



# Introduction to the Texas State Archives Part 2: Finding Materials

Archives and Information Services

Webinar Series

August 27, 2021



# What This Session Covers

- Finding aids:
  - What they are
  - Where to view them
  - How to use them
- How to search for archival materials using the online catalog.
- Q&A



# Texas State Library and Archives Commission

1201 Brazos Street, Austin, Texas 78701



ALL POLITICAL POWER  
IS INHERENT IN THE  
PEOPLE AND ALL FREE  
GOVERNMENTS ARE FOUNDED  
ON THEIR AUTHORITY  
AND INSTITUTED FOR THEIR BENEFIT;  
FIRST CONSTITUTION, STATE OF TEXAS, 1845

*Casey Dunn Professional Photography*



# Texas State Library and Archives Commission

- Mission:
  - Provide Texans access to needed information
  - Preserve the archival record of Texas
  - Enhance the service capacity of public, academic, and school libraries
  - Assist public agencies in the maintenance of their records
  - Meet the reading needs of Texans with disabilities
- Service Areas:
  - Reference and Information Center
  - Texas State Archives
  - Sam Houston Center (Liberty, TX)





# FINDING AIDS





# What is a Finding Aid?

- Guides to most of the state agency records, manuscript, map, and photographs collections.
- History of the agency, records, and organization in a narrative format.
- Folder inventory.
- Most are available on our website: [www.tsl.texas.gov/arc/index.html](http://www.tsl.texas.gov/arc/index.html)





# Where to Locate TSLAC Finding Aids

## Descriptive Guides

Descriptive guides help researchers in the use of archival holdings that have been prepared for research. Many of the finding aids to the holdings of the State Archives are available on the Web at [TARO](#) (Texas Archival Resources Online).

[Processed State and Local Records](#) and [Processed Manuscript and Photograph Collections](#) are indexes to the finding aids of the prepared holdings of Texas State Archives. The indexes include finding aids available only in print in the Archives search room as well as links to those finding aids that are also available on the Web at the TARO site. Finding aids that have been newly added or revised in the last 90 days are also listed at [Archives Finding Aids \(New & Revised\)](#).

### Guides to Specific Collections

[Index to Confederate Pension Applications](#) is a database which provides the name, county of residence, and pension number for some 54,634 approved, rejected, and home pensions issued by the Texas government between 1899 and 1975.

[Confederate Indigent Families List](#) is an index to the names of families that received aid through the 1863 "Act to Support the Families and Dependents of Texas Soldiers."

[Annual Reports of Railroad Companies](#) is an index to reports 1859-1867, 1873-1885, 1890-1996. Each report details the company's organization, operation, and financial condition. The index includes the names of the railroad companies and the dates of the reports as well as the call numbers for the reports, annotations made on the reports, the forms used, and the companies' alphabetical rankings.

The [Andrew Jackson Houston collection database](#) is a searchable index of the collection, which is comprised of papers inherited by A.J. Houston from his father, Sam Houston. The collection of approximately 4,800 items contains correspondence, reports, resolutions, proclamations, affidavits, depositions and a wealth of other material dated, primarily, between 1835 and 1859. As Governor of Tennessee, Commanding General of the Texian Army during the Texas Revolution, twice President of the Republic of Texas, U.S. Senator from Texas and Governor of Texas, Sam Houston witnessed and participated in significant political, military, and governmental affairs. Topics covered in the collection include Texas politics during the Republic era and the pre-Civil War period of statehood, annexation, secession, and Indian affairs, to name a few. Correspondents include many Texas political and military figures of the era, as well as members of the public.

[1867 Voters' Registration](#) On March 23, 1867, Congress passed legislation that called for a registration of qualified voters in each military district and making available the official archival records of Texas



# Where to Locate TSLAC Finding Aids

[www.tsl.texas.gov/arc/findingaids/recordsfindingaids.html](http://www.tsl.texas.gov/arc/findingaids/recordsfindingaids.html)

## Processed State and Local Records

Many of the records of Texas state agencies and certain local governments are processed and described in finding aids. This list is alphabetical by the name of the agency or county, a division within if applicable, and the title of the records. Printed finding aids are available in the Archives search room in the named volumes. Finding aids available online may be accessed by this list directly, or you can go to [TARO](#) (Texas Archival Resources Online). Several finding aids in the index below (primarily certain state records held at other repositories) are noted as having finding aids available online, though not on TARO.

Not all the holdings of the State Archives are processed. If you do not find what you are looking for, please contact our reference staff at [512-463-5455](tel:512-463-5455) or [Archives Information](#).

