

Services

Reference: The Reference Unit makes the various Archives' collections available to patrons. A published guide and numerous unpublished finding aids describe the types of materials in the many public records series and manuscript collections. A computerized catalog provides access to the Genealogical Collection. The Archives has copying facilities to reproduce virtually all of the materials in the collection. Records will not be reproduced if, in the opinion of the Archives' staff, it might cause physical harm to the materials. Many reference services are also available to mail researchers. Tours of the State Archives' facility can be arranged for educational and civic groups and interested individuals.

Technical: The Archives can provide professional technical assistance for local government, archival, and historical agencies, including workshops on the establishment and maintenance of archival and records management programs.

Conservation and Preservation: The Document Restoration Laboratory of the Bureau of Archives and Records Management is responsible for the preservation of the records in the Florida State Archives. Restoration of records in private hands or in other institutions can be done on a limited basis.

Location and Hours of Operation

The Florida State Archives is located on the first floor of the R.A. Gray Building, 500 South Bronough Street, Tallahassee, Florida 32399-0250. Public research facilities are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, and 9:00 a.m. to 3:00 p.m., Saturday.

Patrons wishing to conduct research in person should contact the Archives' staff at the above address, or call (904) 487-2073 for information on the types of research that can be conducted by mail.

Donations

The Archives accepts the donation of Florida related materials that fall within our collecting policy. To help preserve our State's documentary heritage, we encourage citizens to place such items in institutions

where they can be kept for future generations to study.

Organization and History

The Florida State Archives is an institution in the Department of State, Division of Library and Information Services, Bureau of Archives and Records Management. The different sections of the Archives include the Reference Unit, the Arrangement and Description Unit, the Photographic Unit, and the Preservation Lab.

The Archives and History Act of 1967 officially established the Florida State Archives as part of the Florida Board of Archives and History. Prior to this, the State Library of Florida had undertaken the responsibility of preserving significant State records. When the Board was abolished in 1969, its powers, duties, and functions were assigned to the Division of Archives, History, and Records Management. In 1986, the programs of the State Archives and the Bureau of Records and Information Management were transferred into the Division of Library and Information Services and, shortly thereafter, were merged into the Bureau of Archives and Records Management.

