## **Finding Aid Issues Arising from Series Level**

## **Record Group Level Finding Aids**

- Must show Series-, Subgroup-, and Subseries-level Biographical/Historical Notes and other exporting EAD notes. See figure 1a-c, <u>below</u>.
- Must be able to pull box number for File- or Item-level bibs from
  - Container ID of Top-Level Containers saved at the Series level with attached Folders or Items linked to the File- or Item-level bibs OR
  - 2. Record ID of the File- or Item-level bibs themselves.

See figure 2a-c, below.

*Note:* The existing stylesheet will pull a locator number from the Record ID field for Item-level bibs not attached to a Lower-Level Container but describing a Top-Level Container attached at the Series level. See figure 3a-c, below.

Figure 1. Illustration of Biographical/Historical Note Problem

(a) Biographical/Historical Note on Series level bib (Record ID SR.168.3)



## (b) Not rendered on a Record Group-level finding aid (Record ID SR.168)

Unprocessed records are stored offsite at the Records Center. Advanced notice is required to retrieve these records. Please consult the reference staff.

### 3. Public Information Office: Slides, ca. 1970-1985

#### Collection Overview

These slides were assembled by the Office of Public Information, North Carolina Division of Marine Fisheries in Morehead City, North Carolina, as a part of its governmental duties under the State Department of Environment, Health and Natural Resources. The images were transferred to the State Archives as inactive files, and were not regularly scheduled to be housed in our repository. The color slides date from the 1970s to the mid 1980s.

#### Collection Arrangement:

The collection of slides is arranged in seven three ring binder notebooks, and the original order under the parent agency has been maintained. They are generally organized by subjects: the topics include artificial reef, reef fish and natural habitat, the Dan Moore (ship), and law enforcement.

#### Access Pastrictions

Available for research

#### Processing Information:

Processed by Steven E. Massengill, November, 1991

Encoded by Dietra Stanley July, 2003; additional encoding and historical note by Ashley Yandle, July, 2010

Artificial Reef (Old)	Vol. 1
Artificial Reef	Vol. 2
Reef Fish and Natural Habitat	Vol. 3

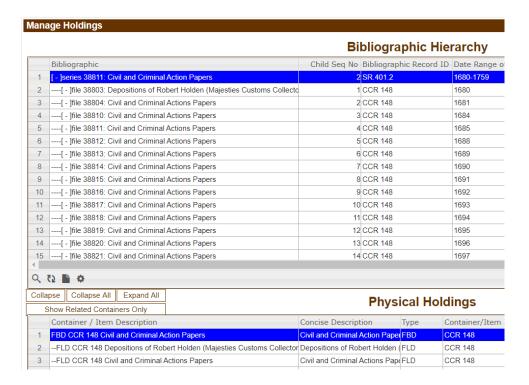
## (c) Rendered on a Series-level finding aid (Record ID SR.168.3)

## Biographical/Historical note

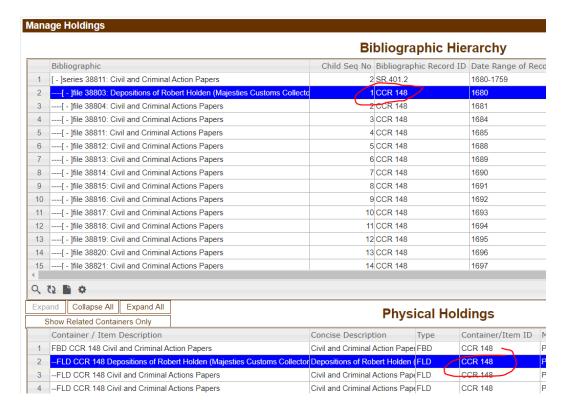
The Marine Fisheries Commission and the Marine Fisheries Division have their origins in agencies established during the late nineteenth and early twentieth centuries. North Carolina's coastal fishing industry enjoyed a brief period of rapid growth following the Civil War; however towards the end of the century, commerical fishermen were experiencing a marked reduction in the catch rates for striped bass, shad, and oysters. As a first step toward the development of a conservation program, the 1877 General Assembly established a section devoted to fisheries within a State Board of Agriculture. Under the direction of a fish commissioner, the Fisheries Section initiated projects involving fish propagation and the cultivation of new oyster beds. In 1887 the General Assembly authorized the Board of Agriculture to elect three members to a Board of Shellfish Commissioners. By the decade of the 1890s, it was apparent that North Carolina's fisheries and oyster beds were continuing to decline. In response, different legislatures of that era enacted laws to more effectively conserve and manage the fishing industry. In 1891 jurisdiction over fisheries was transferred from the Board of Agriculture to the state geologist, and the Board of Shellfish Commissioners became defunct. In 1901 the General Assembly authorized the office of oyster commissioner, a gubernatorial appointee who would serve for two years. The oyster commissioner was charged with enforcing the state's oyster laws and supervising every branch of the oyster industry. In 1905 jurisdiction over fisheries passed from the state geologist to the newly established North Carolina Geological and Economic Survey. During the same year, Governor Robert B. Glenn called a convention at Morehead City to discuss problems facing the state's oyster and fishing industries. The convention advised that a single agency be established with sufficient authority to manage effectively and to enforce all laws and regulations pertaining to fisheries—a goal partially realized by the foll