Finding aids with links to TARO can be keyword-searched using [TARO's simple search](#). This keyword search will include finding aids of all TARO member repositories and cannot be limited to only TSLAC finding aids. The search will also include our [Processed Manuscript and Photograph Collections](#) online TARO finding aids. [TARO's advanced search](#) can be limited to search only TSLAC finding aids, but the search must also be limited to one particular type of information (title, subject, name, place, or format/media) within a finding aid.

Finding aids that have been newly added or revised in the last 90 days are also listed at [Archives: Finding Aids \(New & Revised\)](#).

**Tip: Use a keyword search to find an agency [Ctrl + F on a PC, Command + F on a Mac]**

Agency	Division	Title	Dates	Volume
		<a href="#">Artifacts collection</a>	Cretaceous Period, 14000 BCE-1987 CE, bulk 1860-1970	OAH II.029
		<a href="#">Native American holdings, Subject guide to</a> [Restricted in part]	about 1700-2004	OAH IV.075
		<a href="#">Penitentiary, Records Relating to</a>	1846-1921, undated	PEN I.01
		<a href="#">Railroads, Records Relating to</a>	1838-1950, undated (bulk [ca. 1880]-[ca. 1910])	RR II.20
		<a href="#">Texas applications for special pardons</a>	1865-1867	OAH IX.229
Acupuncture Examiners, Texas State Board of		<a href="#">Board of Acupuncture Examiners minutes</a>	1994-1998, 2004-2007	OAH I.019
Adjutant General's Department, Texas		<a href="#">Army papers</a>	1835-1846	ADG I.03
Adjutant General's Department, Texas		<a href="#">Blueprints</a>	1987-1993	OAH V.112





# How to Use a Finding Aid

Morales case files  
37.6 cubic ft.  
  
Box  
1999/085-3

**Records off-site  
must be  
requested prior  
to visit**

## Restrictions

### Restrictions on Access

The Case files are in **off-site storage**. Records requested before 10:00 a.m. will usually be available for review by an archivist by 4:00 p.m. the same day. Records requested after 10:00 a.m. and before 3:00 p.m. will usually be available for review by an archivist by noon the next day.

Case files may possibly contain documents sealed by the court, and therefore **excepted from public disclosure** by the Texas Public Information Act, Section 552.107(2). When a researcher requests a case, **the file will be reviewed by an archivist** in order to remove sealed documents. The researcher will be informed that sealed documents have been removed from the file and it will then be up to the researcher to obtain permission from the 5th Court of Appeals to access the documents.

*[Guides are Vocational Welding, Upholstery, Paint and Body Shop, Printing, Grounds Maintenance and Landscaping, Small Engine Repair, Vocational Auto Mechanics, Radio and Television.]*

1-4 Journal Supplement Text of Senate Bill 1, Third Called Session, 62nd Legislature, (addendum #4), 1972

**Records may  
require review for  
confidential  
information**



# How to Use a Finding Aid

TAR  
Rep

**Court of Criminal Appeals Centralized Court Case Files (Part I: File Numbers 2 thru 25000),  
1909-1950,  
1,480 cubic ft.**

Box  
1993/088-55B

File numbers 2, 5, 7, 15  
*[Note: File numbers 1, 3, 4, 6, 8, 9, 10, 11, 12, 13, 14, 16, 17, 18, 19, and 20 are missing.]*

Box  
1993/088-55C

File numbers 21, 22, 23, 24, 29, 32, 33, 34, 35, 36, 37  
*[Note: File numbers 25 thru 28, 30, 31, and 38 thru 44 are missing.]*

File numbers 45, 46, 55, 56, 57, 62, 69, 71, 82  
*[Note: File numbers 47 thru 54, 58 thru 61, 63 thru 68, 70, and 72 thru 81 are missing.]*

Box  
1993/088-56

File numbers 84 thru 107, 109, 111 thru 113, 115, 117 thru 122, 124 thru 126, 128, 132, 134, 136, and 137 are missing.]