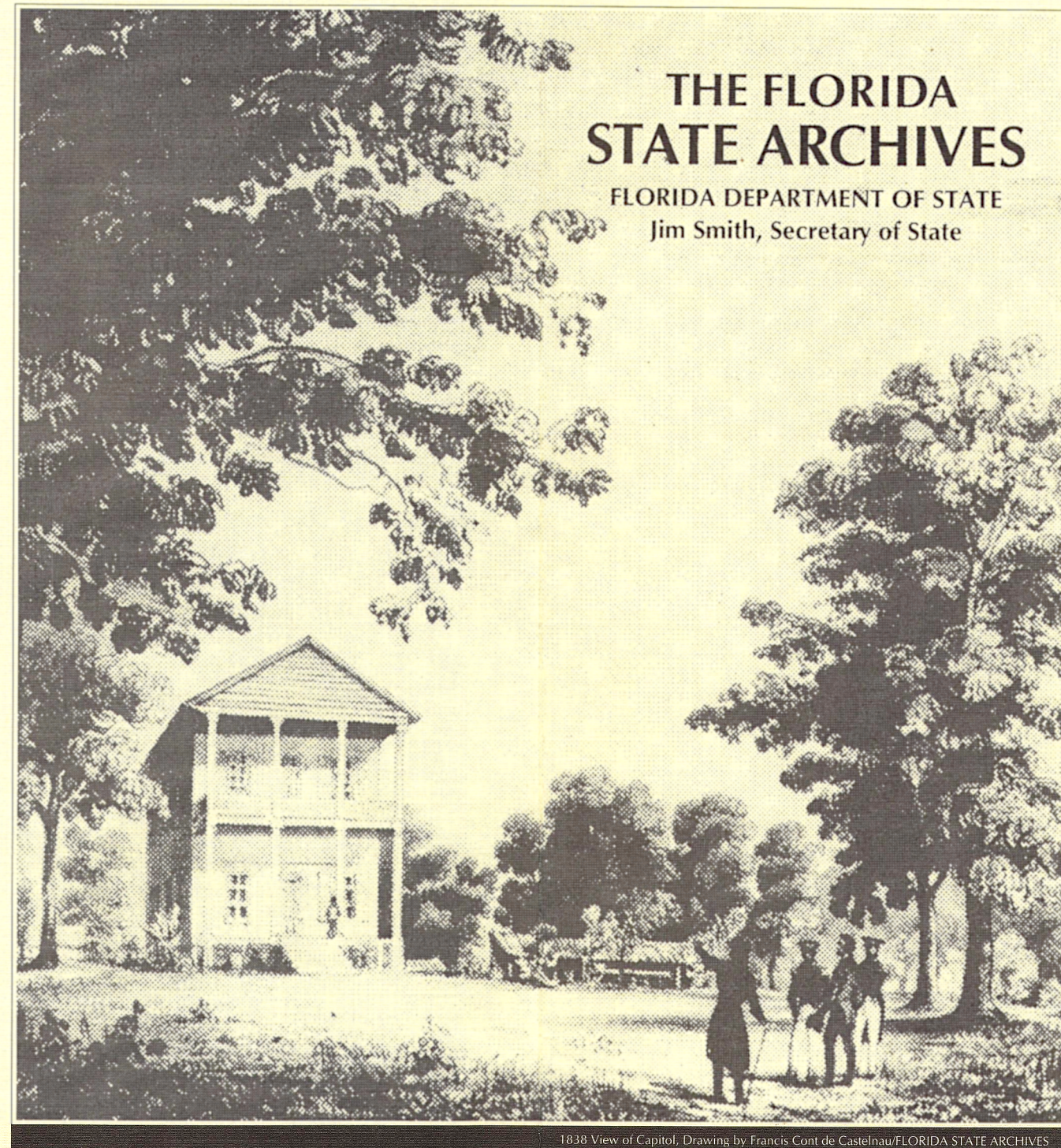
The original home of the State Archives was the old Leon County Jail. In 1976, the Archives moved into the new R.A. Gray Building, which also houses the State Library of Florida and the Museum of Florida History. The Gray Building's state-of-the-art facilities include climate-controlled storage areas, a newly-renovated public research room, and a restoration laboratory, making it one of the finest facilities of its kind in the nation.

Information

For more information on services available from the Florida State Archives, either write the Chief, Bureau of Archives and Records Management, R.A. Gray Building, 500 S. Bronough Street, Tallahassee, Florida 32399-0250, or phone (904) 487-2073.



FLORIDA DEPARTMENT OF STATE
Jim Smith, Secretary of State
Division of Library and Information Services