Figure 2. Illustration of Box Number Problem (Record ID SR.401)

(a) Top-Level Containers saved at the Series level with folders



(b) File-level bib attached to Folder Container with the Top-Level Container ID set as the Record ID



## (c) Rendered on the finding aid with no box number

## 2. Civil and Criminal Action Papers, 1680-1759

#### Scope and Content:

This series contains documents pertaining to civil and criminal court cases taking place in the Albemarle County General Court and precinct courts including Rowan, Pasquotank, Currituck, Perquimans, and Chowan Precincts as well as the later Bath County Court and a few pieces from the Norfolk County Court in Virginia. Materials include case narratives, depositions, summons and attachments, arrest warrants, bonds, petitions, custody claims, debt bills and acquittals. Case subject include debt, plea of trespass, plea of the case, merchandise and goods appropriation, defamation, land sales, theft and burglary, witch accusations, murder, property (including slaves), insubordination within the militia, unlawful cohabitation and a case regarding roads.

#### Arrangement

This series is arranged chronologically by year and may contain documents from the same case from previous and following years. Folders with no date (n.d.) are arranged according to year by best estimation and/or by the signature of the active clerk or justice.



Figure 3. Illustration of Exception to Box Number Problem (Record ID SR.401)

(a) Top-Level Containers saved at the Series level, no folders

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	Bibliographic	Child Seq No	0 1	hic Recor	
1	[ - ]series 38810: Court Minutes and Dockets		SR.401.1		1
	[ - ]item 196974: General Court Papers, Minutes	-	CCR 101		
	[ - ]item 196973: General Court Minutes		CCR 102		
	[ - ]item 196972: General Court Papers,1703, 1704, 1712-1714, Chowar	1	CCR 103		
	[ - ]item 196971: General Court Minutes		CCR 104		
	[ - ]item 196970: General Court Papers, Minutes, Part I		CCR 105		
7	[ - ]item 196969: General Court Papers, Minutes, Part II	6	CCR 106		
8	[ - ]item 196968: General Court Papers, Minute Docket, 1724-1730, Oct-	.1 7	CCR 107		
9	[ - ]item 196967: General Court Papers, Minute Docket,1724-1730, Oct-	V 8	CCR 108		
10	[ - ]item 196966: General Court Papers, Minutes, Part I		CCR 109		
11	[ - ]item 196965: General Court Papers, Minutes, Part II	10	CCR 110		
12	[ - ]item 196964: General Court Papers, Minutes, Part I	11	CCR 111		
13	[ - ]item 196963: General Court Papers, Minutes, Part II	12	CCR 112		
14	[ - ]item 196962: Supreme Courts, Minute Docket, Oct. 1755- Oct. 1756	13	CCR 113		
15	[ - ]item 196961: Supreme Courts, Minute Docket, Apr. 1757, Oct. 1759	14	CCR 114		
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Collap	se Collapse All Expand All		Phys	ical H	oldi
SI	now Related Containers Only		, -		-
	Container / Item Description	Concise Descript	ion	Туре	Cor
	VOL CCR 101 General Court Papers, Minutes, 1693-1695	General Court Pag	ers Minute	-	CC
	VOL CCR 102 General Court Minutes, 1695-1703	General Court Min	<u> </u>		CC
	VOL CCR 103 General Court Papers, 1703, 1704, 1712-1714, Chowan, 17		<u> </u>		CC
	TOE GOTE TO GENERAL GOURT Apers, 1705, 1704, 1712-1714, Chowall, 17	Ochoral Court i ap	utes 1705.	TOL	00

(b) File- or Item-level bib not attached to a Container with Top-Level Container ID set as the Record ID

