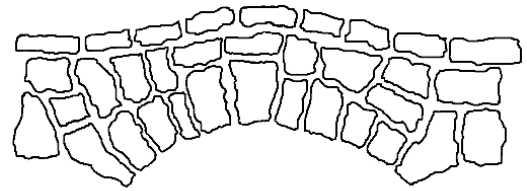


Initiating the [Fisher Park Neighborhood Association Archive](#), Greensboro, NC



The brief methods are:

- Ask neighbors for materials and volunteers
- Accept donated file folders, boxes, and file cabinets
- Sort and sub-sort
- Repeat asking neighbors for materials
- Seek advice from experts
- Consider where your archives eventually will reside
- Seek grants for semi-professional archive processing
- Seek grants for professional archive processing
- Add to your archives over time
- Market your neighborhood archive and thank all who've contributed!

Ask neighbors for materials and volunteers

Through our neighborhood **newsletter and e-mail**, we repeatedly asked all neighbors to share any documents, photos, interviews in print or audio, or anything past and present neighbors were willing to submit for a Fisher Park Neighborhood Association Archive. About 10 neighbors submitted materials. A handful of those submitted several boxes of long-time stored materials from their attics.

Now that the **Fisher Park Neighborhood Archive** exists, located within the **UNC-Greensboro Library Archives**, you may find it extremely helpful to **visit there and learn** from our categories of materials which likely will be similar to those in materials donated by your neighborhood. Everyone who **offers to help** sort and sub-sort materials arrive with their own **opinions** about what's valuable, what's not, and how to best categorize.

If your neighborhood has ample financial resources, you may skip much of the below experienced information and contract with a professional Archivist -- about \$30-45/hour in 2016 -- to organize your archives and make decisions for you about its final location. **Or you may offer funds directly to a local Archives -- such as the UNC-Greensboro Library Archives -- for them to process your materials for a fee.** Even if you pay for your neighborhood's archives to be organized, it is helpful for several knowledgeable, long-time neighbors to provide input throughout the process.

Accept donated file folders, boxes, and file cabinets

The **sorting and sub-sorting** process requires **several months**, a significant amount of **flat table space**, and temporarily uses **donated, previously used** file folders, hanging folders, cardboard boxes, and metal file cabinets for safe-keeping. **Don't** bother using **new** folders or boxes initially. It takes significant time to sort and resort, label and relabel, so old previously used containers are satisfactory. **Use pencils, not pens!** Write on the file folders, **not** on the documents themselves! If you want to **irritate** an Archivist, use of pens and paperclips will do the trick!

As sorting proceeds, you begin to realize what **is and is not** important. For example, monthly Board financial reports can be discarded once an annual financial report is located. Detailed house tour committee planning documents can be discarded once the house tour is over and its success is documented.

Sort and subsort

First **sort by type of materials**, then **subsort by date** materials of **standard, easily recognizable, easily-manageable formats** -- such as newsletters, Board agenda or Board minutes, annual event flyers, monthly or annual financial reports.

Next **sort by type of materials** and **subsort by date** materials of **unusual formats** representing a specific event or a specific point in time -- such as printed maps, house and garden tour tickets and signs, walking tour brochures, newspaper articles, magazine articles, rezoning challenges, park design projects, etc. We even received one remaining unopened bottle of wine which had been a gift to a previous house tour host!

Repeat asking neighbors for materials

Information gaps become more obvious during sorting. Renew neighborhood requests for information. Ask long-time or older neighbors about the past and make written notes or record their recollections.

Seek initial advice from experts

In Fisher Park, we requested and were awarded a visit from the State of NC Archive "Traveling Archivist". (That job no longer exists.) He traveled to Greensboro, reviewed our initial sorting decisions, made a few suggestions for consideration, and donated several hundred acid-free file folders for most 8.5"x11" paper items plus several acid-free archival boxes for larger, cumbersome items such as maps, signs, park plans, etc. Do **not** use these expensive, acid-free folder/box materials until you are very sure of your sorting categories!

Consider where your archives eventually will reside

Also during this time we approached **three (3) organizations** to inquire about the best place to deposit our developing neighborhood archives.

1. **Preservation Greensboro** did not have the physical space, staff support, nor appropriate environmental temperature and humidity controls.
2. The **Greensboro Historical Museum** had physical space, staff support, and appropriate environmental controls. But the Museum Archives are owned by the Museum members rather than the public. Also, museum's access hours are limited.
3. The **UNCG Library Archives** had physical space, staff support, appropriate environmental controls, and is a **public** institution with extensive access hours. UNCG also had a new initiative to seek and digitally collect more **local** information, so their Archivists were especially enthusiastic to receive their first neighborhood Archive. Hence they were our choice.

