
Sarah Quigley, Project Archivist
Manuscript, Archives and Rare Book Library (MARBL)
Emory University
MANUSCRIPT ARCHIVES AND RARE BOOK LIBRARY
EMORY UNIVERSITY

ARCHIVAL COLLECTION INVENTORY

<table>
<thead>
<tr>
<th>Collection Number</th>
<th>Title Statement</th>
<th>Box Number</th>
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</thead>
<tbody>
<tr>
<td>HA5 1101</td>
<td>Southern Christian Leadership Conference records</td>
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</tbody>
</table>

Name:

Box description (check all that apply):

- Board of Directors
- Research office files
- Board
- Collaborative Organization
- Conflict Resolution records
- Department of Activities and Affairs
- Department of Development
- Department of Finance
- Department of Public Relations and Marketing Communications
- Department of Technology and Special Processes
- Department of Youth and Community
- Outreach/Student Affairs
- Executive Director
- Facilities and Operations records
- Faculty
- Office of the Chief Operating Officer
- Office of Program and Administration
- President
- Administration
- Library
- King, III
- Trustees
- President's Office Assistant
- President's Personal Assistant
- SCLC Women
- Southern Christian Leadership Foundation
- Other, SCLC
- Other

Record Type:

- Individual staff member files (who office or department in molecule)
- Name:
- Case files
- Personnel records
- Dance membership records
- Subject files
- Photographs and negatives
- Digital cards
  - Compact discs
  - Floppy discs
  - Other
- Audiovisual
  - Cassette tapes
  - Motion picture film
  - Records to read
  - VHS tapes
  - Video records
  - Other
- Printed material
- SCLC
- Printed material, other
- Ephemera
- Type:
- Other

Materials are arranged in:

- No order
- Alphabetical order
- Chronological order

File Finder:

- No Finders
- Barcoded labels
- Taped labels

Preservation concerns:

- None
- Molds
- Significant moisture
- Water damage
- Vermin infestation
- Other

Notes:
Work Plan: Collection Analysis

Emory University
MANUSCRIPT, ARCHIVES, AND RARE BOOK LIBRARY

ARRANGEMENT AND DESCRIPTION WORK PLAN

COLLECTION-LEVEL ANALYSIS

Collection number: NMISS01
Creator: Southern Christian Leadership Conference
Title statement: Southern Christian Leadership Conference records
Date span: ca. 1952-2004 (bulk 1968-1977)
Extent: 1,000 linear ft. (1,079 boxes)

Collection history:

The Southern Christian Leadership Conference (SCLC) records were purchased in two groups; the first, in 2007, was the largest and consisted of 900 boxes. The second purchase was made a year later and consisted of 71 boxes. The majority of the collection documents the organization’s two longest-serving presidents, Ralph David Abernathy and Joseph E. Lowery. The collection was stored for a time at the Atlanta History Center, and ARC staff assisted and inventoried a significant portion of the collection. The records appear to be grouped by record function (public relations, financial, presidential, etc.). However, 250 boxes are labeled “loose files” or “print room” (material swept off the print room floor) and will require further examination to determine the nature and content of the materials. The collection also contained over 90 boxes of SCLC Magazine from which duplicates have already been removed. The second accession also contained 25 boxes of subject files, for which a box list is being typed.

This is a split collection. Pre-1968 records are part of the holdings of the King Library and Archives at the Martin Luther King, Jr. Center for Nonviolent Social Change.

As per the purchase agreement, Emory University retains all rights to the collection except copyright. Emory will retain all explicit requests to publish materials from the collection to SCLC, but is not responsible for determining researcher intent. Further, access to materials in the collection, or letter signed by Martin Luther King Jr. If any subsequent letters are discovered, these letters must be approved. Finally, the president of SCLC, or his designee, is entitled to access to the collection prior to or during processing.

According to notes taken during the appraisal of the collection, boxes 267, 479 and 563 from the first accession contained water damaged materials. Two additional boxes from the first accession, 368 and 136, contain water damaged and mildly moldy materials. These two boxes were transferred from the storage library to MARBL on June 03, 2009 for examination and treatment. In addition, the boxes comprising the second accession were significantly water damaged when transmitted into the Atlanta History Center building during storms in 2008. Moldy materials have been removed from these boxes and treated.

