



THE CLF NEWSLETTER

Vol. XII

August 1998

No. 3

Grant funds will purchase American Indian census materials

Thanks to a generous grant received by the Houston Library Board, Clayton Library is purchasing the 692-reel set of *Indian Census Rolls, 1885-1940* (National Archives microfilm publication M595). Considered by some to be the single most useful series for Indian genealogy, the 1885-1940 census rolls are a compilation of annual census lists submitted by each Indian agent. The rolls are arranged alphabetically by name of Indian

agency, thereunder by name of tribe, and thereunder by year. Names appearing on these lists before about 1916 are not arranged alphabetically; however, beginning in 1916, most agents submitted alphabetized lists.

The rolls usually show, for each individual, the Indian-language or English-language name (and sometimes both), sex, age, relationship to the head of the family, and sometimes the relationship to other Indians named in the same roll. A few rolls also show the names of persons who were born or died during the year and their dates of birth or death.

Although these records are an excellent research tool, there are gaps in the data. For example, no census lists were submitted for the Five Civilized Tribes of Oklahoma. On the other hand, data continuity in some areas is remarkable. For example, North Carolina Cherokee enumerations exist for almost every year from 1898 to 1939.

When this film arrives, we will provide further details in a newsletter article. ■

Fall seminar set for September 26th

Focus will be on government documents

Clayton Library Friends and the Houston Public Library will sponsor a seminar on Saturday, September 26th that will focus on the use of government documents for genealogical research. If you are not familiar with the use of government documents and their availability at local repositories, you should plan to attend this seminar. Speakers will be Cindy Page, government documents librarian at Houston Public Library, and Gay Carter, government documents librarian at Alfred R. Neumann Library, University of Houston at Clear Lake. Ms. Page's presentation will describe the collection of government documents at HPL. Ms. Carter's presentation will focus on how to use government documents as a resource in doing family history research. A portion of the seminar will include a walk-through of the government documents collection at HPL.

This will be a three-hour seminar (9:30 a.m. to 12:30 p.m.) and will be conducted in HPL's Concourse meeting room. Pre-registration is required and there is an attendance limit of 100. To register, please see the flyer in this newsletter. Seminar contact is Pat Metcalfe, (713) 721-3936. ■



NEXT MEETING

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Saturday, Aug 8th, 10:15 a.m.

Concourse Meeting Room

Houston Public Library (Central)

500 McKinney Avenue, Houston

(Opposite City Hall)

SPEAKER

Lynwood Peterson

TOPIC

Using Clayton's CD-ROM Collection

Mr. Peterson is program director and vice president of the Chaparral Genealogical Society.



CLF membership tops 1,500 mark

In July, the Clayton Library Friends membership roll surpassed the 1,500 mark, keeping us well out in front as the largest genealogy-related society in Texas and surpassing all previous CLF annual membership tallies. ■

CLAYTON LIBRARY FRIENDS

P. O. Box 271078

Houston, Texas 77277-1078

Established 1987

Clayton Library Friends is a tax-exempt, non-profit organization under IRS Code 501(c)(3). The sole purpose of CLF is to enrich the resources and facilities of the Clayton Library Center for Genealogical Research.

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Individual \$10.00
 Two people (same address).. \$15.00

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Contributor \$1 to \$49
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**Clayton Library Friends
 Financial Report**

April 1 through June 30, 1998

CHECKING ACCOUNT—Wells Fargo Bank	
Starting Balance	\$ 34,010
Unrestricted Funds.....	6,486
Restricted Funds:	
Binding.....	788
Endowment.....	- 0 -
Other.....	1,527
CLF Operating Funds.....	24,679
1999 Prepaid Dues.....	530
Deposits, total	12,447
Unrestricted Funds.....	1,565
Restricted Funds:	
Binding.....	24
Endowment.....	- 0 -
Other.....	9,957
CLF Operating Funds.....	900
1999 Prepaid Dues.....	- 0 -
Withdrawals, total	17,641
Unrestricted Funds.....	4,692
Restricted Funds:	
Binding.....	548
Endowment.....	- 0 -
Other.....	9,167
CLF Operating Funds.....	3,234
Ending Balance.....	28,815
Unrestricted Funds.....	3,359
Restricted Funds:	
Binding.....	264
Endowment.....	- 0 -
Other.....	2,317
CLF Operating Funds.....	22,345
1999 Prepaid Dues.....	530
ENDOWMENT FUND—Univ. Bank	15,410
Certificate of deposit #1	12,540
Savings account.....	2,870

Cal Wolfert, Treasurer

**Federation of Genealogical
 Societies 1998 Conference**

This year's FGS Conference—"Immigrant Dreams: The Settlement of America"—is being held in Cincinnati, Ohio (Cincinnati Convention Center), August 19-22. The local host is the Ohio Genealogical Society. Registration information can be obtained by calling (888) 347-1500.

