

Newsletter
of the
Illinois
State
Archives
&
The Illinois
State Historical
Records
Advisory Board

Jesse White
Secretary of State
&
State Archivist

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Micrographics serves State of Illinois for nearly 70 years

In 1939, the Illinois State Archives acquired a microfilm camera, sent a technician to Columbia University for training, and began microfilming records. Although this made the Archives a pioneer in the field of micrographics, the technology of microfilm actually began 100 years earlier.

History of microfilming

In 1839 in Manchester, England, J. B. Dancer produced the first microphotographs mounted on slides for microscope viewing. The first process used was the Daguerro process, where the photographs were on an opaque background. Frederick Scott Archer, also of Manchester, introduced the collodion process in 1851, which consisted of a very fine grain image on glass with a sensitized covering of collodion. Collodion is made by dissolving cellulose nitrate in ether and alcohol. Using this new process, Dancer began producing vastly improved microphotographic images.

Despite Dancer's early work, in 1859, Rene Dagron, a French optician, received the first patent for microfilm. Using Dancer's techniques, Dagron manufactured and sold microphotograph trinkets. In 1870-71, during the Franco-Prussian War, Dagron demonstrated a practical use for microforms. During the siege of Paris, the French used carrier pigeons to transport microfilmed messages across German lines.

New York banker George McCarthy developed the first commercial use of microfilm in the 1920s. He received a patent in 1925 for his Checkograph machine, designed to make permanent film copies of bank records. Eastman Kodak bought the invention in 1928 and began marketing it under Kodak's Recordak Division. Recordak perfected its 35 mm cameras and in 1935 began filming and publishing the *New York Times* on microfilm.

During World War II, microphotography was used extensively for espionage and regular military mail. Because the war brought the threat of destruction to the records of civilization, there was urgency for microfilming of records, documents, archives and collections. The closing war years and immediate post-war years saw a flurry of microfilming by occupying nations.

Microfilming at the State Archives

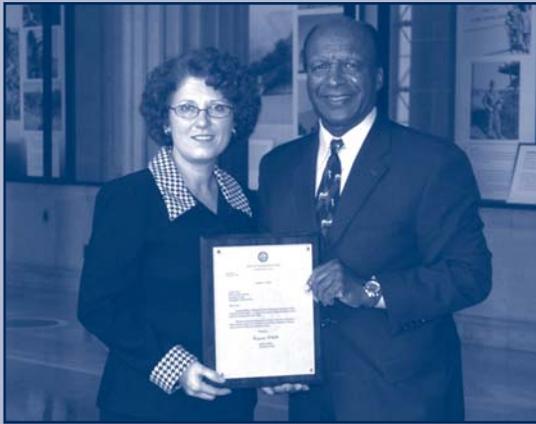
Margaret Cross Norton, the first director of the Illinois State Archives, realized the importance of microfilming for preservation early on. In March 1939, she wrote, "The chief applications of microphotography to archives are the insurance against loss and the use by the historian or research worker who wishes to work slowly through the records for items on which he wishes notes."

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Secretary of State Jesse White recently met with the State Archives Micrographics Unit staff. Seated (left to right) are: Pamela Waggoner, Annapurna Brahmamdam, DellaKay Castiglione, Jeannie McCarty, Tamara Moore, Lana Basden and Mary Jo DeRosa. Standing (left to right) are: Adam Harrell, Rodger Hudgins, Sally Fritcher, Jason Thomas, Secretary White, Jim Randle, Linda Crites, Fred Eschenfedt, Pam Wollesen, Dave Forestier, Cecil Funk, State Archives Director David Joens and Doug Pillsbury.

Micrographics Employee Spotlight



Secretary of State and State Archivist Jesse White presents Linda Crites her Secretary of State Employee of the Month award.

Linda Crites of the State Archives Micrographics Unit was chosen as Secretary of State Employee of the Month for September 2006. Linda has worked at the State Archives for seven years, with six of those years in the Micrographics Unit as a micrographic equipment operator.

In March 2006, when 6 cubic feet of extremely moldy documents were discovered in the Archives, Linda volunteered to take on the task of microfilming the documents. Extreme care had to be taken in handling the documents not only because of their fragility but also because of the hazards of mold. The records are part of the Secretary of State's Record Series 103.087, Executive Section. Requisitions from Other States, 1835–1949. Among the records in the series are documents relating to Abraham Lincoln, Rutherford B. Hayes and Joseph Smith.