Seek grants for semi-professional archive processing

We requested and were awarded a \$500 grant from the [Community Foundation of Greater Greensboro \(CFGG\)](#) to hire a UNC-Greensboro (UNCG) Library Science/Archive student to help with foldering, labeling, and filing of documents as the collection began to take shape, to follow procedures she'd learned in an Archives class, to sort out duplicates, and to set aside items of questionable value for later review and decision-making. (Duplicates of some items were retained, in case one ever was lost.) This process required about two months as the student worked a few hours/week.

Upon completion, the student produced an archives "***Finding Aid***", a document in which Archivists traditionally document the scope of an archives collection and major sort categories within it. The student was able to earn a little money, work at her own pace, and add this project to her resume. Due to her excellent performance, we wrote a glowing recommendation for her and she was offered a professional library job immediately thereafter. ***Win-win!***

Seek grants for professional archive processing

Any archives accepting a collection **needs and appreciates money** to support staff, purchase physical containers, allot physical space, and fund digital accession when incorporating any new collection into existing collections. In Fisher Park, we requested and were awarded another \$500 grant from the [Community Foundation of Greater Greensboro \(CFGG\)](#) which allowed the UNCG University Libraries Archives department staff (specifically **UNCG Archivist Jennifer Motsko**) to physically transport our archives from its temporary residence to the UNCG Archive for their professional review, evaluation, and incorporation into their professionally managed, climate controlled and digital collections. UNCG Archives staff also determined which items should be digitally scanned and entered into their searchable online collection allowing remote access over the Internet. Not all documents, nor all physical items, are important enough to be digitized for web access.

Add to your archives over time

Over time, as **new print materials** are generated, take them to your archive's permanent location, such as ours at the UNCG Library Archives. And as **new "born digital" documents** – such as e-newsletters, Board minutes, event photos, etc. -- are routinely posted onto our [Fisher Park Neighborhood Association website](#), those resources also are ***routinely and automatically captured*** and added to the Archives based on decisions made by UNCG Archivists.

Market your neighborhood Archive and thank all who've contributed!

Donors of things and grantors of money should all receive **reports of progress and letters of thanks** for their varied, valuable contributions. Publish your accomplishments among Archival organizations, other neighborhoods, the Greensboro Neighborhood Congress, and the City of Greensboro.

Congratulations!

[See the next page for specific notes about our neighborhood Archive.](#)

Notes specific to the [Fisher Park Neighborhood Association Archive](#)

- Our neighborhood's physical development began in ~1902.
- Our neighborhood's earliest archives documents are from 1973.
- Our Neighborhood Association began in 1978.
- Our neighborhood's Historic District designation began in 1982.
- We began casual collection of information from neighbors in ~2010 and the collection was delivered to the UNCG Library Archives in June 2012.

The [Fisher Park Neighborhood Association Archive](#) records consist of **seven archival series**:

Series 1: Press is subdivided into clippings, primarily from the *Greensboro News & Record* and its predecessors, the *Greensboro Record* and the *Greensboro Daily News*; and magazines, which include both local magazines (bulk: *99 Blocks* magazine) and one national publication (*Southern Living*). Within each subseries, items are arranged chronologically.

Series 2: Administrative Documents is subdivided into articles of incorporation and bylaws, board meeting agendas and minutes, financial records, and historic district materials. Within each subseries, items are arranged chronologically.

Series 3: Newsletters is subdivided into newsletters, 1979-2014, and clip art representing architectural features of Fisher Park homes and used in early newsletters. Newsletters are arranged chronologically.

Series 4: Community is subdivided into activities, awards, events and organizations. Activities, awards, and events are arranged chronologically. Organizations are arranged alphabetically. It should be noted this series has one flat file box of oversized documents.

Series 5: Legislation/Politics is subdivided by nature of legislation: Re-zonings, School Redistricting, Historic District Quest, Bicentennial Garden Proposal, and Baseball Stadium Proposal. Re-zonings are arranged by location.

Series 6: History is subdivided into General/Captain Fisher, General House Histories, Real Estate Sales Flyers, and Fisher Park Oral Histories. House histories are arranged alphabetically by street name then numerically by house number.

Series 7: Environment is subdivided into Landscape, Streetscape, and Maps. Landscape refers to all park improvements and is arranged chronologically. Streetscape refers to the Streetscape Project and is also arranged chronologically. Maps are undated and loosely arranged by area represented.

Documented by Ann Stringfield, M.S.L.S, active in the [Fisher Park Neighborhood Association](#) and who initiated the [Fisher Park Neighborhood Association Archive](#) stored in the Archives of Jackson Library at the University of NC at Greensboro. 336-370-0457 and InfoCrofters@triad.rr.com

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