THE FLORIDA STATE ARCHIVES

FLORIDA DEPARTMENT OF STATE

Jim Smith, Secretary of State

Introduction

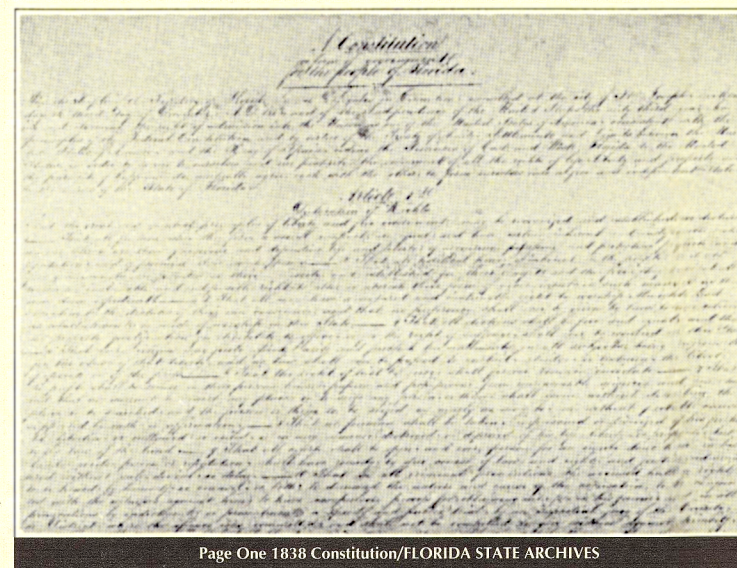
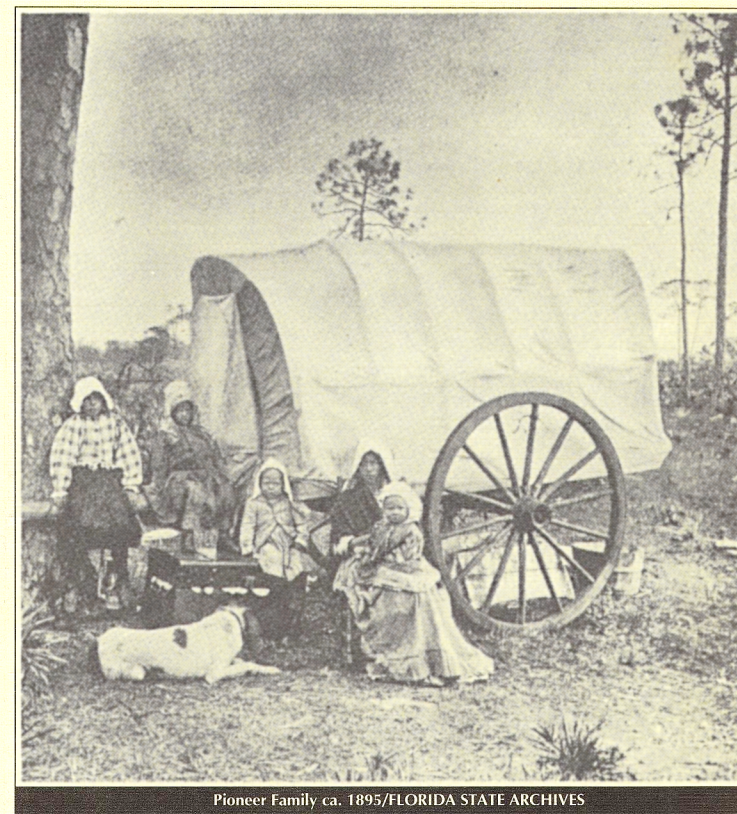
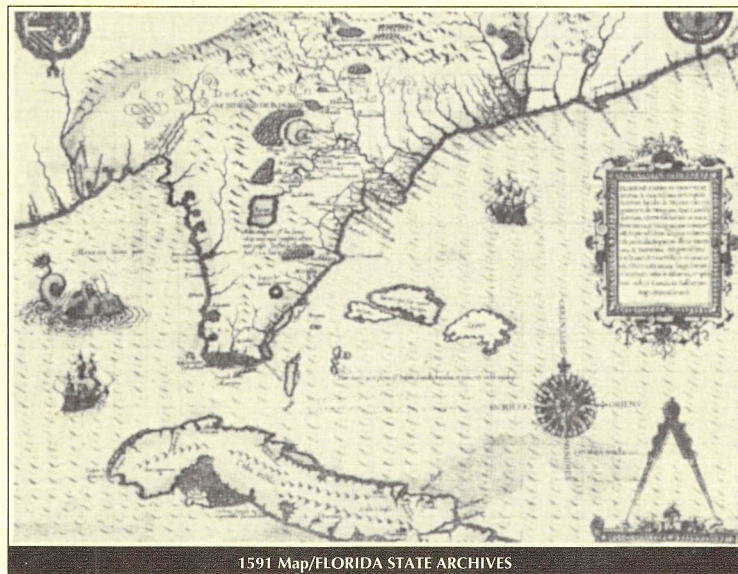
The Florida State Archives is the central repository for the archives of the State government. It is mandated by law to collect, preserve, and make available for research the historically significant records of the State, as well as private manuscripts, local government records, photographs, and other materials that complement the official State records.