In addition to working full time at the Archives, Linda has served as a U.S. Navy reservist for 17 years and served a tour of duty in Iraq in 2005. She drills in Springfield, MO, with the Naval Air Cargo Handling Battalion Gulf 1 and is attached to the Naval Expeditionary Logistics Support Force out of Williamsburg, VA. Linda has two daughters and five grandchildren.

"Linda is a valuable asset to the State Archives," said Secretary White. "Her dedication to her job is exemplary, and her commitment to our country is admirable. We are very fortunate to have her on our staff."

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In addition to filming historical state government documents, one of Norton's first microfilming projects was filming the more important historical records in Illinois counties. The Archives began sending staff directly to counties to film their historical records. This project lasted well into the 1940s, but then ceased due to other demands placed upon the photographers.

The State Archives established its Central Microfilming Unit in 1958, under the permissive authority of the 1957 State Records Act. Its purpose was to reduce paperwork by substituting a microfilm copy of original records and to microfilm for security purposes records of permanent value. The unit also processed its own film and offered film processing and duplication services to agencies that did their own filming. It also gave advice on microfilm procedures to state and local government agencies.

In 1909, the Secretary of State began publishing the "wheel book," which contains data about Illinois vehicles and vehicle registrations and is used primarily by law enforcement. After 60 years of publication, the book had grown from 93 pages to 147 volumes that took up nearly 6 feet of shelf space. In 1969, the Secretary of State began producing the wheel book data on roll microfilm. Although this method saved shelf space, the book was still cumbersome to use.

Microfiche revolutionizes microfilming

In response, the Micrographics Unit decided a new medium — computer output (COM) — was more practical than roll film. The first microfiche wheel book reduced the 6 feet of shelf space needed for the paper edition to 2 inches of fiche. It also significantly reduced publishing costs and drastically decreased the production cycle from nearly a year to a mere six weeks.

Due to the success of the project, several State of Illinois departments tested the new medium, and in the succeeding decades, COM usage increased by double-digit figures annually. The COM operation became the Micrographics Unit's workhorse. In fiscal year 2006, the COM operation recorded more than 247 million data pages onto microfiche.

Micrographics today and into the future

Micrographics acquired its first CD burner in 1999 to complement its operations. While each microfiche can carry 206 data pages of information, individual CDs can hold up to 500,000 pages. In the first year, nearly 5 million data pages were recorded onto compact disks. In fiscal year 2006, that number increased to more than 1 billion.

Although new technologies have been implemented, the Micrographics Unit has never lost sight of its original purpose — to microfilm for security purposes state government records of permanent value. Today, Micrographics employs 14 rotary and seven planetary cameras. In fiscal year 2006, the unit microfilmed more than 9.5 million pages of source documents.

Micrographics is the Archives' largest unit, producing all the microfilm for the Archives and other Secretary of State departments. The unit also processes film from other state agencies that have their own microfilming cameras. The staff also treats all incoming film to prevent possible redox infection, an oxidative reaction of the film's emulsion with other elements, which can result in the obliteration of significant portions of images.

Micrographics staff is currently investigating methods to implement the storage of digital images on security microfilm. Although digital images are easy to access, they still reside on unstable media, whereas negative security microfilm with careful handling and storage can be preserved for about 500 years. For now, microfilm remains the preferred long-term preservation medium.

2006 Accessions of the Illinois Archives

State Government Records Office of the Attorney General

Consumer Protection Division
Exemption Letters and Orders with Sample Documents, 1983–1991, 10 cu. ft.
Interpretive Opinions, 1977–1987, 1 cu. ft.
“No Action” Letters, 1983–1986, 1 cu. ft.

Illinois State Board of Education

Private Business and Vocational Education Institution Approval Files, 1983–2004, 87 cu. ft.
Historical Files, 1930–2005, 28 cu. ft.

Illinois General Assembly

Bills, Resolutions, and Related General Assembly Records, 1997–2004, 14 cu. ft.