The conference will focus on migration, immigration, and settlement but will also offer "how-to" lectures on the organization, management, and administration of genealogical societies. For a detailed line-up of conference activities, see the FGS web page at <http://www.fgs.org/fgs-c98.htm>. ■

The National Archives: A Guide to the Guide

by Gay E. Carter



If you ever needed inspiration for a visit to the National Archives, taking a look at the new edition of the *Guide to Federal Records in the National Archives of the United States* would definitely provide it. The *Guide* is a comprehensive listing and description of federal records found in the National Archives in Washington as well as its other affiliated repositories such as the regional archives and the Presidential libraries. The long-awaited new edition was published in 1995 and supersedes the 1974 edition and its 1987 reprint. Expanded to three volumes, Volumes 1 and 2 contain the record descriptions while Volume 3 is the index. It includes descriptions of records held as of September 1, 1994.

To make effective use of the *Guide*, it is important to understand the "record group" concept. Many archives, including the National Archives, keep records together by issuing agency. Thus each agency or department is assigned a record group number, which becomes the identifying number for the agency's records. This is the key to using the records at the archives and to finding information in the book. The *Guide* devotes one chapter to each record group and uses references to the record group number in place of page numbers. If you don't already know the record group number you need, look up your subject of interest in the alphabetical index (Volume 3) or browse the list of agencies in Table B following the in-

roduction in Volume 1. You may notice gaps in the record group numbers and consequently in the chapter numbers. If a record group number was assigned but records had not been transferred prior to publication of the *Guide*, that number does not have a chapter. Also, some record group numbers are no longer in use and so do not have chapters.

The layout of each chapter includes a chapter heading, the administrative history of the agency, a summary of record types contained in the record group, and descriptions of the records. The chapter heading gives the title of the record group (for example, "Records of the Bureau of Land Management"), the record group number, the dates covered by the records, and the size of the collection given in cubic feet. The administrative history tells when the agency was established, if it had predecessors or transfers, if it was abolished, or if it has successors. This section also lists finding aids such as preliminary inventories, notes whether the records include classified material, and gives references to related record groups. In a box following the administrative history, the records type summary describes the types of materials (textual, maps, motion pictures, etc.), the locations of each type of record, and the size in cubic feet or other relevant measure for each type. With the opening of the National Archives facility in College Park, Maryland, and the hold-

ings of regional archives and Presidential libraries, this summary is an especially valuable aid for finding the records. The descriptions of the records include a history of the agency or of the records themselves, details of each record type, and a list of any microfilm publications from the records.

The index in Volume 3 is arranged alphabetically. It lists all personal names and all named acts of Congress as well as position titles, names of organizations, place names, and subjects. Entries that begin with a number (e.g., 9th Naval District) list first. For alphabetizing purposes, punctuation marks are ignored, acronyms and abbreviations are considered as whole words, and foreign language entries having a definite article (e.g., *der* in German) are alphabetized by the article (German titles beginning with *der* would be under "D"). The important thing to remember when using the index is that references are to record group numbers and not to page numbers. In fact, except for the introductory material, there are no page numbers in the description volumes. A record group number may have subdivisions to help you get to the exact records within the group.

The *Guide to Federal Records in the National Archives of the United States* is available in the Government Documents collection of the Houston Public Library and other depository libraries in the area. It is also available electronically on the National

Archives web page (www.nara.gov). On the NARA homepage, choose "Historical Records of Government Agencies" (under "The Research Room"); then select *Guide to Federal Records...* on the next page.

There is an important companion resource on the NARA web site: *Microfilm Resources for Research: A Comprehensive Catalog*. When I noticed the list of microfilm publications in the *Guide's* descriptions, I first thought, "Great! Now all I need to do is check the microfilm catalog and I can find out the details of the microfilm! Wow!" Not exactly. Most of the published microfilm catalogs are several years old and predate the *Guide*. New microfilm publications are obviously not included. But the

edition of the microfilm catalog under "Historical Records of Government Agencies" on the NARA web site is 1996, and with the "find" function of my web browser, I was able to quickly identify the publication numbers I needed.

