

McKnight, Joyce Logs

Joyce McKnight Logs

1987-2000

Title Statement

McKnight, Joyce LogsGuide to the Joyce McKnight Logs Mss. Acc. 2009.198

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Publication Statement

Publisher: Special Collections Research Center

William & Mary Special Collections Research Center
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Profile Description

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Language Usage: English

Descriptive Rules: Describing Archives: A Content Standard

Descriptive Summary

Unit ID

Mss. Acc. 2009.198

Unit ID

/repositories/2/resources/686

Unit Date

1987-2000

Language

English

Creator

McKnight, Joyce

Extent

2.00 Linear Feet

Extent

24 volumes.

Repository

Special Collections Research Center

Administrative Information

Conditions Governing Access:

This collection is closed until 9 May, 2014. Consult a staff member for details. Manuscript collections and archival records may contain materials with sensitive or confidential information that is protected under federal or state right to privacy laws and regulations, such as the Virginia Public Records Act (Code of Virginia, § 42.1-76-91); and the Virginia Freedom of Information Act (Code of Virginia § 2.2-3705.5). Confidential material may include, but is not limited to, educational, medical, and personnel records. If sensitive material is found in this collection, please contact a staff member immediately. The disclosure of personally identifiable information pertaining to a living individual may have legal consequences for which the College of William and Mary assumes no responsibility.

Acquisition Information:

Gift of Joyce McKnight, April 2009.

Processing Information:

Processed by Ute Schechter in May 2009.

Scope and Contents

This collection consists of 24 volumes of office transaction logs, 1987-2000, kept by Joyce McKnight while general registrar for the City of Williamsburg, Virginia. Joyce McKnight recorded all daily occurrences, routine and others, like phone calls answered, mail sent, copies made, mail picked up, inquiries receive and answered, and so on. At the end of the daily entries the total number of daily transactions is given.

In Joyce McKnight's absence, her deputy would take over the log entries. After her retirement, in March 1999, the deputy registrar continued the logs through December 2000.

Keywords

Logs (records)

Williamsburg (Va.)--History--20th century

Office Management--Logbooks

Voting registrars--Virginia--Williamsburg

Arrangement of Materials:

Volumes are filed in chronological order.

Description of Subordinate Components

Logs

Unit ID id57019

Unit ID /repositories/2/archival_objects/55627

Unit Date 1987-1991

Mixed Materials 1 (Box)

Logs

Unit ID id57020

Unit ID /repositories/2/archival_objects/55628

Unit Date 1991-1994

Mixed Materials 2 (Box)

Logs

Unit ID id57021

Unit ID /repositories/2/archival_objects/55629

Unit Date 1994-1996

Mixed Materials 3 (Box)

Logs**Unit ID** id57022**Unit ID** /repositories/2/archival_objects/55630**Unit Date** 1996-2000**Mixed Materials** 4 (Box)