

James A. Guest
Secretary of State

Jean Baldwin
Deputy Secretary of State



Main Office: (802) 828-2363
Corporations & Records: (802) 828-2386
Professional Licensing & Registration: (802) 828-2368

STATE OF VERMONT

Secretary of State
109 State Street
Montpelier, Vermont 05602

Papers of Governor John G. McCullough, 1902-1904

These papers were originally bound in four separate special binder "volumes." Each consisted of a metal mechanism, on the rings of which items of correspondence were mounted through holes punched in their tops. Each binder of correspondence was stored in a cardboard box enclosure, which with the binder mechanism made an integrated unit. One such binder/box, the least deteriorated, has been preserved here.

The papers are a combination of both incoming correspondence and copies of original outgoing correspondence. Roughly half of the latter are letters of Gov. McCullough himself, while the balance are letters of Edward L. Bates, McCullough's secretary of civil and military affairs. Only a few of these are signed. Certain others carry handwritten notes by Gov. McCullough, usually instructions to Bates on incoming correspondence as to how to respond.

In their original form, related incoming and outgoing letters were bound together, and arranged in alphabetical order. Generally used in the alphabetizing was the name of the addressee of the outgoing correspondence (and writer of related incoming correspondence). But there are inconsistencies in this regard. For

example, the name of the subject of an exchange of correspondence is sometimes the name used for its alphabetized filing.

The alphabetized arrangement of the papers has been maintained, though with corrections of obvious errors or uncertainties in the original filing of some items. The correspondence was, however, removed from the original binders and filed in acid-free folders, this after items with larger tears had been repaired, and creased or ^ccurled items flattened out. Another step taken in the physical processing was to staple together (with brass wire) some items of correspondence. Mostly these are combinations of obviously-related incoming and outgoing letters. In a few instances several items of correspondence all dealing with a specific subject were also stapled. There is, however, some inconsistency in this regard. Such "unitizing" of materials was done to speed and simplify the indexing described below. Finally, the individual items of correspondence were numbered chronologically (in pencil).

There are two indexes for these papers, or actually an "index" and an index. The former is the documents themselves, filed as they are in alphabetical order. The other is a supplemental index, which appears below. This is primarily a subject index but also includes entries for names referred to in the incoming or outgoing correspondence but which are not filed in the document file by those names. The subject index includes many cross-references, both to the document file itself (f) and to other entries in the subject index (i). The undersigned strongly advises each researcher to check both the document file

and the subject index for materials related to his or her subject of interest.

A final special note: The subject index includes Gov. McCullough's own name with several subject sub-headings. These leads are intended to aid the researcher who wishes to focus on Gov. McCullough himself, both the public and private man.

For records of appointments and commissions, and proclamations made by Gov. McCullough, see Executive Records, Vol. V, pp. 169-333.

Robert L. Hagerman
Assistant Editor of State Papers
May 2, 1980

(The original of this description is with Gov. McCullough's papers.)

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