Why use the *Guide to Federal Records in the National Archives of the United States*? Now the most up-to-date and comprehensive guide to the National Archives, it will help researchers find out about all the records that are available (not just those someone else has deemed "genealogical"), whether those records have been microfilmed, and where the records are held. It will be essential for "doing your homework" before taking a research trip. ■

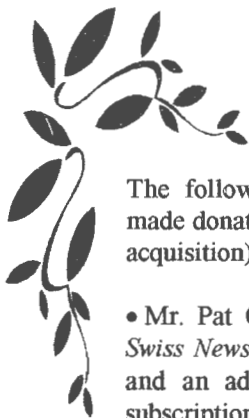
CLF nominating committee named

At the May 16th CLF general membership meeting, the individuals listed below were elected to serve on a nominating committee for the fall election. The committee's recommendation will be published in the November newsletter and presented to the membership at the November 14th CLF meeting. If you would like to be considered for one of the executive board openings in 1999, please contact a member of the committee.

Mic Barnette
Joyce Carter
John Dorroh
Cal Wolford
Gayle Workman

National Archives and Records Administration. *Guide to Federal Records in the National Archives of the United States*. Comp. by Robert B. Matchette et al. Washington, DC: National Archives and Records Administration; distributed by U.S. Government Printing Office, 1995. 3 volumes. (U.S. Government Documents call number: AE 1.108:G 94/V.1-3 1995)

Speaker for the November 14th meeting will be Trevia Wooster Beverly, who will discuss preparations you can make at Clayton Library for doing research overseas. ■



Angels report

The following individuals and societies have made donations to support the Angels (periodical acquisition) program:

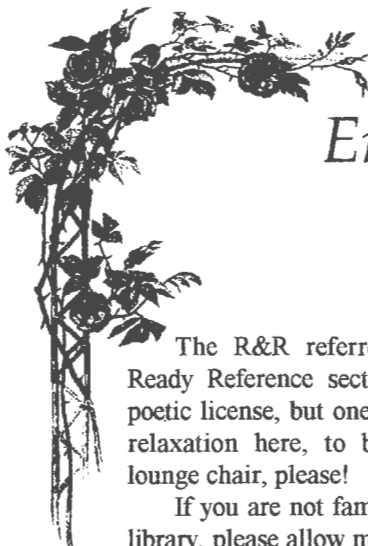
- Mr. Pat Cochran. *The Orangeburgh German-Swiss Newsletter* back issues from 1981 to 1997 and an additional gift of a prepaid, 10-year subscription made in memory of Pat's Bachman/Baughman and Binnicker families of South Carolina.
- Mrs. Nancy Early Grubbs. Multiple titles of various periodicals (back issues).
- Mrs. Frances L. Thompson Terry. Multiple titles of various periodicals (back issues).

- Mrs. Laela Morris Lindner. Multiple titles of various periodicals (back issues).
- Houston Genealogical Forum. 41 titles relating to the U.S., England, Ireland, and Canada, various years.
- Timpson Area Genealogical & Heritage Society. *Tap Root* back issues and subsequent publication.

If you have periodicals to donate to Clayton (through CLF), please let us check for duplicates before donating them. Also, if you subscribe to periodicals that you plan to donate, please keep these until you have a complete volume or year's subscription, as only complete volumes are bound.

Funds are also needed for the binding of donated periodicals. For further information on this or any other aspect of the Angels Program, please contact Liz Hicks, 716 Edgebrook Dr., Houston, TX 77034-2030, (713) 944-1118. ■

□ BEGINNERS COLUMN



Enjoy Some R&R at Clayton

by Suzanne (Susie) Sandlin Gay

The R&R referred to here is Clayton's Ready Reference section. I have used a little poetic license, but one really can enjoy rest and relaxation here, to be sure—bring your own lounge chair, please!

If you are not familiar with this area of the library, please allow me to introduce it to you. If you scurry from the front door to the census books, you have already passed it—on your left. The Ready Reference shelves house more than 150 books, some that provide explanations (such as dictionaries, encyclopedias, and almanacs) and others that point to additional sources (such as bibliographies, directories, guides, and finding aids). There are numerous titles for general USA research, but you will also find helpful items on genealogy computer software, ethnic research, foreign sources, and sources specific to Texas.

