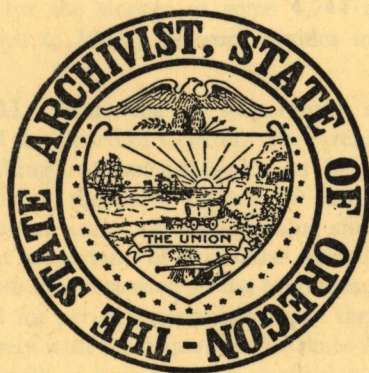


OREGON'S PUBLIC RECORDS



A report of activities for 1957-1958

made to the

Legislative Assembly

by

DAVID C. DUNIWAY, State Archivist

Oregon State Library

1959

Oregon's Public Records

RECORDS The record of a life begins with a piece of paper, the birth certificate, and ends with a piece of paper, the death certificate. In between there are many official and unofficial papers necessary for life to run its course and influencing its progress. The Oregon State Archives was founded in 1946 in the Oregon State Library to preserve and make available the basic non-current records of the government of Oregon relating to its people and their activities. It has grown from a few filing cases of records relating principally to the Office of Civil Defense to some 11,354 cubic feet of records relating to many phases of Oregon's government. Recently it has acquired additional facilities for the storage of some 4,744 additional cubic feet of records, enough to last to 1961. Its work divides into various programs or phases.

STATE APPRAISAL Under the law state records are subject to destruction upon authorization of the Board of Control. The Archivist serves as an advisor to the board in making recommendations. As he and his staff go about identifying and studying the older records of each agency, he attempts to appraise them as to which are of permanent value and which are of temporary character. The most important of the older records are brought into the Archives if they are no longer needed in the originating office. The temporary records are scheduled for periodic destruction once they are identified. In this process he works closely with the Supervisor of State Audits and his staff who help determine the length of time that any particular record series needs to be retained for fiscal purposes. In this process he also works with the Department of Finance and Administration which is interested in records improvement programs and which inquires into the necessity of record keeping. Within the next year the Department will have established in each major agency of the government a records officer whose job it will be to identify the records of that agency and to help in the initial process of appraisal from the point of view of the Archivist and of records improvement from the point of view of the Department of Finance and Administration. All told fifty-eight agencies have been visited in the program and major projects have been undertaken in the Department of Agriculture, the offices of the Secretary of State and the Treasurer, the Fish Commission, the Highway Department and the Board of Health.

COUNTY APPRAISAL Under the law, county records are authorized for destruction by the County Court with the advice and assistance of the State Archivist and the District Attorney. Since county records are similar from court house to court house, the Archivist has been able to develop a general program modified often to meet local needs. To date the records of nineteen counties have been surveyed and major programs of elimination have been undertaken in many of them. Where older tax records survive they have been brought into the Archives to be used in the tracing of people. In some instances

early records have been microfilmed to insure the preservation of the information which they contain. The whole program was originally limited by lack of funds and staff but this condition no longer exists.

RECEIPTS When records come to the State Archivist they are acknowledged by an inventory or list with a covering requisition that serves as the official receipt. From this inventory, cataloging and indexing are planned and at present the catalog of surnames includes 280,000 entries, while the catalog of subjects amounts to 45,000 entries covering a total of 153 record groups. Multilith master cards and slips are used to simplify the making of index entries and an ever increasing body of records are indexed and available for the student of Oregon and its people. The 104 state record groups in the Archives include the more recent files of the Governors; the early records of the Indian Wars; the records of the provisional and Territorial Government including the first land claims; records of defunct agencies like the State Planning Board, the Milk Marketing Administration and the Office of Civil Defense; and records of many active agencies as well as recent records of Legislative committees. In addition the Archives has 22 county or local record groups and as part of the State Library administers a small manuscript collection, a microfilm collection, a photographic collection and is the repository of the archives of various organizations including the Oregon Chapters, Daughters of the American Revolution and the American Association of University Women.