Box

Ok)

re

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graph TD; A[Box number needed to request materials] --> B[Box 1993/088-55B]; B --> C[File numbers 2, 5, 7, 15]; C --> D[Contents of box]; D --> E[File numbers 21, 22, 23, 24, 29, 32, 33, 34, 35, 36, 37]; E --> F[File numbers 45, 46, 55, 56, 57, 62, 69, 71, 82]; F --> G[Box 1993/088-56]; G --> H[File numbers 84 thru 107, 109, 111 thru 113, 115, 117 thru 122, 124 thru 126, 128, 132, 134, 136, and 137 are missing.]; I[Inventory of the records] --> G;
```



# Where to Locate TSLAC Finding Aids

## Descriptive Guides

Descriptive guides help researchers in the use of archival holdings that have been prepared for research. Many of the finding aids to the holdings of the State Archives are available on the Web at [TARO](#) (Texas Archival Resources Online).

[Processed State and Local Records](#) and [Processed Manuscript and Photograph Collections](#) are indexes to the finding aids of the prepared holdings of Texas State Archives. The indexes include finding aids available only in print in the Archives search room as well as links to those finding aids that are also available on the Web at the TARO site. Finding aids that have been newly added or revised in the last 90 days are also listed at [Archives: Finding Aids \(New & Revised\)](#).

### Guides to Specific Collections

[Index to Confederate Pension Applications](#) approved, rejected, and home pension applications.

[Confederate Indigent Families List](#) Dependents of Texas Soldiers."

[Annual Reports of Railroad Companies](#) operation, and financial condition. The reports include the following: for the reports, annotations made on

The [Andrew Jackson Houston collection](#) from his father, Sam Houston. The collection includes depositions and a wealth of other materials. Houston served in the Texas Army during the Texas Revolution, twice as Governor of Texas, and participated in significant political, military, and governmental affairs. Topics covered in the collection include Texas politics during the Republic era and the pre-Civil War period of statehood, annexation, secession, and Indian affairs, to name a few. Correspondents include many Texas political and military figures of the era, as well as members of the public.

[1867 Voters' Registration](#) On March 23, 1867, Congress passed legislation that called for a registration of qualified voters in each military district

There are also finding aids for non-government agency records like manuscript and photograph collections.

pension number for some 54,634

to Support the Families and

tails the company's organization, reports as well as the call numbers

of papers inherited by A.J. Houston resolutions, proclamations, affidavits, Commanding General of the Texian

ernor of Texas, Sam Houston witnessed





# Where to Locate TSLAC Finding Aids

<https://www.tsl.texas.gov/arc/findingaids/msfindingaids.html>

## Processed Manuscript and Photograph Collections

The Texas State Archives holds the papers and other documents of a number of individuals and organizations. Some of these manuscript and photograph collections are processed and described in finding aids. This list is alphabetical by the name of the individual or the organization. Printed finding aids are available in the Archives search room in the named volumes. Finding aids available online may be accessed by this list directly, or you can go to [TARO](#) (Texas Archival Resources Online).

The [Prints and Photographs Collection at TSLAC](#) research guide includes additional information about finding prints and photographs within the State Archives collections.

Not all the holdings of the State Archives are processed. If you do not find what you are looking for, please contact our reference staff at [512-463-5455](tel:512-463-5455) or [Archives Information](#).

Finding aids with links to TARO can be keyword-searched using [TARO's simple search](#). This keyword search will include finding aids of all TARO member repositories and cannot be limited to only TSLAC finding aids. The search will also include our [Processed State and Local Records](#) online TARO finding aids. [TARO's advanced search](#) can be limited to search only TSLAC finding aids, but the search must also be limited to one particular type of information (title, subject, name, place, or format/media) within a finding aid.

Finding aids that have been newly added or revised in the last 90 days are also listed at [Archives: Finding Aids \(New & Revised\)](#).

**Tip: Use a keyword search [Ctrl + F on a PC, Command + F on a Mac]**

Name	Title	Dates	Volume
	<a href="#">Abstract of title collection</a> (at Sam Houston Center)	1904-1972, bulk 1946-1966	none
	<a href="#">Artifacts collection</a>	Cretaceous Period, 14000 BCE-1987 CE, bulk 1860-1970	OAH II.029
	<a href="#">City of Austin collection</a>	1873-1965, bulk 1921-1927	MS XII.11
