

From the Editor...

Albany County's archival collection stored at the Hall of Records is our gateway to the past. In this issue of *Tivoli Times* some of our Archival Collection will be highlighted including Civil War allotment rolls, Registers on Manumitted Slaves 1800-1828, and several of ACHOR's photos.

Next year, will be the 150th Anniversary of the American Civil War and, coincidentally, the 10th anniversary of the Hall of Records at 95 Tivoli Street. Thus, more reflection and emphasis will be placed on collection development in relation to the Civil War and its effect on local history.

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Craig Carlson and Jackson Rees at Manassas, VA

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Let Loose the Dogs of War: New York in the American Civil War

In honor of Archives Month in New York State, Albany County Clerk Thomas G. Clingan announced that Robert W. Arnold III will be speaking at Albany County Hall of Records on **Friday, October 29, 2010 at 10:30 AM**. Exhibits and a tour of the Hall of Records will follow.

Mr. Arnold's talk is entitled "Let Loose the Dogs of War: New York in the American Civil War." New York supplied more men, money and material in the Civil War than any other state, North or South, but New Yorkers responded to the Civil War in diverse and often contradictory fashions. Concentrating mainly on the home front, this presentation will examine a sample of those responses and some individuals who exemplify them, put in the political, social and military contexts of the war. It will look at the social costs of the war as they played out in the farms and cities of the Empire State, in families, workplaces and neighborhoods and the transition that went with it from an era of reform to the Gilded Age.

Robert W. Arnold III, a career public historian, is retired from the New York State Archives. He is an historical archaeologist and serves as a Commissioner of Historic Resources for the City of Albany and was the Albany County Historian. History courses in Colonial America, Revolutionary America, American Civil War, New York State and U.S. Immigration and Ethnic History are among those Mr. Arnold teaches at the College of Saint Rose and or Excelsior College.

Seating for Mr. Arnold's talk is limited. If you are interested in attending, RSVP to Deputy Director Craig Carlson:

By phone at (518) 436-3663 x204, or

By email at craig.carlson@albanycounty.com.

Further information about the Albany County Hall of Records and directions to the Hall of Records facility can be found at www.albanycounty.com/achor.

Archival Internship at the Albany County Hall of Records

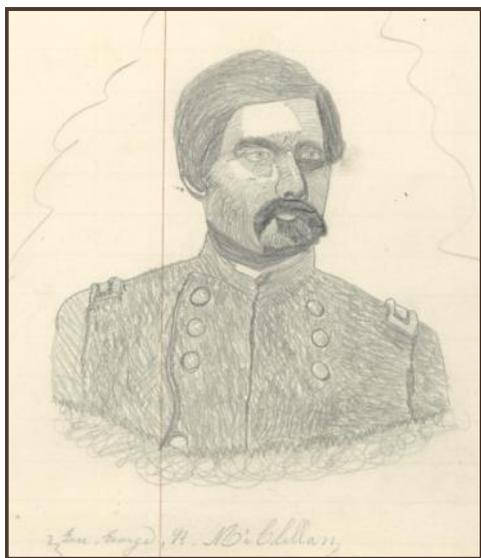
By Theresa Couchman

As an intern at the Albany County Hall of Records, I've been able to pursue my interest in local history while gaining experience in my chosen field of Archives and Records Management. I will receive my M.S. in Information Studies from SUNY Albany this spring, and I'm confident that the knowledge and skills I have gained while working at the Hall of Records will serve me well as I prepare to enter the workforce.



Archival Intern Theresa Couchman creating a database from an Albany County Penitentiary volume.

From my desk in the search room, I could observe the process of assisting customers and was even able to respond to a British researcher who sent a letter requesting information about a Civil War soldier from the Albany area. I became familiar with the Hall's collection of Civil War records while in the process of completing the previous intern, Laura Manzi's, Civil War project. Also, Deputy Director Craig Carlson wanted to create databases for local Civil War Soldiers from Albany County and for the County's jail records.