Office of the Governor

Fiscal Division
Litigation Files, FY1998, 0.25 cu. ft.
Legislative Affairs
Bill Analyses Files, 2001–2004, 86 cu. ft.

Department of Human Rights

Agency Annual Affirmative Action Plans, 1999–2004, 13 cu. ft.

Illinois Labor Relations Board

Case Files, 1989, 4 cu. ft.

Department of Military Affairs

Administrative Files on Civil War Companies and Regiments, 1863–1864, 0.25 cu. ft.

Department of Public Health

Sudden Infant Death Syndrome Case Management Files, 2000–2002, 6 cu. ft.

Rockford College

Margaret Cross Norton Personal Papers, ca. 1900–1960, 2 cu. ft.

Secretary of State

Index Department
Executive Section. Proclamations of the Governor, 2004, 1 cu. ft.
Executive Section. Extradition Papers, 2004, 4 cu. ft.
Enrolled Acts of the General Assembly, 2004, 6 cu. ft.
State Land Acquisition and Conveyance Files, 2005, 2 cu. ft.
Deeds to State-Owned Real Estate, 2006, 1 cu. ft.
Illinois State Archives
Administrative Files, 1973–1997, 6 cu. ft.

Department of Transportation

Aeronautics
Airport Construction Files, 1989–2004, 170 cu. ft.
Closed Restricted Landing Areas Files, 1945–2000, 19 cu. ft.
Highways
Highway Construction Monthly Reports, 2004, 0.25 cu. ft.
Highway Jurisdiction Files, 2002–2004, 3 cu. ft.

Right-of-Way Land Acquisition Files, 1923–2005, 46 cu. ft.

Local Government Records Christian County

County Clerk
Birth Certificates, 1878–1915, 28 mi.
Birth Record Index, 1877–1927, 7 mi.
Birth Record, 1877–Jan. 1916, 4 mi.

Franklin County

Probate Court
Insane and Conservator's Record, Sept. 1879–May 1931, 2 vols.
Probate Administrator's Bonds and Letters, July 1893–Nov. 1957, 15 vols.
Probate Record, 1837–1935, 12 vols.
Probate Record, Decrees, 1911–1938, 8 vols.
Widow's Relinquishment and Selection Record, 1878–Nov. 1934, 3 vols.
Will Record, 1845–1964, 7 vols.

Circuit Court

Circuit Court Record, Mar. 1837–Nov. 1870, 6 vols.
Circuit Court Record–Chancery, Aug. 1870–1924, 30 vols.
Naturalization Declarations of Intent, Nov. 1911–June 1952, 16 vols.
Naturalization Order Books, Mar. 1837–Nov. 1870, 1 vol.
Naturalization Petition and Record, Mar. 1908–June 1957, 40 vols.

County Court

Dependent and Delinquent Children Record, 1923–1940, 1 vol.
Feeble-Minded Dockets, 1915–1942, 1 vol.
Insanity Dockets, 1893–1916, 1 vol.
Insanity Record, 1893–1952, 6 vols.
Mother's Pension Accounts, 1914–1923; 1937–1941, 2 vols.
Mother's Pension Order Books, 1930–1937, 1 vol.
Mother's Pension Record, 1914–1941, 1 vol.
Naturalization Record, 1887; 1904, 1 vol.

Recorder

Recorder's Will Record, 1835–1922, 1 vol.
City of West Frankfort
Naturalization Declarations of Intent, Sept. 1924–Oct. 1949, 5 vols.
Naturalization Order Books, July 1929–Feb. 1952, 1 vol.
Naturalization Petition and Record, Dec. 1924–Feb. 1952, 13 vols.

Kane County

County Clerk
Birth Certificates, Nov. 1855–1889; May 1892–1900, 17 mi.
Birth Record Index, 1877–1915, 1 mi.
Birth Record, July 1891–Jan. 1897, 1 mi.

Knox County

County Clerk
Stillbirth Register, June 1882–1900, 1 mi.
Circuit Court
Naturalization Declarations of Intent, 1876–1897, 1 mi.

Naturalization Index Card File, 1856–1954, 2 mi.
Naturalization Papers, ca. 1848–1906, 11 mi.
Naturalization Record of Minors, 1876–1898, 1 mi.
Naturalization Record of Soldiers and Minors, 1865–1876, 1 mi.
Naturalization Record, 1856–1876; 1904–1906, 3 mi.
Naturalization Record–Final, 1861–1899, 2 mi.