USE Visitors in the last year to the Archives include 350 representatives of the agencies interested in their own records. In addition, 1,229 members of the public came seeking information for doctoral and masters theses, legal purposes, for news stories, for family histories or many other reasons. As the collection grows, each type of records brings its own users. The heaviest used group of records are those best indexed, the records of the Provisional and Territorial Government; and the second most used are the records compiled by the Daughters of the American Revolution from official records, cemeteries and genealogies. Third are the records of the WPA Federal Writers Project, once sponsored by the Oregon State Library, which contains research data on all phases of Oregon history, and fourth are the U. S. Census records for Oregon in microfilm or original form. County records, the photographic collection and the records of the legislature are also well used.

MICROFILM SERVICE The Archivist administers a microfilm program for state and local government providing service at cost. The number of pictures taken in one year is over 2,000,000 on some 68,000 feet of film. Major projects included the Department of Veterans' Affairs bonus files, the Highway Department bridge construction files, the Public Utilities Commissioner's motor permit files and the State Engineer's water right files. Some of the microfilming has resulted in the return of stored records to active offices where it is easily accessible. Some of the microfilming is essential copy work which would otherwise be expensive. Such was the filming of the catalogs of the Astoria and Seaside libraries, needed in order to establish a regional catalog project.

Some of the filming is for security purposes to create a duplicate copy that can replace the original if anything happens to that original, such as the Public Utilities Commissioner's administrative orders.

ADVISORY SERVICE The Archivist is required to give help and assistance to public officers on record problems and frequently is asked questions on filing and recording practices. This work so far as it relates to state government supplements the work of the Department of Finance and Administration insofar as they are concerned with records improvement. He has therefore compiled for the use of the Department, suggested rules for alphabetization and a list of subject headings for files dealing with state agencies.

SUMMARY It is the aim of the Archivist to collect the most informative non-current records of state and county government in the Archives for the use of the people of Oregon and their government. It is also his aim to establish a system by which the records of temporary value can be destroyed in an orderly manner as soon as they have served their legitimate purpose. It is his responsibility to make records available to the public through proper inventorying, cataloging and indexing. He furnishes microfilm services to public agencies that desire such service and he advises public officers on records problems.

RECOMMENDATIONS

1. The law relating to the Archivist and records needs to be amended in minor aspects and an act will be submitted to the Legislature.
2. The space allotted to the Archivist will take care of his needs only through one more biennium. Provision for centralized housing is an ultimate aim. At present his record collections are scattered in six different places in three different buildings.
3. The need for temporary housing for records of limited value or a records center should also be recognized since inexpensive space is cheaper than microfilming if records are impermanent in character.
4. Specific destruction authorizations by act of the Legislature should be critically appraised. There would be greater flexibility if the majority were repealed and the general records destruction law were allowed to operate.

CHECKLIST OF RECORDS RELATING TO LEGISLATION

- I. TERRITORIAL AND PROVISIONAL GOVERNMENT RECORDS
1843-1858. Minutes and journals, with laws, bills, petitions and documents in support of legislation. Indexed.
- II. OREGON ARCHIVES
1841-1913. Official copies of published journals, laws, governor's messages and documents or reports.
- III. RECORDS OF THE LEGISLATURE
 - A. STANDING COMMITTEE MINUTES OF THE SENATE:
 1. AGRICULTURE.
1957 with exhibits
1955* with exhibits*
1953
 2. ALCOHOLIC TRAFFIC.
1957
1955
1953
 3. ASSESSMENT AND TAXATION.
1955* with exhibits*
1953 exhibits only
1951 with exhibits
 4. COMMERCE AND NAVIGATION.
1949
 5. COMMERCE AND UTILITIES.
1957 special
1957* with exhibits*
1955 with exhibits
1951 with exhibits
 6. EDUCATION.
1957 special*
1957* with exhibits*
1955* with exhibits*
1953 with exhibits
1951
 7. ELECTIONS AND PRIVILEGES.
1957 with exhibits
1955* with exhibits*
1953 with exhibits
 8. FINANCIAL AFFAIRS.
1957
1951
 9. FORESTRY AND FOREST PRODUCTS.
1949 exhibits only
 10. GAME.
1957* with exhibits
1955 with exhibits
1953 exhibits only
 11. INSURANCE.
1949 with exhibits
 12. IRRIGATION AND DRAINAGE.
1949 with exhibits
 13. JUDICIARY.
1957 special
1957
1955*
 14. LABOR AND INDUSTRIES.
1957 with exhibits
1955* with exhibits*
1953
 15. LOCAL GOVERNMENT.
1957
1955*
1953
 16. MUNICIPAL AFFAIRS.
1949 with exhibits
 17. NATURAL RESOURCES.
1957*
1955*
 18. PUBLIC HEALTH.
1957
1955* with exhibits*
1953* with exhibits
 19. PUBLIC WELFARE AND INSTITUTIONS.
1957 with exhibits
1955*
1953
 20. RESOLUTIONS.
1957
1955
 21. REVISION OF LAWS.
1949 with exhibits