The collection will be processed as part of a collaborative talking grant. Other institutions participating in the grant are the Auburn University Library, the Atlanta University Center and the Amistad Research Center.

Restrictions:

☐ Yes  ☐ No

Comments:

There are no donor imposed restrictions on this collection; however, further investigation may uncover materials with privacy issues (personnel and donor records, for example).

Disposition of duplicates/unwanted material:

☐ Return to donor  ☐ Shred

Comments:

Disposition of duplicates and unwanted material is at the discretion of MARBL staff.

ARRANGEMENT:

(05/08/09): The first step in arranging this collection will be to conduct a more sophisticated and detailed inventory to determine exact provenance. Moreover, initial plans are to extract functional groupings whenever possible. Additional series for photographs, printed material, and audio-visual material will be added.

Minimal processing standards will be applied to this collection and arrangement will occur at the highest level possible. Some portions of the collection will be arranged at the sub-series/subfolder level; however, there are no plans to conduct item level arrangement. Metal fasteners will not be removed except in instances where they are causing damage to paper. Preservation copying of newscprint will not occur, and only the most damaged materials will be photocopied. Decisions regarding whether or not photographs will be shredded and removed from their original locations are yet to be made. In order to protect the materials from researcher wear and tear, folded items will be unrolled.

(09/10/09): Records for SCLC/WOMEN were removed and reprocessed as a separate collection in July. On August 31, we began the first sort of the remaining SCLC records.

(09/15/09): Much of the collection is currently undocumented and disorganized, and will require some item level arrangement.

(03/17/10): After some discussion with Laura Carroll and various thought about a rubric for choosing which oversized papers to separate/remove, Sams agreed that no oversized paper will be removed from its original location. Initially, the thought was to remove oversized clippings/papers directly about or relevant to SCLC. However, given the size of the collection,
Multiple series?  ☑ Yes  ☐ No

The series in this collection will be (approx September 2009):

- Officer of the Administrator
  - Albert E. Love
  - Ronald Gibson
- Audio Visual
- Board of Directors
- Office of Student Affairs
  - C. T. Vivian
  - Fred Taylor
  - Ronald Gibson
- Communications/Office of Information/Public Relations
- Digital/Electronic records
- Direct Action
- Epitaphs/artifacts
- Executive Director
- Financial
- Legal Counsel
- MEK Speaks
- Photographs
- Presidents:
  - Martin Luther King, Jr.
  - Ralph David Abernathy
  - Joseph E. Lowery
  - Martin Luther King, III
- Executive Assistant
- Executive Vice President
- Secretaries (7)
- Printed Material
- Programs
  - Citizenship Education Program
  - Wings of Hope
- Southern Christian Leadership Foundation
Work Plan: Series Analysis

- **SERIES-LEVEL ANALYSIS**
  - **Series title:** Office of the President
  - **Arrangement:**
    - **Current:**
      - Alphabetical
      - Chronological
      - Numerical
      - Byamed type
      - Other
    - **Proposed:**
      - Alphabetical
      - Chronological
      - Numerical
      - Byamed type
      - Other
    - **No arrangement**
  - **Comments:**
    - Arranged into 4-5 subseries
    - Martin Luther King, Jr.
    - Ralph David Abernathy
    - Joseph E. Lowery
    - Martin Luther King, III
    - Reports
    - Executive Vice-President
    - Executive Assistant
    - Secretary
  - **Proposed level of arrangement:**
    - Collection level
    - Box level
    - Folder level
    - Item level
  - **Comments:**
  - **Proposed level of description:**
    - Collection level
    - Box level
    - Folder level
    - Item level
  - **Comments:**
  - **Preservation concerns:** There are 7 boxes of moldy materials that eventually will need vacumning.
  - **Proposed preservation during processing:**
    - Rebox
    - Refold
    - Flattening
    - Hardware removed
    - Unbound postcards/loose leaf notebooks

- **Processing time:** 158 linear feet; 34 weeks (Sarah and our student) (Estimate based on volume of series prior to second sort.)

Following removal of staples, loose printed material (not attached to correspondence or included in subject files, etc.), and duplicates during the second sort, volume of this series was reduced to 91 linear feet.

