Arrangement & Description: Fundamentals

Arrangement: Personal Papers

Exercise # 1

As the archivist for Pony Express University in Twitty, Texas you accepted the papers of Jay L. Bate, Lawyer and Chief Justice of the Eighth District Court. You have completed your biographical research on Bate, and you know he was born in 1927, retired in 1990 and died in 2003. All his professional life he was an active member of the Texas Bar Association. The association has all official records related to his service for the association. Identify the potential groupings for his papers.

Scrapbooks, 1949, 1963, 1973, 1975-76, 1978, 1986-1992, including programs of plays attended, lists of books read each year, brochures and postcards from vacation trips, and cartoons and quotations clipped from publications.

Family letters

Newspaper clippings and magazine articles about Bate

Diaries, 1947-1985

Correspondence from other judicial colleagues to Bate

Newsletters, *Texas Bar Association Update* (1950-1995)

Bank statements

Photographs of Bate

Agendas for the Court and assignment charts

Programs, Texas Bar Association Annual Meetings (1954-1987)

Speeches and speech notes, 1950-1999

Legal opinions written by Bate

Tax returns