This document comprises four reports related to the Midwest State Archives Guide Project. The first report, "Producing In-House Finding Aids and Administrative Reports: An Expanded Data Base Design," details an expanded SPINDEX database design that could be used to produce a variety of administrative reports. Specific examples are given and an evaluation of the database design is provided. "Report on Data Entry Alternatives" discusses the various data entry options available to SPINDEX users, including the CPT 4200 with visual memory, magcard typewriters, Wang word processors, and a text editor on the Univac 1100/82. "Approaches to Archival Indexing, A Discussion Document" includes background on subject access systems, existing systems, the nature of the Midwest State Archives holdings, the state of information retrieval, the needs and resources of archives, and multi-institutional access. The final report, "Subject Terms Used in the Illinois State Archives and in the Wisconsin State Archives," contains lists of terms used for subject access in each of the two states and the Wisconsin Subject Authority List; the authority list provides cross references. (THC)
THE MIDWEST STATE ARCHIVES
GUIDE PROJECT:
COLLATERAL REPORTS
PRODUCING IN-HOUSE FINDING AIDS AND ADMINISTRATIVE REPORTS:
AN EXPANDED DATA BASE DESIGN

A Report Submitted to the National Historical Publications and Records Commission upon the Completion of Grant Number 80-8

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PRODUCING IN-HOUSE FINDING AIDS AND ADMINISTRATIVE REPORTS:  
AN EXPANDED DATA BASE DESIGN

Introduction

SPINDEX rearranges the data in a data base by sorting on the contents of fields and printing the resulting index. Potentially, any field can be used as an index; practically, only some of the fields make logical access points. Some indexes so created are user-oriented (i.e., are what we normally think of as indexes) and others are archivist-oriented administrative reports.

Although the intent of the initial NHPRC data base design was primarily to produce user-oriented guides and indexes, participants in the Midwest State Archives Guide Project believed that the data base could also be used to produce a variety of administrative reports. These reports or special lists can provide an overview of the holdings by categories and can identify classes or groups of records which need special treatment. The advantage of using the data base to produce these reports is to eliminate the need to maintain and keep current several separate files.

We expanded the data base to make this possible by adding fields not assigned by the NHPRC data base design, and, in some cases, by utilizing additional levels.

Examples

Both Minnesota and Wisconsin found it useful to produce a shelf location list. Because a series is not always shelved in a single location, it is necessary to create a "trailer" (level 8) record for each location after the first. Both the level 6 record and the trailer record contain the following fields:

123 (Series number, a non-standard field)
130 (Current Parent Agency name, a non-standard field)
140 (Series title)
510 (Material at this location, a non-standard field)
520 (Location, a non-standard field)

For Wisconsin, the general holdings list prints the Location field (520), and if the records are shelved in more than one location, the Materials field (510) from both levels 6 and 8. Minnesota and Wisconsin both create location lists by sorting on the 520 field. Displayed under the location is the series number, agency name, title, and material (see figure 1). This list will be used as a means of reading the shelves in order to make sure everything is accounted for and to locate mis-shelved materials.
We also create a series location list by sorting on the 123 field with a tertiary sort on the 510 field (there is no SPINDEX secondary sort in this case). We display the agency name, series title, materials, and location(s) under the series number (see figure 2). Copies of these lists, in series number order, will be used as stack guides and will be placed in each area as an aid to paging.

Both Minnesota and Wisconsin added a "Condition/Status Code" field (93X) and a "Regional Repository Selector" field (94X). Lists of codes were developed to identify records in need of conservation, records which are candidates for microfilming, records which should be reappraised or weeded, and records which need reprocessing. Rather than use this field as a selector, we use it as an index field and periodically produce lists for administrative review. The Regional Repository Selector field will be used as a selector when we want to produce guides to the regional research centers where some of our holdings are deposited, or to produce as an index, a listing of holdings at each center.

Wisconsin also uses the data base to maintain information about accessions. When a new series or collection is created, that is, when the first accession for that series or collection is accessioned, a new level 6 record is created (level 4 for manuscript collections). This record has only a brief, tentative, summary description of the series or collection as a whole. In addition, a level 7 record is created for the accession. As accessions are added to existing series or collections, new level 7 records are created. These level 7 entries repeat the agency name and title, and include accession number, date accessioned, dates of the accessioned material, accession-specific descriptive data, quantity accessioned, condition codes, donor or source names, and other information about each accession. The accession information remains in the data base as a level 7 record until the accession is processed and descriptive information is incorporated into a revised series or collection description. At that time, the level indicator of the accession record is changed to level 1, and the date processed and the quantity remaining after processing are entered. The level 7 data will be displayed in our general holdings list under the series entry, to give the
reading room staff and researchers a complete picture of the holdings. Level 1 and 7 data will also be used to produce lists of unprocessed accessions, lists of records accessioned and processed during a given time period (for annual reports), lists of records needing special attention, lists of records for a particular regional center, and donor lists.