County Court

Naturalization Declarations of Intent, 1876–1909, 2 mi.
Naturalization Index Card File, 1859–1906, 2 mi.
Naturalization Record of Minors, 1891–1906, 2 mi.
Naturalization Record of Soldiers, 1866–1892, 1 mi.
Naturalization Record, 1860–1890, 3 mi.
Naturalization Record–Final, 1890–1906, 2 mi.

Probate Court

Guardian's and Conservator's Case Files Index, 1960–1972, 1 mi.
Probate Case Files Index, 1832–1959, 1 mi.
Wills, ca. 1832–1922, 21 mi.
Wills, Non-Probated, ca. 1832–1922, 1 mi.

Lawrence County

County Clerk

Birth Record Index, 1877–1911, 1 mi.
Birth Record, Dec. 1877–June 1923, 7 mi.
Death Record Index, 1878–1907, 1 mi.
Death Record, 1878–Nov. 1925, 2 mi.
Marriage Record Index, 1878–1937, 1 mi.
Marriage Registers, 1878–Mar. 1933, 2 mi.

Livingston County

County Clerk

Birth Certificates, 1856–1899, 10 mi.
Birth Record, Dec. 1877–1900, 1 mi.
Delayed Birth Record Index, 1866–1950, 1 mi.
Delayed Birth Record, 1856–1903, 1 mi.
Circuit Clerk
Probate Case Files, 1927–1939, 60 cu. ft.

Macoupin County

County Clerk

Agricultural Statistics Schedules, 1881; 1910, 1 mi.
Assessor's Books, 1842–1918, 38 mi.
Birth Record Index, 1857–1903, 1 mi.
Birth Record, Mar. 1878–Feb. 1901, 4 mi.
Collector's Books, 1847–1895, 22 mi.
Deed Record, 1887–1888, 11 mi.
Delayed Birth Record, ca. 1857–1962, 3 mi.
Probate Dockets, 1882–1883, 1 mi.
Tax Collection and Distribution Record, 1873–1878, 1 mi.
Tax Collection Memoranda, 1879–1899, 3 mi.
Tax Judgment, Sale, Redemption and Forfeiture Record, 1861–1863; 1872–1876, 2 mi.
Tax Refund Record, 1873, 2 mi.
Township Tax Schedules, 1902–1909, 1 mi.

Madison County

Alton City Court

Chancery Dockets, Nov. 1884–Sept. 1893; Sept. 1898–Feb. 1903; Feb. 1910–Aug. 1934; Jan. 1937–Dec. 1945; Sept. 1952–Oct. 1961, 16 vols.
Chancery Record, Sept. 1895–Sept. 1907; Sept. 1911–Feb. 1953, 20 vols.
Common Law Dockets, Feb. 1898–Sept. 1953, 11 vols.
Criminal Dockets, Sept. 1897–May 1929, 6 vols.
Criminal Fee Books, Feb. 1929–Mar. 1940, 1 vol.
Criminal Record, Sept. 1897–May 1929, 1 vol.
Dockets, Apr. 1859–1878; Feb. 1894–Sept. 1897, 6 vols.
Execution Dockets, Mar. 1859–May 1864, 1 vol.
Fee Books, 1859–1877; 1871–1885, 2 vols.
Judgment Dockets, Apr. 1859–Mar. 1869, 1 vol.
Mittimus Dockets, Sept. 1914–Dec. 1923; Feb. 1912–Feb. 1924, 1 vol.
Motion Dockets, May 1920–Dec. 1948; Apr. 1959–Aug. 1964, 2 vols.
Record, Nov. 1864–Dec. 1911; Sept. 1929–Feb. 1936, 3 vols.
Special Assessment Record, Dec. 1921–Feb. 1925, 1 vol.
Special Improvement Record, June 1924–Feb. 1932, 1 vol.