Albany County Jail Book
1825-1878

I referred to the original enlistment papers of local regiments, such as the 113th New York State Volunteers, to create a searchable online database of soldiers' names, ranks, and addresses. When I finished the Civil War project, I began work on a similar database for Albany County's earliest jail books, which date back to 1825. These early jail books held many surprises, such as doodles, song lyrics, medicinal recipes, and even a large pencil sketch of Civil War General George McClellan.

Although I fulfilled the requirements of my internship before finishing the jail book database, I was happy to set the groundwork for a project the next Hall of Records intern will, I hope, find as interesting as I did. I'm very grateful to have had the opportunity to intern at the Hall of Records and create research aids that help preserve pieces of the past.

Welcome to the Records Center

By Brandy Alden

Don't let your records become as old as the Civil War before you destroy them. Apply a retention schedule today!!

The New York State Archives defines a retention schedule as “a plan of action that indicates the period of time you should retain your records.” Essentially, its purpose is to provide a guideline for the legal disposal of records that have passed their usefulness, either administratively, legally, or fiscally.

A specific schedule is assigned based on the municipality creating the records (*e.g.*, city, county, school district). The NYS Archives website provides access to each specific schedule in both searchable

electronic or paper form depending on your preference.



Hall of Records Warehouse

Retention schedules list groups of records (*or record series*) under a more broad records description category (*e.g.*, Community College, County Clerk, Fiscal, Public Health). Rather than identifying individual documents, many of the retention schedule items are generic and tend to describe the function of the records themselves as a whole. Retention periods apply to the information being retained regardless of medium.

So brush off that dust and get organizing today!

From the Editor, *cont. from cover page*

A few years ago, I felt it was important to create databases for our Civil War and jail records as well as for registers of manumitted slaves for the purpose of making these records easier to search and, thusly, more user-friendly. The archival interns and staff members have completed the databases which are in the process of being uploaded to the Hall of Records website.

Consequently, as a result of our comprehensive collection of Civil War documents, demonstrating the enormity of the Union contribution to the cause of freedom and especially the services of Albany County soldiers, I resumed my interest in studying the various battlefields and their histories. Conveniently, upon a visit with my sister Courtney's family in Great Falls, Virginia, we traveled roughly 25 miles from her house to the site of the Battles of Bull Run in Manassas, Virginia. My nephew Jackson and I were fascinated by the sacred feel of the hallowed grounds where so many had died. Hopefully, I can visit other sites and report back especially regarding battlefields where our local soldiers served.

Craig Carlson, *Editor*

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Bull Run Battlefield
Manassas, VA
Craig Carlson Collection



Micro Imaging and Archives

by Joseph Backes

The Archival Collection of the Albany County Hall of Records is carefully preserved and some of our older records are microfilmed or scanned, including large formatted material such as blueprints and subdivision maps. Working with actual historical documents such as Civil War allotment rolls is a rare treat. These scans will be made available to the public and will help to preserve the originals by limiting the handling of the original material.

The majority of these pages (image below) are about 16 inches wide by about 21 inches long. Each page is now separate and protected in Mylar. For many pages, the paper is still as white and clean as the day they were new. It's remarkable. There are water stains on some and some mildew stains on a few others, but, by and large, they are in great shape. Some of the information on the 43rd Regiment is recorded on paper that is similar to today's lined tablet paper. The pages are about 8.5 in width and 12.5 in length. They are still glued at the top. One has all of the pages glued together top, and bottom, so as to create a piece of paper about 8.5 and 42 inches long. We store these originals in a humidity and temperature controlled vault.

The pages that were 16 by 21 inches were scanned with a Xerox wide format scanner and XE-Scan software. They were scanned in color, and most as an unchanged TIFF. Two were scanned in a photo setting so as to increase the contrast to compensate for faded ink. The other sized paper was scanned on a regular flatbed scanner using Capture Perfect 3.0. All were scanned and saved as TIFFs.

All of the names have been placed into an Excel database. We have companies A, B, C, D, E, F, G, H, I, and K of the 177th Regiment; Companies A, B, C, D, E, F, G, H, I, and K of the 113th Regiment; and A, B, C, D, E, F, G, H, I, and K, of the 43rd.

Allotment Roll of Company *H. 43rd* Regiment, N. Y. S. Volunteers.