Man	Manage Holdings			
		Bi	bliographic Hie	rarchy
	Bibliographic	Child Seq No	Bibliographic Record ID	Date Range of F
- 1	[ - ]series 38810: Court Minutes and Dockets	1	SR.401 1	1680-1770
2	[ - ]item 196974: General Court Papers, Minutes	(1	CCR 101	1693-1695
3	[ - ]item 196973: General Court Minutes	Ç	GGR 102	1695-1703
4	[ - ]item 196972: General Court Papers,1703, 1704, 1712-1714, Chowan,	3	CCR 103	1703, 1704, 1712
5	[ - ]item 196971: General Court Minutes	4	CCR 104	1705-1712
6	[ - ]item 196970: General Court Papers, Minutes, Part I	5	CCR 105	1716-1724, 1716-
7	[ - ]item 196969: General Court Papers, Minutes, Part II	6	CCR 106	1716-1722, 1722-
8	[ - ]item 196968: General Court Papers, Minute Docket, 1724-1730, Oct-I	7	CCR 107	1724-1730, 1724-
9	[ - ]item 196967: General Court Papers, Minute Docket,1724-1730, Oct-N	8	CCR 108	1724-1730, 1727-
10	[ - ]item 196966: General Court Papers, Minutes, Part I	9	CCR 109	1725, 1727, 1730

## (c) Rendered on the finding aid with a box number

## 1. Court Minutes and Dockets, 1680-1770

#### Scope and Content:

This series contains bound volumes and pamphlets as well as 2 boxes of unbound materials. Bound volumes and pamphlets include court minutes and dockets of the General Court, Perquimans Precinct Court, General Court of Oyer and Terminer & Gaol Delivery, General Sessions, Court of Chancery, Supreme Court, Superior Court of Pleas and Grand Sessions, Court of Exchequer, Court of Assizes and Vice Admiralty. Also included are commissions, lists of deeds, references, council minutes, and various jury lists. Counties in which the courts took place include, but not limited to, are Craven, Carteret, Johnston, Beaufort, Hyde, Chowan, Pasquotank, Perquimans, Currituck, Bertie, Tyrrell, Shaftsbury, Albemarle, District of New Bern, and District of Edenton. Some documents are fragments and unidentifiable.

The unbound documents contain court minutes and dockets of the General Court, Oyer and Terminer, Goal Delivery, Vice Admiralty, Court of Assize, and Court of Chancery and General Court of Sessions. Also included are minutes of the council, and minutes of commissioners to examine the public treasury. There is additionally a crown docket from the Supreme Court which is bound. Dockets include docket references and attachments, writs, and references continuances dockets.

#### Arrangement:

Volumes are arranged by date and Court.

Unbound materials are arranged by date and/or court.

General Court Papers, Minutes, 1693-1695	CCR 101
General Court Minutes, 1695-1703	CCR 102
General Court Papers,1703, 1704, 1712-1714, Chowan, 1716-1729, 1703, 1704, 1712-1714, 1716-1729	CCR 103
General Court Minutes, 1705-1712	CCR 104

## **Series Level Finding Aids**

- Must pull repository information for Masthead and Repository field from the Series level bib.
   See figure 4a-b, below.
- Must be able to pull box number for File- or Item-level bibs attached to Lower-Level Containers from

- Container ID of Top-Level Containers saved at the Series level with attached Folders or Items linked to the File- or Item-level bibs OR
- 2. Record ID of the File- or Item-level bibs themselves.

See Figure 5a-c, below.

*Note:* The existing stylesheet will pull a locator number from the Record ID field for Item-level bibs not attached to a Lower-Level Container but describing a Top-Level Container attached at the Series level. See figure 6a-c, below.

Figure 4. Illustration of Repository/Masthead Problem

(a) Incorrect masthead/repository output from Series-level finding aid (Record ID SR.168.3)



# Finding Aid of the Division of Marine Fisheries Slides, ca. 1970 - 1985, SR.168.3

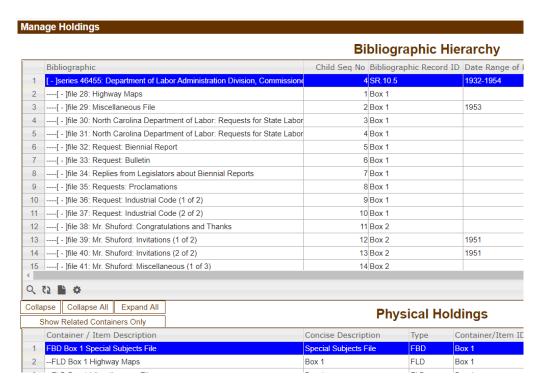
Extent		
Language	English	
Repository		

(b) Correct masthead/repository output from Record Group-level finding aid (Record ID SR.168)