Marion County

County Clerk

Birth Certificates, 1854–1915, 9 mi.
Birth Certificates, Delayed, 1815–1944, 12 mi.
Birth Record Index, 1877–1904, 1 mi.
Birth Record, Dec. 1877–1915, 4 mi.
Death Certificates, 1878–Feb. 1882; 1894–1914, 3 mi.
Death Record Index, 1877–1909, 1 mi.
Death Record, Dec. 1877–1915, 2 mi.
Marriage License Applications, Oct. 1887–1891, 1 mi.
Marriage Record Index, 1821–1910, 1 mi.
Marriage Record, 1821–Jan. 1931, 2 mi.
Marriage Registers, 1878–Nov. 1919, 2 mi.

Monroe County

County Clerk

Birth Record, 1877–1915, 3 mi.
Death Record, Dec. 1877–1915, 1 mi.
Marriage Record Index, 1816–1877, 1 mi.
Marriage Record, Aug. 1816–1915, 4 mi.
Marriage Registers, 1878–Jan. 1916, 1 mi.

Pope County

County Clerk

Marriage Record Index, 1816–1960, 1 mi.
Marriage Record, Apr. 1816–1877, 2 mi.
Marriage Registers, 1878–1944, 1 mi.

Randolph County

County Clerk

Delayed Birth Certificates. 1860–1953, 6 mi.

(continued on page 4)

IRAD on-campus supervisor receives award



JoAnn Rayfield

The Illinois Humanities Council has selected JoAnn Rayfield as recipient of its 2006 Studs Terkel Humanities Service Award. JoAnn is an archives specialist at Illinois State University, Normal, and an on-campus supervisor for the State

Archives' Illinois Regional Archives Depository (IRAD) at the university.

As ISU's archivist, JoAnn has the task of preserving and sharing the history of the university and the community that surrounds it. She also supervises the day-to-day activities of IRAD interns at the university. She has worked in this capacity since 1979. JoAnn is currently working on publications and displays for the celebration of the 150th anniversary of Illinois State University.

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Saline County

County Clerk

Marriage Record Index, 1847–1958, 2 mi

St. Clair County

County Clerk

Birth and Death Record, Apr. 1843–Sept. 1856, 1 mi.

Stephenson County

Regional Superintendent of Schools

School District Record, 1864–1943, 1 vol.

School Fund Distributive Record, 1925–1934, 1 vol.

School Pupil Diploma Record, 1887–1956, 2 vols.

School Pupil Examination Record, 1887–1954, 4 vols.

School Pupil Examination Work Books, 1887–1888, 5 vols.

School Scholarship Record, 1936–1947, 1 vol.

School Superintendent's Account Record, 1843–1945, 5 vols.

School Superintendent's Annual Reports, 1927–1961, 56 vols.

School Superintendent's Inspection Record, 1912, 1 vol.

School Superintendent's Petition and Order Record, 1890–1939; 1949, 2 vols.

School Teachers' Certificate Examination Record, 1877–1915, 4 vols.

School Teachers' Certificate Registers, 1966–1977, 4 vols.

School Teachers' Daily Registers, 1888–1941, 12 vols.

School Teachers' Institute Fund Record, 1833–1937, 4 vols.

School Teachers' Institute Record, 1887–1939, 2 vols.

School Teachers' Permanent Record, 1914–1931, 5 vols.

School Teachers' Registers, 1902–1947, 2 vols.

School Trustees' Minutes, 1842–1954, 7 vols.

Union County

County Clerk

Death Record, Dec. 1877–1915, 2 mi.

Warren County

County Clerk

Stillbirth Register, June. 1882–1900, 1 mi.

White County

County Clerk

Birth Record Index, 1856–1935, 1 mi.

Birth Record, Dec. 1877–1916, 3 mi.

Death Record Index, 1877–1912, 1 mi.

Death Record, Dec. 1877–Apr. 1915, 1 mi.

Marriage Record Index, 1874–1945, 2 mi.

Marriage Record, 1816–1917, 3 mi.

Marriage Registers, 1878–1917, 2 mi.

Stillbirth Register, Dec. 1877–Oct. 1916, 1 mi.

Winnebago County

County Clerk and Recorder

Chattel Mortgage Record, 1855–1859, 1 vol.

Delinquent Tax Lists, 1855–1857, 1 vol.

Entry Book, 1859–1873, 1 vol.

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Jesse White • Secretary of State & State Archivist
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