* microfilm copies only.

22. ROADS AND HIGHWAYS.
1957 with exhibits
1955* with exhibits*
1953 exhibits only
23. RULES.
1957 special*
1957 with exhibits
1955
1951 with exhibits
24. STATE AND FEDERAL AFFAIRS.
1957 with exhibits
1955* with exhibits
1951 with exhibits
25. TAXATION.
1957 with exhibits
26. VETERANS AFFAIRS.
1957
1955*
- B. STANDING COMMITTEE MINUTES OF THE HOUSE:
 1. AGRICULTURE AND LIVESTOCK.
1957
1955* with exhibits*
1953* with exhibits
 2. ALCOHOLIC CONTROL.
1957
1955* with exhibits*
 3. COMMERCE AND UTILITIES.
1957*
1955* with exhibits
 4. EDUCATION.
1957 with exhibits
1955*
1953 with exhibits
1951* with exhibits
 5. ELECTIONS AND REAPPORTIONMENT.
1957* with exhibits*
1955 with exhibits
 6. FINANCIAL INSTITUTIONS.
1957
1955 with exhibits
1953
 7. FISH AND GAME.
1957*
1955* with exhibits*
1951*
 8. FOOD AND DAIRYING.
1957
1955
 9. FORESTRY AND MINING.
1957* with exhibits*
1955* with exhibits*
1953* with exhibits
1951* with exhibits*
 10. HIGHWAYS.
1957* with exhibits*
1955* with exhibits
1953 exhibits only
1949 exhibits only
 11. JUDICIARY.
1957*
1955 with exhibits
1953*
1949 exhibits only
 12. LABOR AND INDUSTRY.
1957*
1955* with exhibits*
 13. LIVESTOCK.
1955
 14. LOCAL GOVERNMENT.
1957*
1955*
1953 exhibits only
1951
1949
 15. MEDICAL AFFAIRS.
1955* with exhibits*
1951*
 16. MILITARY AFFAIRS.
1957
1955* with exhibits*
 17. PUBLIC HEALTH AND WELFARE.
1957*
1953* with exhibits
 18. RULES AND RESOLUTIONS.
1957 special
1957 with exhibits
1955
 19. STATE AND FEDERAL AFFAIRS.
1957* with exhibits*
1955
1953* with exhibits
1951 with exhibits
 20. TAXATION.
1957 special*
1957* with exhibits*
1955 with exhibits
1951 exhibits only

* microfilm copies only.

C. JOINT WAYS AND MEANS COMMITTEE :

- 1957 special*
- 1957* with exhibits*
- 1955* with exhibits
- 1953 exhibits only
- 1951 with exhibits
- 1949 exhibits only

IV. LEGISLATIVE INTERIM COMMITTEE MINUTES

- | | |
|---|--|
| <p>A. JUDICIAL
ADMINISTRATION :
1957-1959 with exhibits</p> <p>B. LOCAL GOVERNMENT :
1956-1957 with exhibits
1955 exhibits only
1953</p> <p>C. PUBLIC EMPLOYEES
RETIREMENT AND
COMPENSATION :
1953-1955 with exhibits</p> <p>D. REAPPORTIONMENT :
1951 exhibits only</p> <p>E. REORGANIZATION OF
STATE GOVERNMENT :
1954-1955 exhibits only
1949-1951 exhibits only
1945-1946 exhibits only</p> | <p>F. REVENUE :
1955 exhibits only</p> <p>G. SEX CRIME PREVENTION :
1956 with exhibits
1955 with exhibits
1954 exhibits only</p> <p>H. STATE GOVERNMENT
ADMINISTRATION :
1958 exhibits only
1949-1951 exhibits only</p> <p>I. TAX STUDY, HOUSE :
1955-1957 with exhibits</p> <p>J. TAX AND FISCAL
REVENUE, SENATE :
1951 exhibits only</p> |
|---|--|