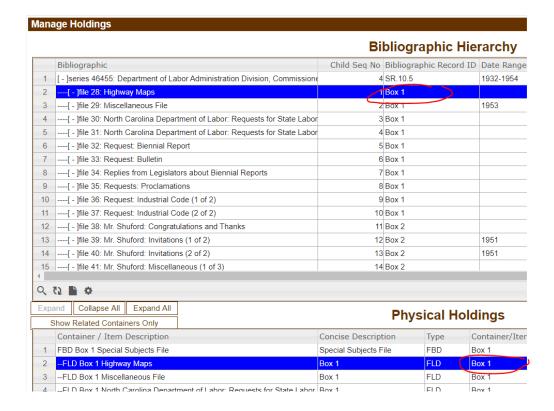
State Archives of North Carolina | (919) 814-6840 | archives@ncdcr.gov Marine Fisheries Record Group, 168 **Abstract Descriptive Summary** Series Quick Links Marine Fisheries Record Group 1. Law Enforcement Unit: Minutes, Reports, Agreements, 1915-1959 2. Law Enforcement Unit: Fisheries Commission Board, Monthly Call Number Earnings and Expenses, 1918-1927 Creator North Carolina. Division of Marine Fisheries 3. Public Information Office: Slides, ca. 1970-1985 Extent 1.40 cubic feet Repository State Archives of North Carolina

Figure 5. Illustration of Box Number Problem (SR.10.5)

(a) Top-Level Containers saved at the Series level with folders



(b) File-level bib attached to Folder Container with the Top-Level Container ID set as the Record ID



## (c) Rendered on the finding aid with no box number (I don't know why it's repeating the file title here)

## Contents of the Collection

Highway Mane	Highway Mane
Highway Maps	Highway Maps
Miscellaneous File, 1953	Miscellaneous File
North Carolina Department of Labor: Requests for State Labor Laws (1 of 2)	North Carolina Department of Labor: Requests for State Labor Laws (1 of
North Carolina Department of Labor: Requests for State Labor Laws (2 of 2)	North Carolina Department of Labor: Requests for State Labor Laws (2 of
Request: Biennial Report	Request: Biennial Report
Request: Bulletin	Request: Bulletin
Replies from Legislators about Biennial Reports	Replies from Legislators about Bienr Reports
Requests: Proclamations	Requests: Proclamations
Request: Industrial Code (1 of 2)	Request: Industrial Code (1 of 2)
Request: Industrial Code (2 of 2)	Request: Industrial Code (2 of 2)

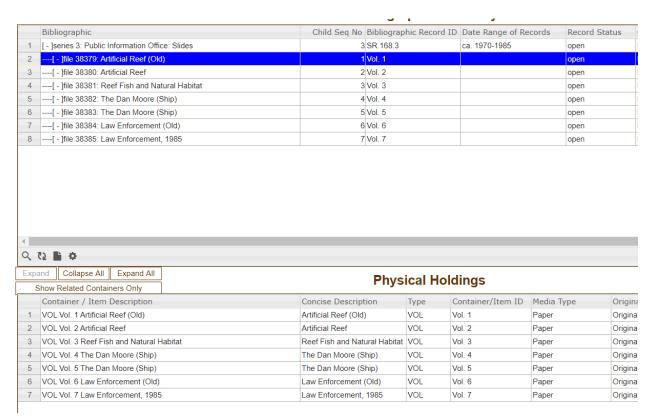
Figure 6. Illustration of Exception to Box Number Problem (Record ID SR.168.3)

(a) Top-Level Containers saved at the Series level, no folders





## (b) File-level bib not attached to a Container with Top-Level Container ID set as the Record ID



## (c) Rendered on the finding aid with a box number

## Contents of the Collection

Collection Contents	
Artificial Reef (Old)	Vol. 1
Artificial Reef	Vol. 2
Reef Fish and Natural Habitat	Vol. 3
The Dan Moore (Ship)	Vol. 4
The Dan Moore (Ship)	Vol. 5
Law Enforcement (Old)	Vol. 6
Law Enforcement, 1985	Vol. 7

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