Unless you have been extraordinarily lucky, you have labored with at least a few hard-to-read census records and may wish to look at *How to Read the Handwriting and Records of Early America* (929.1072 K52 USA). Better yet, if you want a chuckle or two, see the *Practical Guide to the Mistakes Made in Census Indexes* (929.1072 P895 USA). I had a great grandfather whose name was Elijah, but on one of the census records his name was spelled "Eligh." It seems obvious to me now, but I almost missed it!

For those of you who wish to publish your findings, let me suggest the following reference tools: *Directory of Genealogical Software* (929.1 C379); *How Word-Processing Designs, Edits, Completes Genealogy Forms* (929 A552); *Cite Your Sources* (929.1072 L141 USA); *Evidence! Citation & Analysis for the Family Historian* (929.1 M657); and *The Next Step: A Complete Resource Saving How-to-Do Reference GUIDE in Preparing, Printing, and Marketing Computerized Family History* (929.1072 P855).

An article in the January 1998 issue of *The CLF Newsletter* explained the valuable role newspapers can play in your research. For information about newspapers, see *Newspapers in Microform*, 3 vols. (011.35 N558 USA); *American Newspapers, 1821-1936: A Union List of Files Available in the United States and Canada* (016.071 A512 USA); and *Newspapers Housed in the Texas and Local*

History Library (RR).

If you are stumped by an acronym, see *Acronyms, Initialisms and Abbreviations Dictionary* or *New Acronyms, Initialisms & Abbreviations* (423.1 G152); but if it's the name of an international organization you need, try *Encyclopedia of Associations: International Organizations*, 3 vols. (060 E56 USA).

When you visit the Ready Reference section, you will see that the scope is broad. You will find, in addition to the materials mentioned above, items on associations, cemeteries, chambers of commerce, churches, county records, family histories, heraldry, legal terms, microfilm holdings, military records, places, post offices, public records, publications, state agencies, and vital records. This visit will not be your last. The Ready Reference resources will keep you coming back again and again—to answer your questions, to point you in new directions, and to enrich your research experience. If you have any questions about these resources, please do not hesitate to ask the Clayton staff.

To whet your appetite, I've included below some representative titles that may be of interest to you. Note that, although these books have various call numbers, they are shelved in the Ready Reference area. To ensure that they are properly re-shelved, the library staff has marked each with an orange dot on the spine. See you at the Library!

Bibliographies

- *Bibliography of Genealogy and Local History Periodicals with Union List of Major U.S. Collections* (016.929 C624)
- *Genealogies in the Library of Congress* (016.929 K15)
- *DAR Library Catalog* (016.973 D238)

Computer/Internet

- *Computer Genealogy: A Guide to Research through High Technology* (929.1072 A543)
- *Genealogy On-Line* (929.1072 C953)
- *Virtual Roots: A Guide to Genealogy and Local History on the World Wide Web* (929.1072 P855)

Dictionaries

- *Black's Law Dictionary...* (340.03 B627)
- *What Did They Mean by That? A Dictionary of Historical Terms for Genealogists* (423.1 D762 USA)
- *Genealogical Dictionary* (929.1 C771 USA)
- *Ancestry's Concise Genealogical Dictionary* (929.1 H315 USA)

Directories

- *Ulrich's International Periodical Directory* (016.02 U45 1997)
- *County Courthouse Book* (929.1025 B477 USA)
- *Cemeteries of the U.S. - A Guide to Contact Information for U.S. Cemeteries and their Records* (929.5 C394 USA)

Encyclopedias/Almanacs

- *World Almanac and Book of Facts* (317 W927 1997)
- *Encyclopedia of World History - Ancient, Medieval, and Modern Chronologically Arranged* (902 L276 USA)
- *Encyclopedia of American History* (973 E56 USA)

Ethnic

- *Ethnic Genealogy: A Research Guide* (929.1072 E84 USA)
- *Black Genealogy: How to Begin* (929.1072 W181 USA)
- *Our Native Americans and Their Records of Genealogical Value* (2 vols.) (970.1 K59 USA)

Foreign

- *In Search of Your European Roots* (940 B355 EUROPE)
- *Sets of English Materials: Harleian Society Publications* (942 H284 ENGLAND)
- *Royal Historical Manuscripts* (942 R888 ENGLAND)