Collections

The collections of the Florida State Archives can be divided into the following broad subject areas: State Government Records, Local Government Records, Manuscripts (Non-Governmental Records), the Florida Photographic Collection, and the Genealogical Collection. A published guide to the records of the Florida State Archives outlines the specific records available in the government records and manuscript collections.

State Government Records: The core of the Archives' collection is the approximately 30,000 cubic feet of records documenting the activities of Florida's Territorial and State Government from 1821 to the present. Selected for retention in the Archives because of their historical value, these materials provide a record of the functions and activities of the various agencies of the State government's three branches: executive, legislative, and judicial. Specific types of records include gubernatorial papers, legislative acts and committee papers, Supreme Court case files, military records, and the records of cabinet officers and their departments.

Local Government Records: The Archives maintains a small collection of original public records generated by local governmental agencies throughout the State. While the Archives does not actively collect such materials, it accepts historically significant local records that are in danger of destruction, or those that complement other items already in the Archives. Probate, tax, voting, and commission records of different city, town, and county agencies are among the materials kept in the Local Government Records Collection. A large collection of microfilmed county tax, deed, marriage, and probate records along with a few birth and naturalization records are also maintained in the Local Records Collection. Many of these local records are of particular value to those patrons engaged in genealogical research.



Manuscript Collection (Non-Governmental Records):

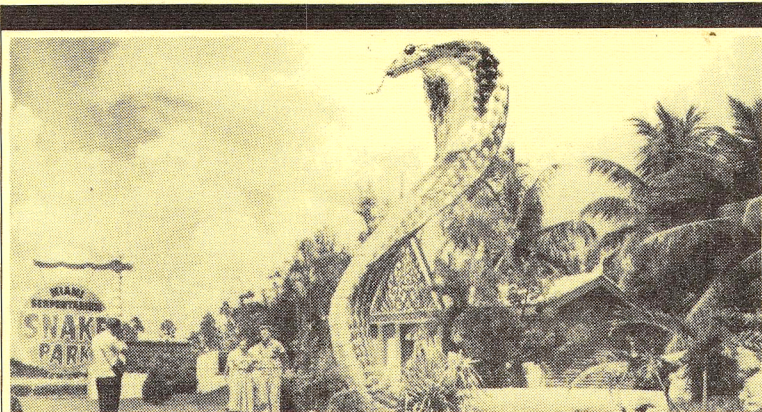
In addition to its collection of State and local government records, the Archives houses the records of private individuals and organizations that have shaped and influenced the history of the State. These materials trace the cultural, economic, military, religious, and social development of Florida from an isolated sixteenth century Spanish outpost to today's fastest growing state in the nation. Types of records in the Manuscript Collection include correspondence, diaries, journals, maps, photographs, and the organizational papers of business, fraternal, professional, religious, and social organizations. Individuals and organizations are encouraged to contact the Archives if they have Florida-related materials that they wish to donate.

Florida Photographic Collection: Approximately 750,000 visual artifacts comprise the Florida Photographic Collection, making it the largest and most comprehensive grouping of Florida-related images in existence. The Photographic Collection visually documents the people, places, and events that have contributed to the State's history and development. The earliest items in the Collection are copies of colonial-era maps and prints, while photographic documentation begins from the middle of the nineteenth century. In addition to still photographs, the Photographic Collection has a volume of films from the 1950s to the present. The Photographic Collection has the capability to make prints or negatives of most of the images in its collection.

