tuskegee Institute
   Spring Meeting, Board of Trustees, March 25, 1973
6. Carver Research Foundation, Tuskegee Institute
   Fall Meeting, Board of Trustees, Oct. 26, 1973
7. Carver Research Foundation, Tuskegee Institute
   Annual Meeting, Board of Trustees, Mar. 3, 1974
8. Carver Research Foundation, Tuskegee Institute
   Fall Meeting, Board of Trustees, Oct. 25, 1974
9. Carver Research Foundation, Tuskegee Institute
   Annual Meeting, Board of Trustees, Mar. 2, 1975
10. Carver Research Foundation, Tuskegee Institute
    Fall Meeting, Board of Trustees, Oct. 17, 1975
11. Carver Research Foundation, Tuskegee Institute
    Annual Meeting, Board of Trustees, Mar. 28, 1976
12. Carver Research Foundation, Tuskegee Institute
    Fall Meeting, Board of Trustees, Nov. 19, 1976

Box   Folder

1. Carver Research Foundation, Tuskegee Institute
   Annual Meeting, Board of Trustees, Apr. 23-24, 1977
2. Carver Research Foundation, Tuskegee Institute
   Fall Meeting, Board of Trustees, Oct. 20-21, 1977
3. Carver Research Foundation, Tuskegee Institute
   Annual Meeting, Board of Trustees, March 31-April 1, 1978
4. Carver Research Foundation, Tuskegee Institute
   Fall Meeting, Board of Trustees, Oct. 20-21, 1978
5. Carver Research Foundation, Tuskegee Institute
   Annual Meeting, Board of Trustees, Mar.30-31, 1979
6. Carver Research Foundation, Tuskegee Institute
   Fall Meeting, Board of Trustees, Oct. 12-13, 1979
7. Carver Research Foundation, Tuskegee Institute
   Spring Meeting, Board of Trustees, Apr. 18-19, 1980
8. Carver Research Foundation, Tuskegee Institute
   Fall Meeting, Board of Trustees, Oct. 24-25, 1980
9. Carver Research Foundation, Tuskegee Institute
   Annual Meeting, Board of Trustees, Apr. 3-4, 1981
10. Carver Research Foundation, Tuskegee Institute
    Fall Meeting, Board of Trustees, Oct. 9-10, 1981
11. Carver Research Foundation, Tuskegee Institute
4 12. Carver Research Foundation, Tuskegee Institute
    Fall Meeting. Board of Trustees, Oct. 9-10, 1982
4 13. Carver Research Foundation, Tuskegee Institute
    Annual Meeting, Board of Trustees, Mar. 18-19, 1983
8. Appendix Three – MARC Record Example

George Washington Carver Foundation Papers
Russell W. Brown Series
Finding Aid
MARC Template

000
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008 030528i19531982alu eng d
035__a (OCoLC)19750912
035__a RG#
035__a att00695
040__a att |e appm |c att
090__a assigned call number inserted here
1102__a National Center of Bioethics, Archives and Museum, Tuskegee Institute, Ala.
24510__a George Washington Carver Foundation Papers, Russell W. Brown Series
   |k Collection |n RG assigned record group # here.
260__a Tuskegee, Ala.: |b National Center of Bioethics, Archives and Museum,
   Tuskegee Institute.
351__b Organized into sub-series: Personal Papers, Research Data, Articles, and Correspondence, and Manuscripts and Articles |a Folders within sub-series arranged alphabetically.
300__a a 1.3 cubic feet
545__a Dr. Russell W. Brown became a member of Tuskegee Institute’s faculty in 1936. Brown was appointed Director of the Carver Research Foundation in 1944. During his career, Brown worked extensively in research on bacteriology, immunology, and HeLa cells. HeLa cell research (general, not Brown’s specifically) played a key role in Jonas Salk’s development of the polio vaccine.
520__a Documents in the collection include research articles and data, personal correspondence, business correspondence, and publication manuscripts. Correspondence includes detailed biographical information and legal documents.
541__a No acquisition information available.
61020__a Tuskegee Institute |b Carver Research Foundation
650_0__a Universities and colleges |z United States |z Alabama
650_0__x Research |z Alabama |z Macon County |x History
650_0__a HeLa cells
650_0__a Cancer |x Research
650_0 |a Clone cells
650_0 |a African Americans |x Education
65012 |a Ethics, Medical |x history
65022 |a Bioethics |x history
71002 |a HTTP.
9. Appendix Four – Processing Checklist