	<a href="#">City of Liberty map collection</a> (at Sam Houston Center)	1952-1979, undated, bulk 1957-1977	none
	<a href="#">Mexican-American War lithographs</a>	about 1851	PHO II.07
	<a href="#">Native American holdings. Subject guide to</a> [Restricted in part]	about 1700-2004	OAH IV.075
	<a href="#">Prints of early Texas cities collection</a>	1840s-1860, undated	PHO I.10
	<a href="#">Terry's Texas Rangers reunion panorama</a>	1908 November 10	PHO II.03
	<a href="#">Texas sheet music collection</a>	1836-1962, undated, bulk 1896-1912	MS XII.03
Adair, Garland A.	Collection	ca. 1936-ca. 1962, undated	MS II.40
Alabama-Coushatta Indians	SEE Sylestine, James Ludwell Davis		
Allred, Governor James V	Speech	1936	MS I.22
American Red Cross, Liberty County Chapter (Tex.)	<a href="#">American Red Cross, Liberty County Chapter (Tex.) records</a> (at Sam Houston Center) [Restricted in part]	1939-1961, undated, bulk 1941-1957	none



# ONLINE CATALOG

LINDA MCV...



# Online Catalog

The Library Catalog of  
**TEXAS STATE LIBRARY & ARCHIVES COMMISSION**  
AND TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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Catalog  **Keyword**  Browse  Exact

Search for |

Library:

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[www.tsl.texas.gov/catalog](http://www.tsl.texas.gov/catalog)





# Online Catalog: Search Results

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[Go Back](#) [Help](#) [Refine Search](#) [New Search](#) [My Kept Items](#) [Link to Page](#) [Logout](#)

### Search Results

Words+or+Phrase "texas breweries" search found 4 titles.

1. <input type="checkbox"/> Keep	<b>Encyclopedia of Texas breweries : pre-prohibition (1836-1918)</b> Hennech, Mike. 1990 <b>BOOK</b> 1 copy available at *TX State Library & Archives Comm in At TSLAC, TSLAC-MAIN Collection
2. <input type="checkbox"/> Keep	<b>The brewers and Texas politics</b> 1916 <b>BOOK</b> 4 copies available at *TX State Library & Archives Comm
3. <input type="checkbox"/> Keep	<b>Property hearings, 1910-1957</b> Texas. State Board of Insurance. 1910 <b>ARCHIVES</b> 1 copy available at *TX State Library & Archives Comm in At TSLAC, Texas State Archives Collection <b>Click this link to access the online finding aid for these materials on Texas Archival Resource Online (TARO) website.</b>
4. <input type="checkbox"/> Keep	<b>Texas Brewers' Institute records, 1909-1976, undated, bulk 1934-1976</b> Texas Brewers' Institute creator. 1909 <b>ARC-MS</b> 1 copy available at *TX State Library & Archives Comm in At TSLAC, Texas State Archives Collection <b>Click this link to access the online finding aid for these materials on Texas Archival Resource Online (TARO) website.</b>

2 book results

2 archival results



# From Catalog to Finding Aid

ARO > Finding Aid  
Repository Browse List

Contact Us

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Overview

Agency History

Scope and Content

Organization of the

Restrictions

Index Terms

Related Materials

Administrative Information

Description of Series

TBI administrative correspondence, undated.

General materials, 1914-1975, undated.

Texas breweries correspondence, 1909-1973.

History of beer brewing in Texas, 1914-1975, undated.

KDRY radio station materials, 1963.

Printed materials, 1934-1973.

Film and audio recordings, 1934-1973.

Anti-Statewide Prohibition scrapbooks, 1911.

## History of beer brewing in Texas and nationally, 1914-1975, undated, 0.7 cubic ft.

Documents pertaining to the history and activities of Texas Brewers' Institute, its brewery members and national brewery constituents date 1914-1975 and undated, and include correspondence of TBI officers B.B. McGimsey, Walter Beck, and Homer Leonard; letterhead of the TBI and its brewery members; beer bottle labels of both member and national breweries; and a 33 1/3 rpm phonograph record, *Highlights of Brewing History*. Also among the files are copies of Texas laws, legislation, amendments and statutes that affected the TBI and the Texas brewing industry's operations and reports regarding local option laws in Texas.

### Arrangement

These materials are grouped by document type and arranged as received from the donor, except for loose material which was filed where appropriate.

### Preferred Citation

(Identify the item), History of beer brewing in Texas and nationally. Texas Brewers' Institute records, Archives and Information Services Division, Texas State Library and Archives Commission.

Box

1977/035-

2

**Inventory  
of the  
records**

Texas, 1959, 1975, undated

Members, 1935-1938

's Institute, undated

Box

1977/035-

3

ers, 1935-1936

Labels used by Texas brewers, 1935-1950, undated

Local option, history, 1934-1939

Local option, Texas statutes and supplements, 1914, 1918-1922

History, *Report on Texas Legislation*, 1938, undated

[2 folders]

History, *Report on Texas Legislation*, Constitution, Article XVI, Section 20, undated