**New estimated processing time:** 91 linear feet; 30 weeks (Sarah)

Sarah began King, Jr., and Abernathy October 15, 2009; finished December 22, 2009
Sarah began Lowery January 4, 2010; finished March 8, 2010
Sarah began King, III March 9, 2010; finished March 10, 2010
11/20/09: Processing swiftly enough that no student will be assisting on this series.

**Decisions:**

On October 13, 2009, Susan and Sarah decided that a subseries for secretaries was unnecessary and that the office of the Executive Vice President should have its own entries. Since Benzie Law was the only Executive Assistant for which we have records, his records for that time period will be included with the VP materials.

November 25, 2009: Susan and Sarah decided to reorganize the Abernathy correspondence from the original alphabetical arrangement to a chronological arrangement. This would keep all correspondence entries in the collection sequentially arranged, and would give the researcher a better overall picture of SCLC during a given period.

December 16, 2009: Susan decided to remove all materials relevant to the Board of Directors and include them with the Board series. This includes reports, meeting minutes, and correspondence to or from Abernathy as a member of the Board. This DOES NOT include correspondence between Abernathy and members of the Board not relevant to the Board as a functioning body. Susan also decided to keep conversation planning files with the Abernathy subseries rather than artificially create a separate series for convention materials. Only reports to the Board and Abernathy speeches will be removed. The Board materials should be a subseries, whereas a decentralized arrangement of convention planning materials is not expected to present a challenge to researchers.

December 22, 2009: Susan decided to add subseries for reports to keep them centralized and easily accessible.
Work Plan: Processing Estimate

Estimated Processing Time

Processing Rate A (40 hours per linear ft.)
Used for collections that have to be described at the item or virtually at the item level, like autograph collections. Rarely used.

Processing Rate B (36 hours per linear ft.)
Used for collections that have little or no arrangement and order. Different kinds of materials are mixed together, correspondence is scattered or stored in original envelopes, some papers and correspondents are unidentified, and extensive preservation work may be required.

Processing Rate C (20 hours per linear ft.)
Used for collections that have an average number of problems. Papers may have some order and sections of the collection may be properly sorted, although significant portions will have to be arranged and a good deal of refiling work will have to be done. Most collections can be processed at this rate.

Processing Rate D (19 hours per linear ft.)
Used for collections that have no significant organizational problems. A minimal amount of refiling and reorganization is needed. The major portion of staff time will be expended on the basic work required for all collections: rehoming, refolding, listing, and describing the contents of the papers. Records of organizations and collections that consist primarily of manuscripts of published works often fall into the D category.

The degree of processing difficulty may also fall between two categories. Thus:
Processing rate A/B (37 hours per linear ft.)
Processing rate B/C (25 hours per linear ft.)
Processing rate C/D (18 hours per linear ft.)

Total processing time is determined by multiplying the estimated linear footage by the processing rate.

For example: 40 linear ft. x 20 hours per ft. = 800 hours
800 hours divided by 20 hours a week = 40 weeks or 10 months

1100 linear ft. x 10 hours per ft. = 11000 hours
3 vendor assistants will be working 36 hrs/week + Sarah will be working 30 hrs/week = 66 hrs/week total
11000 hours / 36 hrs/week total worked = 167 weeks or 41 months
### Action Plan

**SCC/CLIR Grant Processing Plan**

<table>
<thead>
<tr>
<th>Task Description</th>
<th>FY10</th>
<th>Qtr 2</th>
<th>Qtr 3</th>
<th>FY11</th>
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<tbody>
<tr>
<td>4.1.1 Martin Luther King, III</td>
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<td>4.2 Executive Vice President</td>
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<td>4.2.1 Ralph David Abernathy</td>
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<td>4.2.2 Bernard S. Lee</td>
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<td>4.3 Office of the Executive Director and Administrator</td>
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<tr>
<td>4.3.1 Andrew Young, William H. F. H. Wilson, Wahl D. Bell, Stanley C. Crooke</td>
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<td>4.3.2 Albert E. Love</td>
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<td>4.3.3 Tanela Osborn</td>
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<td>4.4 Photographs</td>
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<td>4.50 Office of Student Affairs</td>
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<td>4.6 Board of Directors</td>
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<td>4.7 Fred Taylor (Direct Action)</td>
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<td>4.8 Trustees and Affiliates</td>
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Questions?

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