We, the undersigned, members of Co. *H. 43rd* of the *43rd* Regiment of New York State Volunteers, hereby request and direct the Paymaster of said Regiment to reserve from our monthly pay, the amounts set opposite our names, the same to be transmitted to Joseph C. Y. Paige, Chamberlain of the city of Albany, N. Y., for distribution to the persons respectively indicated by us as assignees.

No.	NAME	RANK	Pay per Month	Amount to be Reserved	ASSIGNEE'S NAME	ADDRESS	SIGNATURE	REMARKS
1	Anthony Wang	Private	10 ⁰⁰	10 ⁰⁰	Adam Wang	367 Washington	Anthony Wang	Father
2	Valentine Hess	"	10 ⁰⁰	10 ⁰⁰	Valentine Hess	207 Washington	Valentine Hess	Father
3	John H. Clair	"	10 ⁰⁰	10 ⁰⁰	Julia C. Reynolds	145 Spring St	John H. Clair	Aunt
4	John Van Buren	"	10 ⁰⁰	10 ⁰⁰	Samuel Van Buren	91 Spruce St	John Van Buren	Father
5	Shirah Goldsborough	"	10 ⁰⁰	10 ⁰⁰	Elizabeth Goldsborough	Thyate St	Shirah Goldsborough	Wife
6	Philip Heulthoff	"	10 ⁰⁰	10 ⁰⁰	Philip Heulthoff	105 Elm St	Philip Heulthoff	Father
7	Philip Lawrence	"	10 ⁰⁰	10 ⁰⁰	Catherine Clavett	357 Washington	Philip Lawrence	Aunt
8	William Sedford	"	10 ⁰⁰	10 ⁰⁰	Margaret A. Sedford	551 State St	William Sedford	Wife
9	Charles Emick	"	10 ⁰⁰	10 ⁰⁰	Frederick Emick		Charles Emick	Father
10	Stephen Luzzel	"	10 ⁰⁰	10 ⁰⁰	Margaret Coffey	73 Sand St	Stephen Luzzel	Wife

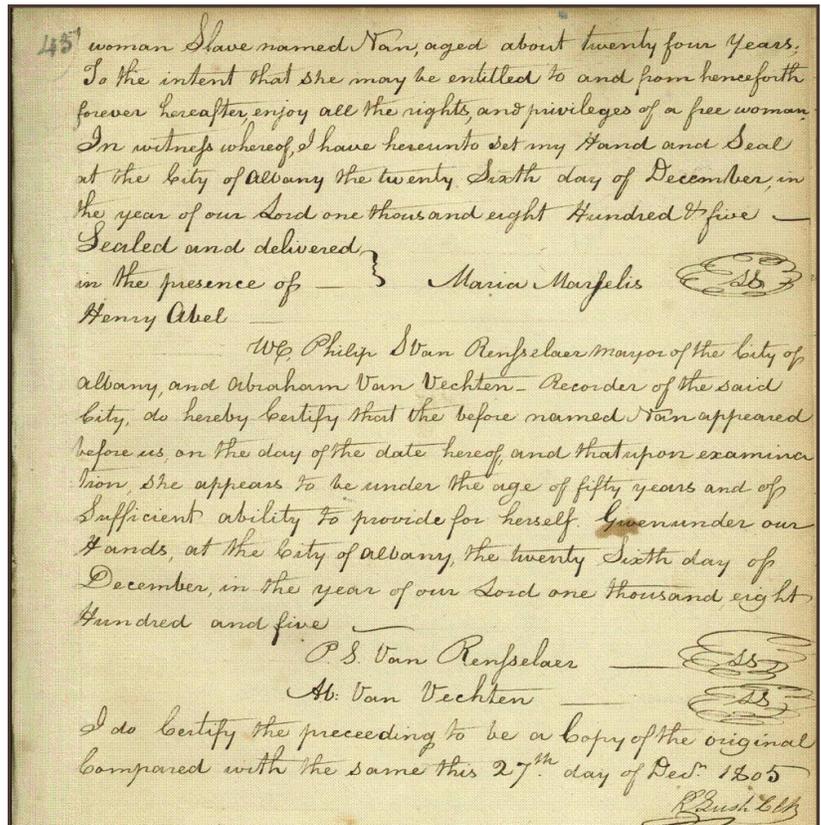
Scanned Civil War Allotment Roll, Company H. 43rd New York State Volunteers

Collection Highlight: Register of Manumitted Slaves 1800-1828

by Craig Carlson

The Archival Collection of the Hall of Records has many primary sources, but one jewel of its collection is the Register of Manumitted Slaves, from 1800-1828. The book is stored in the Hall of Records climate controlled fire protected vault and encased in a acid-free box. Other preservation steps taken to limit the handling of the original book were micro-filming and scanning.