V. GOVERNOR'S AND LEGISLATIVE CONSTITUTIONAL COMMITTEE : 1954 with exhibits

VI. CORRESPONDENCE RELATING TO LEGISLATIVE INTERIM COMMITTEES

- | | |
|---|---|
| <p>A. GOVERNOR :
1957-1958 11 folders
1951-1955 11 folders
1949-1951 8 folders
1937-1947 16 folders</p> <p>B. SECRETARY OF STATE :
1943-1947 5 folders</p> <p>C. AGRICULTURE
DEPARTMENT :
1935-1951 9 folders</p> | <p>D. BANKING DEPARTMENT :
1935-1937 1 folder
(relating to government re-organization)</p> <p>E. CIVIL SERVICE
COMMISSION :
1954-1955 68 folders
(relating to Interim Committee on Reorganization of State Government; Representative Orval Eaton and Barrington Associates correspondence)</p> |
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VII. CORRESPONDENCE RELATING TO LEGISLATION

- | | |
|-------------------------|--|
| A. ATTORNEY GENERAL : | |
| 1935-1943 | Papers of Ralph Moody, Assistant Attorney General. |
| 1906-1938 | With index. |
| B. BANKING DEPARTMENT : | |
| 1937 | 1 folder (relating to special advisory committees) |
| C. DEFENSE COUNCIL : | |
| 1941-1945 | 1 folder (relating to Oregon and U. S.) |
| D. GOVERNOR : | |
| 1957-1958 | 7 folders (legislative files of Governor Holmes) |
| 1953-1955 | 18 folders (files of Tom Lawson McCall and Edwin H. Armstrong) |
| | 2 folders (relating to pending legislation) |
| 1951 | 1 folder (relating to pending legislation) |
| | 1 folder (relating to proposed special session) |
| † 1941 | 4 file boxes (legislative files of Governor Sprague) |
| † 1939 | 3 file boxes (legislative files of Governor Sprague) |
| 1936-1937 | 1 folder (relating to Planning Board legislation) |
| E. PLANNING BOARD : | |
| 1935-1939 | 28 folders (relating to special advisory committees) |
| F. SECRETARY OF STATE : | |
| 1943-1947 | 1 folder (summary of state legislation) |
| | 1 folder (proposed legislation) |

VIII. ROLL CALLS, COMPILED BY THE OREGON VOTER

1917	1935
1919	1937
1921	1939
1923	1941 with report sheets
1927 House only	1943 with report sheets
1929	1945 with report sheets
1933	1947 with report sheets
1935 Special, with report sheets	

Report sheets summarize debates on the floor of the Legislature.

IX. PHOTOGRAPHS, HOUSE AND SENATE :

1885	1899	1909
1893	1903 Senate only	1913 House only
1895 with staffs	1907 House only	1925
1897 Senate only		

† to be used only with permission of Governor Sprague

Reproduced below are the minutes of the first Wolf meeting of 1843 which led to the formal organization of the Provisional Government of Oregon at Champoege, July 5, 1843. From the records of the Provisional and Territorial Government.

A public meeting of a number of the citizens of this Colony was called to order to take into consideration the propriety of adopting some measures for the protection of our herds against the beasts of prey in the country.

On Motion Dr. J. L. Babcock was called to the chair, who proceeded to state the objects of meeting, and the necessity of acting.

Moved by W. H. Gray seconded by Mr. Fourn that we appoint a committee of six to notify a general meeting. (Carried)

On Motion Messrs. Gray, Bears Gervais, Willson Barnaby and Lucia were appointed that committee.

Moved by Mr. Bears that we call a general meeting at the dwelling of Mr. Barnaby Gervais on the first Monday in March next at 10 O'clock A.M. (Carried)

Oregon Institute
2 Feb 1843

W. H. Willson Secy