Geography

- *Omni Gazetteer of the United States of America* (11 vols.) (071 O55 USA)
- *Map Guide to the U.S. Federal Censuses, 1790-1920* (911.73 T498)
- *Township Atlas of the United States* (912.13 A573 USA)

Texas

- *City and County Histories Located in the Texas and Local History Library* (976.4 C581 TEX)
- *A Guide to Genealogical Resources in the Texas State Archives* (976.4 T355 TEX)
- *New Handbook of Texas* (6 vols.) (976.4 N532 TEX)

USA

- *State Censuses: An Annotated Bibliography of Censuses of Population Taken after 1790 by States and Territories of the United States* (310 U58 USA)
- *Development of Early Emigrant Trails in United States East of the Mississippi River* (973 L675 USA)
- *Civil War Genealogy: A Basic Research Guide for Tracing Your Civil War Ancestors with Detailed Sources and Precise Instructions for Obtaining Information from Them* (973.7 S413 USA)



Members participate in HPL's "Visioning" Conference

Eight individual CLF members received invitations to participate in Houston Public Library's "Visioning" Conference at the George R. Brown Convention Center on July 13th. This conference served as a kick-off introduction to development of the City of Houston's Library Strategic Master Plan, a document that will be used to guide HPL's evolution into the 21st century. Over the next six months, studies and service evaluations will be completed by five task forces, including two that will focus on facility needs at the main library and at the various branch libraries. Other areas to be addressed in the plan include technological goals, community needs, service objectives, and the organization and structure of HPL's management and administrative functions. As various pieces of the plan come together, CLF and other interested organizations will again have the opportunity to provide input. ■

□ NEW ACQUISITIONS

The Eagle Pass Entry Cards

by Don Pusch

(The bulk of the information for this article was extracted from the descriptive pamphlet for National Archives Microfilm Publication M2041, compiled by Claire Prechtel-Kluskiens, 1997.)

In seeking out gateway ancestors, researchers don't normally consider inland U.S. cities as ports of entry; however, for immigrants coming into the U.S. across the Canadian and Mexican borders, these "ports of entry" are exactly where the research must be focused. The records of one such entry point—Eagle Pass, Texas—are found in National Archives Microfilm Publication M2041, *Temporary and Nonstatistical Manifests of Aliens Arriving at Eagle Pass, Texas, July 1928-June 1953*. Recently acquired by Clayton Library, this microfilm publication consists of 14 reels (cabinet 66, drawer 6, second floor microprint area).

U.S. authorities did not begin keeping records of arrivals across the Mexican border until about 1906, and when the system for keeping such records was put in place, it differed substantially from that used to record information on ship passengers, whose names were conveniently supplied on manifests drawn by the captains of arriving vessels. To gather such information at inland "ports of entry," immigration officials completed individual *Manifest* or *Application* cards. These contain essentially the same type of information collected on the traditional passenger lists—and in some cases, much more.

Because of variations in the laws governing the type of information to

be collected, early records are incomplete, some consisting only of headcounts and summary data. The records imaged in Microfilm Publication M2041, which is specific to individual immigrants entering the country at Eagle Pass, begin in 1928 and extend through 1953. The records are arranged in three sub-series: 1 July 1928 to 21 March 1929 (reel 1); 22 March 1929 to 30 June 1940 (reels 2-7); and



1 July 1940 to 30 June 1953 (reels 8-14). The first sub-series is arranged chronologically by date of arrival and then numerically by manifest number. The two remaining sub-series are arranged alphabetically by surname and then by given name; however, the descriptive pamphlet for the series warns the researcher that the alphabetical arrangement is "rough" and that numerous cards are out of their proper place in the sequence. Also, a word of caution is given concerning the selection (for alphabetical se-

quencing) of the surname. Surnames such as "De La Huerta" are sequenced as "Huerta." Names such as "Maria de los Angeles Castro" are sequenced under the surname "Castro."