Genealogical Collection: Genealogists comprise a large percentage of the Archives' patrons. To assist persons interested in researching their family history, the Archives maintains an extensive collection of genealogical reference materials. The collection consists of a 7,000 volume library of sourcebooks, including family, state, county, and local histories; immigration lists; church, cemetery, and military records; genealogy journals; reference books; and a wide variety of other published sources. A large selection of microfilmed federal census records and city directories supplement the printed records. The Archives' reference staff also maintains a Family Name File, containing unpublished materials relating to specific families, and a Surname Exchange File, which alerts genealogists to persons researching similar family lines.



Seminole Indian Girls, ca. 1930s



Serpentarium, Miami, 1954

collection became a part of the Florida State Archives and moved into its present facilities at the R.A. Gray Building.

HOURS

The Archives is open to researchers from 8 am to 5 pm Monday through Friday and from 9 am to 3 pm Saturday. The Archives is closed Sundays, on state holidays, and on the Saturdays of Friday or Monday holidays. Researchers are encouraged to check with the Archives to verify operating hours prior to visiting.

SERVICES

The Florida State Archives is able to provide patrons with copies of most items in the Florida Photographic Collection for a nominal charge. Services include archival black and white negatives and prints, 35mm color slides, sepia toning, and 3/4" and 1/2" VHS video duplication. A copy of the Archives' general fee schedule is available upon request.

The Florida State Archives is located in the R.A. Gray Building two blocks west of the State Capitol in Tallahassee. The search room occupies the south end of the first floor of the building. For additional information concerning the Florida Photographic Collection please contact the Archives staff at:



Florida State Archives
R.A. Gray Building
500 South Bronough Street
Tallahassee, FL 32399-0250
Telephone: (904) 487-2073

THE FLORIDA PHOTOGRAPHIC COLLECTION

FLORIDA STATE ARCHIVES



P. John Coates, 1898

FLORIDA DEPARTMENT OF STATE
Jim Smith, Secretary of State
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The Florida Photographic Collection, a nationally recognized component of the Florida State Archives, contains over 790,000 still photographs and approximately 2000 movies and video tapes. The time span ranges from copies of mid 15th Century maps to current photographs. The earliest photograph dates back to 1845.