[2 folders]

History, brewing industry, 1938, 1942, 1951, 1966-1967

[XML File \(61k\)](#)

[Described Here](#)

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dustry. The



# Online Catalog

The Library Catalog of  
**TEXAS STATE LIBRARY & ARCHIVES COMMISSION**  
AND TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

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[Go Back](#) [Help](#) [Link to Page](#) [Logout](#)

Catalog  **Keyword**  Browse  Exact

Search for

Library:

[Words or Phrase](#) [Author](#) [Title](#) [Subject](#) [Series](#) [Periodical Title](#)

[www.tsl.texas.gov/catalog](http://www.tsl.texas.gov/catalog)





# Online Catalog: Search Results

- 4.  Keep **Report of the Capitol building commissioners to the governor of Texas : Austin, January 1, 1883**  
Texas. Capitol Building Commission.  
1883  
**BOOK**  
1 copy available at \*TX State Library & Archives Comm in At TSLAC, TSLAC-MAIN Collection
- 5.  Keep **Contract for building the new State Capitol at Austin, Texas**  
Texas. Capitol Building Commission.  
1882  
**BOOK**  
2 copies available at \*TX State Library & Archives Comm
- 6.  Keep **Specifications of the workmanship and materials required in building the new state capitol at Austin, Texas : according to the plans of E.E. Myers, architect, Detroit**  
Texas. Capitol Building Commission.  
1881  
**BOOK**  
3 copies available at \*TX State Library & Archives Comm  
<https://www.tsl.state.tx.us/sites/default/files/public/tslac/ref/abouttx/specifi>
- 7.  Keep **Capitol Building Commission administrative records and architectural drawings, 1879-1890, 1980, 1994-1998, undated**  
Texas. Capitol Building Commission.  
1879  
**ARC-ST-REC**  
1 copy available at \*TX State Library & Archives Comm in At TSLAC, Texas State Archives Collection  
**Click this link to access the online finding aid for these materials on the Texas Archival Resource Online (TARO) website.**

Archival collection with drawings





# From Catalog to Finding Aid

## Texas Capitol Building Commission:

An Inventory of Capitol Building Commission Administrative Records and Architectural Drawings at the Texas State Archives, 1879-1890, 1980, 1994-1998, undated

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### Overview

<b>Creator:</b>	Texas. Capitol Building Commission.
<b>Title:</b>	Capitol Building Commission administrative records and architectural drawings
<b>Dates:</b>	1879-1890, 1980, 1994-1998, undated
<b>Abstract:</b>	<p>The 16th Texas Legislature, Regular Session, 1879, created both the Texas Capitol Building Commission (CBC) and Texas State Capitol Board (SCB) to oversee the construction of the Texas State Capitol. The CBC and SCB worked together to manage the construction of the Capitol. The SCB managed the survey and sale of public domain lands used to fund construction and took care of legislative matters while the CBC managed day-to-day construction activities and reported progress and problems to the SCB. After the 1853 Limestone Capitol burned in 1881, these entities also oversaw the building of the temporary Capitol. Records date 1879-1890 and document the planning and construction of the temporary Capitol (completed 1883) and the Texas State Capitol (completed 1888). Drawings include the winning competition drawings, dated 1881, used to select an architect for the Texas Capitol Building and the original architectural drawings used in the construction of the Texas State Capitol, dated 1882-1888. Also included are derivative images of the drawings, dating 1980-1997. A portion of the architectural drawings, color slides, and color transparencies have been digitized and are part of the <a href="#">Texas Digital Archive</a>.</p>
<b>TSLAC Control No.:</b>	TX000550
<b>Quantity:</b>	33.53 cubic ft. (includes 150 architectural drawings)



# Related Research Tips

- Government records are organized by agency.
- Narrow by scope and date rather than name.
- Think creatively.
- Be patient with yourself.





# Contact Us

Texas State Library and Archives Commission (TSLAC)

Physical Address: 1201 Brazos Street, Austin, TX 78701

Mailing Address: P.O. Box 12927, Austin, TX 78711

Phone: (512) 463-5455

Email: [ref@tsl.texas.gov](mailto:ref@tsl.texas.gov)

Website: [www.tsl.texas.gov](http://www.tsl.texas.gov)

Sam Houston Research Library and Research Center

Physical Address: 650 FM 1011, Liberty, TX 77575

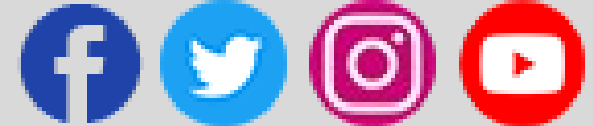
Mailing Address: P.O. Box 310, Liberty, TX 77575

Phone: (936) 336-8821

Email: [SamHoustonCenter@tsl.texas.gov](mailto:SamHoustonCenter@tsl.texas.gov)

Website: [www.tsl.texas.gov/shc](http://www.tsl.texas.gov/shc)

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@TSLAC**





# Summary

- How to use finding aids
- How to search the online catalog for archival materials
- Tips for archival research





**THANK YOU**