I examined several of the records from this microfilm set in order to assess the data content and legibility, and the records I sampled proved to be very good. There are two types of cards in this collection, both of which contain similar information. The *Manifest* card has blocks in which to record the person's name, age, sex, marital status, place of birth, physical description, occupation, nationality, race, native language, place of last residence, arrival date, destination, purpose of entry, the name and address of the resident being visited, the name and address of the alien's nearest relative, and information concerning the alien's previous visits to the

U.S. The *Application* card (Application for Nonresident Alien's Border Crossing Identification Card) contains similar information but, in addition, has blocks in which to record the number and date of issuance of the alien's foreign passport or other identification. In examining the cards on reel #1, I was surprised to find that some of the cards—about one in a hundred—had affixed to them small photographs of the immigrant or immigrant family (see inset). According to the descriptive pamphlet, inclusion

of photographs is more common on the manifest cards from 1940 through 1953. What a nice surprise it would be to find one of these for a long-lost ancestor!

One item of note before closing: Although it is always preferable to examine original documents when gathering family history data, the Eagle Pass entry cards exist now only in microfilm. The Immigration and Naturalization Service filmed the records in 1953, transferred the film to the National Archives, and then destroyed the original cards. For additional information about publication M2041 and related microfilm publications, see the descriptive pamphlet, a copy of which is imaged on the microfilm. ■

Order placed for French Archives material

In pursuit of Clayton Library's "wish list" of new materials, CLF has placed orders for several research aids that will be of special interest to those seeking materials held by the French national archives. The most notable of these is the multi-volume set, *État des inventaires*. The full bibliographical citation is *Les Archives nationales. État des inventaires publié sous la direction de J. Favier, membre de l'institut, directeur général des Archives de France*, 4 vols. (Paris: Archives nationales, 1985-).

This is a 4-volume set (volume 3 is still in preparation) that provides researchers with series-by-series infor-

mation on the nature and location of the inventories and finding aids available for the archival materials described in the first four volumes of the *État général de fonds*—the "green book" set already in the Clayton Library collection. The *État des inventaires* volumes are aligned with, and cover the same archival materials as, the *État général de fonds*: Volume 1, *L'Ancien Régime*; volume 2, *1789-1940*; volume 3 (publication pending), *Marine et Outre-Mer*; volume 4, *Fonds divers*.

We have not had the opportunity to examine the *État des inventaires* volumes firsthand. However, according to descriptions obtained from the French archives research center, the information contained in the set is essential for locating documents among the mammoth holding of the Archives Nationales. ■

CLAYTON LIBRARY FRIENDS
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Houston, TX 77277-1078

<p>Non-Profit Org. U.S. Postage PAID Houston, Texas Permit No. 1747</p>

TO:

CLAYTON LIBRARY FRIENDS GOVERNMENT DOCUMENTS SEMINAR

Date: Saturday, September 26, 1998
 Time: 9:30 a.m. to 12:30 p. m.
 Place: Concourse Meeting Room
 Houston Public Library (Central)
 500 McKinney (enter underground parking off of Lamar)

“The HPL Government Documents Repository”
description and organization of HPL's holdings plus a walk-through of the collection
 Cindy Page, Government Documents Librarian, Houston Public Library

“How to use Government Documents in Family History Research”
use of the US Serial Set, National Archives publications, maps, and other documents
 Gay Carter, Government Documents Librarian, Neumann Library, UHCL

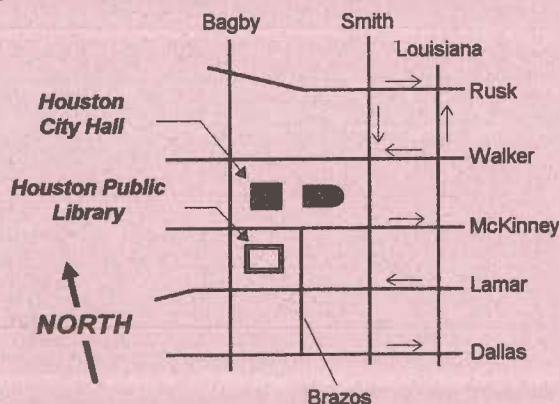
>>>> **Seating is limited to 100** <<<<<
 Register early!

Please note:

You must be a member of Clayton Library Friends, and you must pre-register in order to attend.

After the 100-seat limit is reached, individuals will be called and then placed on a waiting list.

For more information contact Pat Metcalfe at 713-721-3936.



REGISTRATION FORM:

Name: _____

Address: _____

Telephone: (Day) _____

(Evening) _____

_____ Member

_____ New Member (dues enclosed)

Annual Membership Dues: Individual: \$10 Two people (same address): \$15
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Mail to : Clayton Library Friends
 Government Documents Seminar
 P.O. Box 271078
 Houston, TX 77277-1078