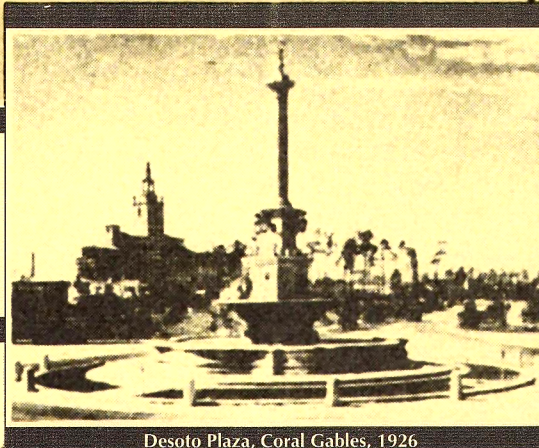


Snowball Fight on the Capitol Steps, 1899

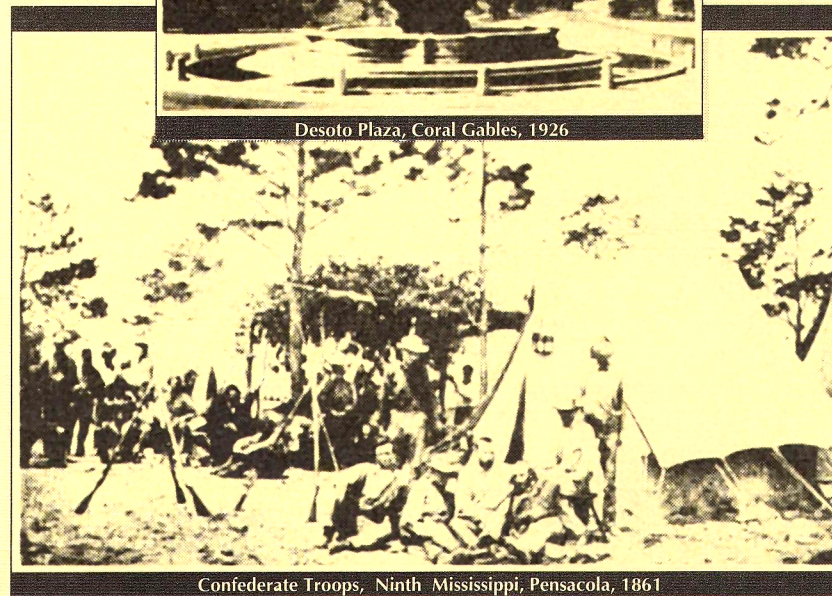
Several significant collections of photographic material have been obtained from across the state. A group of 1,700 glass negatives made by Alvan S. Harper show Tallahassee from 1885 to 1910. The state's flora is depicted in approximately 2,200 glass and nitrate negatives, taken by botanist John Kunkel Small from 1916 to 1928. Over 15,000 prints and negatives from the photographer William A. Fishbaugh portray Miami and Coral Gables through the 1920s and into the Great Depression years of the 1930s. The 25,000 negatives by Jacksonville commercial photographer Gordon Spottswood and his son Jack, record life in that port city from the World War I era through the late 1960s. The promotional material donated by the Department of Commerce consists of approximately 45,000 still photographs and 800 motion picture films, ranging in time from 1947 to the present.



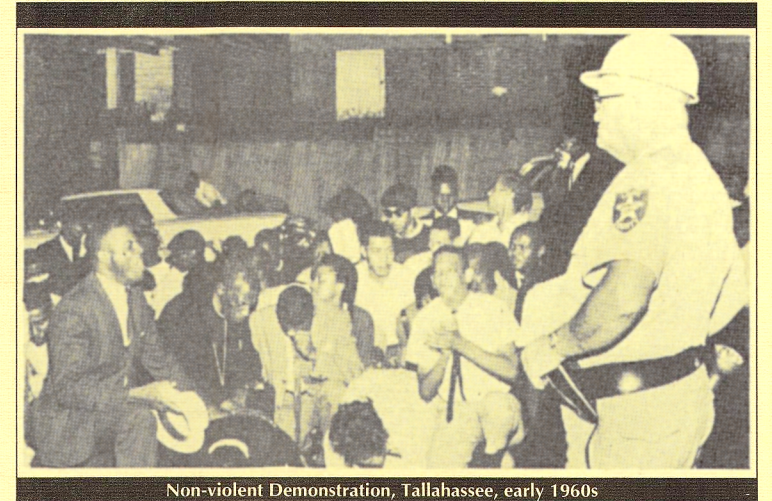
Aviatrix Mable Cody and Race Car Driver Sig Haugdahl, Daytona Beach, ca. 1920



Desoto Plaza, Coral Gables, 1926



Confederate Troops, Ninth Mississippi, Pensacola, 1861



Non-violent Demonstration, Tallahassee, early 1960s

Most of the holdings in the collection have been obtained singly or in small groups. Together they form the most complete portrait of Florida — one that draws its strength from family photographs, the homes of Floridians, their work, and their pastimes.

PURPOSE

The Florida Photographic Collection strives to document Florida's history through a comprehensive array of visual artifacts. This goal is being realized through an ongoing collection program that is dependent upon public awareness and participation for support. If you have a photograph, postcard, or other photographic image that depicts any facet of Florida history, please contact the Archives staff.

BACKGROUND

The Florida Photographic Collection is unique to the state. In 1952 Allen Morris, a political columnist and compiler of *The Florida Handbook*, realized that the visual documentation of Florida's history was gradually being lost to neglect and destruction and initiated steps to prevent further loss. With the assistance of Dr. Doak Campbell, the President of Florida State University, Morris began to assemble photographs of Florida people and places. The collection became part of the library on F.S.U. campus, housed first in Dodd Hall and later in R.M. Strozier Library, where it was located until 1982. At that time, the