_____ Locate all parts of the collection
_____ Determine a title for the collection
_____ Locate collection file. If one has not been started, start one
_____ Ensure that acquisition documents are completed and included in the collection file
_____ Enter collection information into Accession Log (a copy of the entry should be included in collection file)
_____ Fill out an Accession Record
_____ Create a collection-level description for the collection

_____ Go through the collection – determine whether original order is present and preserved. Identify information that may assist in description – the scope and content of the collection
_____ Create a folder list
_____ Before physical arrangement begins, make a new folder list indicating the new order to be used in arranging the collection (using a copy of the original folder list mentioned above). Include this with processing plan.
_____ Fill out a processing plan and consult supervisor for approval.
_____ Once the processing plan is approved, proceed with arranging.
_____ Ensure that folders and boxes are correctly numbered and labeled.

_____ Write a finding aid using the information gathered during the accessioning and arrangement of the collection. Follow the guidelines provided by the examples and format shown in Appendices Seven and Eight.
_____ Review for errors
_____ Include a copy of the finding aid in the collection file
_____ If possible, create a MARC record for the collection, to allow for the inclusion of the collection information in the library’s online catalog
10. Appendix Five– Processing Plan Form

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<td>Date Span</td>
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<tr>
<td>Potential Research Value (high, medium, or low)</td>
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**Arrangement Analysis**

Current Arrangement (alphabetical, chronological, etc. – is original order discernible?)

**Proposed Description Level**

Collection level, Box level, Folder level, Item level?

**Proposed Arrangement (Describe)**

**Preservation Measures/Notes**

- Refolding
- Reboxing
- Flattening
- Removal of Fasteners, binders, etc.
- Sleeving of photos and delicate items
- Other: (describe)
Proposed Processing Schedule
Beginning date: __________________  Ending date: _____________________________

*Attach copies of all documents (folder lists, drafts, etc) that may aid in describing the proposed processing plan. When the processing plan is completed and approved, include a copy in the collection file.

PLAN PROPOSED BY: ______________________________ DATE: __________________
PLAN APPROVED BY: _____________________________ DATE: ________________

11. Appendix Six– Processing Log
**PROCESSING LOG**

Collection Main Entry:

Collection Title:

Accession:

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12. Appendix Seven– Manuscript Collection Separation Sheet
Manuscript Collection Separation Sheet

Collection Name:_______________________________________________________
Accession Number:_____________        Collection Number:_____________
Type of Material:_________________        Physical Format:_____________
Size (cubic feet):__________        Number of Items:_________
Total Volume:___________________
Dates of Material:_________________________________________________
Description (list each container and folder where necessary) ________________

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Originally filled in Container:__________________________________________
As Part of (filing system):____________________________________________
Now location in:_______________________________________________________
Specific Location:_____________________________________________________
Separation Date:_______________        Separated By:__________________
Remarks:___________________________________________________________
*Note: File one (1) copy in original location, one (1) copy with materials in new location, one (1) copy in collection file and one (1) copy with finding aid.

---

1 Credit for definitions: 1. [http://getty.edu/research/institute/standards/introarchives/table_index.html](http://getty.edu/research/institute/standards/introarchives/table_index.html)
2. [http://lib.umd.edu/ARCV/arcvmss/glossary.html](http://lib.umd.edu/ARCV/arcvmss/glossary.html) (University of Maryland Libraries)
4. [http://libraries.uta.edu/speccoll/processman/title1.htm](http://libraries.uta.edu/speccoll/processman/title1.htm)