Hall of Records employees, Jill Hughes and Eric Phoenix completed a database reflecting the book which included: slave owners, manumitted slaves and/or children's names, manumitted dates and municipalities. The database soon will be uploaded to the Hall of Records website. We also encourage: genealogists, residents, students and teachers to come to the Hall of Records and use some of County's rich recorded history.



Register of Manumitted Slaves, 1800-1828

Coming in 2011...

- 10th anniversary of the Hall of Records at their home on 95 Tivoli Street.
- History of the Albany County Hall of Records
- Photo Exhibits
- Open House

IN MEMORIAM: LORETTA FINK

by Patricia Bryce

Loretta Fink began working for Albany County in 1978, as a Clerk 1 in the Department of Social Services, and then worked part-time for the Department for Aging, assigned in 1981 to the Albany County Hall of Records, at its first location at 27 Western Avenue. She became a full-time employee there in 1985. Loretta continued to work for ACHOR at 250 South Pearl Street and then at 95 Tivoli Street until she passed away on June 23, 2010. She had a lengthy career with the Hall of Records.

Loretta was very conscientious and meticulous in her work. She carried out her tasks without complaint and her strong work ethic made her always willing to assist with new challenges. She was so particular about her work that ACHOR was able to use her in proofreading the millions of bits of data in ACHOR's inventory system. She rarely made and seldom missed an error because of her superior attention to detail. A well-organized person, Loretta could interfile hundreds of items by location, making the work of Records Center staff more efficient and effective.

Many years ago, ACHOR controlled all the records in its custody with index cards; those cards were a tracking sys-

tem for the retrieval and interfile of records and Loretta was the person who kept those thousands of cards up to date. This was an important job because ACHOR's ability to find records depended entirely on those index cards. The cards were the only way to successfully respond to an agency's request for records.



Loretta Fink

In more recent years, Loretta worked in ACHOR's Micro-imaging Unit, preparing documents for micro-filming or scanning. She also carried out many special projects for the Archives, such as rehousing and labeling records and proof-reading finding aids for public use in ACHOR's search room. She was never one to sit idle, but instead wanted to keep busy.

ACHOR is fortunate to have many fond memories of Loretta Fink, accumulated from the nearly thirty years she spent here. When she was organizing the "History Files," she would find an old newspaper clipping or photo and reminisce about her long life in Albany. She recalled stories about shops and theaters once in downtown that she frequented when she was younger. Loretta was dedicated to her family and to her work, a kind, considerate one-in-a-million person who is sorely missed by her co-workers.

ACHOR Staff

Patricia Bryce
Deputy County Clerk

Craig Carlson
Deputy Director

Camisha Smith
Records Manager

Brandy Alden
Records Manager
City of Albany

Lori Dudek
Warehouse Supervisor

Meredith Cherven-Holland
Archivist

John Paul Ciejka
Assistant Archivist

Virginia Farinacci
Deputy Archivist

Robert W. Arnold III
Consultant



Hawk Street Viaduct, 1933.
Courtesy of Albany County Hall of Records Archival Collection.

The Albany County Hall of Records is a capital resource to the agencies of the local government it serves and to the citizens of the City and County of Albany. The Hall of Records is jointly funded by the City and County of Albany and is under the jurisdiction of Albany County Clerk, Thomas G. Clingan. Our purpose is to preserve, promote and make available the recorded history of Albany County to its citizens in the most efficient and cost effective way possible. We want to say thank you to all the people, past and present, who have made the Hall of Records an invaluable asset to our county.



Hawk Street Viaduct, 1933.
Courtesy of Albany County Hall of Records Archival Collection.