Other lists which may be produced include an accession number list, to correlate original accessions with final identification with a particular series or collection; a records disposition authorization list, used when accessioning new state public records to determine if records transferred under a particular authorization should be treated as an addition to an existing series; an agency index which, although used as a researcher access tool, is also used by the archivists to compile agency histories and to standardize agency naming conventions; a series title list, also used to standardize naming conventions; a list of restricted records, used to alert reading room staff of such records and to review for restriction expirations; a list of records in microforms, to produce a sales catalog; a list of related records, to check for obsolete entries or blind references; a list by arrangement, in order to identify records which require additional processing or indexes to make them more accessible; and a list by quantity, used to identify very large series or collections which might need additional work or more detailed finding aids, to promote storage efficiency, and to serve as a source for statistics on holdings.

Evaluation

Using the data base for these general administrative purposes is very useful. These expanded elements of the data base design, however, were added on to what was intended to be essentially a descriptive data base, and were not thought of as part of a comprehensive archival record keeping and reporting system. The SPINDEX file structure and processing programs do not easily facilitate an ideal administrative information system. SPINDEX requires a duplication of certain fields and thus some overhead. For example, to create the location lists, it was necessary to repeat the same information at each level. This is also true for the accession files. A more ideal system would allow for the use of searchable and indexable data elements within fields. For example, the location field (52X) could have two subfields, "material at this location" and "location." Then it would not be necessary to create trailer records with redundant data.

Although we successfully manage to use SPINDEX to produce the administrative reports needed to help control our holdings, it is very clear that there are problems with this approach. Many lists, such as shelf location lists, can be most efficiently produced using a batch process. For other purposes, lists would not have been necessary if an on-line system was available. It would be advantageous, for example, if the disposal authorization data could be searched on-line whenever a new accession is received. Such an on-line file would be up-to-date at all times and would be used only when needed, rather than having a large printout to check. An on-line system could more easily produce "action" lists of work to be done this month, rather than indexes of work to be done for every month.

Investigation into the economics of providing on-line access to at least selected data elements is a project for the future.
REPORT ON DATA ENTRY ALTERNATIVES

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REPORT ON DATA ENTRY ALTERNATIVES

During the course of the Midwest State Archives Guide Project several methods of data entry were developed and tried. Since SPINDEX data entry has been a problem for some SPINDEX users, our experiences might be instructive.

The first data entry method we used was the CPT 4200 with visual memory. It was used because at the time the NHPRC encouraged its use and because a special "loader" program had been written for it. The CPT 4200 is a magnetic cassette machine with fair word processing capabilities. SPINDEX data entry, however, requires that cassettes be sent to the National Archives in Washington, D.C. for conversion to a nine track, 800 BPI SPINDEX input tape, which is processed through SPINDEX program ARSP1D (the loader program). This system is not recommended; the turn-around time for shipping tapes back and forth to Washington is unacceptable.

We also used magcard typewriters. Both the A.B. Dick Magna I and the IBM Magcard II can be used for data entry. Both have word processing capabilities. To use them for data entry requires access to an IBM Communications Magcard II. We use a system made available to us through the University of Wisconsin-Madison library system. The system uses a 2780 telecommunications protocol, but the protocol used is a function of what the host computer center can support. Although A.B. Dick makes communicating machines, they do not communicate in a protocol available at our computer center. After communications, the information is processed by a modified version of SPINDEX program ARSP1C (the MT/ST program) which produces an ARSP10 file. Alternatively (and preferably) the data can be transmitted from the IBM main frame to another word processor for further editing and coding before re-transmission to SPINDEX. We used magcards to enter Illinois data created on the IBM Magcard II in Springfield, as a temporary data entry device after the CPT was no longer available, and as a means of using our word processing personnel to extend our data entry capacity.

The data entry device that we found most acceptable was the Wang word processor. We used a stand-alone System 20 for a few months, but for most of the project we had access to an OIS-140, which we rent from the computer center as part of a network. The Wang has powerful word processing capabilities, its "glossary" and "decision processing" features easily allow a nonprogrammer to essentially "program" it for data entry and for preprocessing and checking for invalid data. Each Wang batch is communicated to the IBM 370 by 3780 protocol. It is processed by a simple program (which was written by the computer center staff) to convert it to an ARSP10 file; it is then sent through programs ARSP2-4, the file maintenance stream. The Wang can also be used to send JCL to run other SPINDEX programs, and to receive the output of these jobs. It should be noted that two other SPINDEX projects are using the Wang as a data entry device: the Kentucky Guide Project and the City of
Portland Archives. The South Carolina Department of Archives and History has a Wang on order at this time.

Even though the new loader program was developed specifically for data from the Wang, it could take data from any word processor or microprocessor which can produce an 80 column card image record. The record sent from the Wang to the IBM does not have any Wang special characters, nor does it have tabs, indents, or carriage returns. These control characters are replaced with the correct number of spaces, according to the tab settings. The following is an example of how it works:

(In this example, → is an indent, which causes all subsequent lines to wrap around; ▼ is a tab; ▼ is a carriage return, and ⌂ is a space.)

A SPINDEX input field on a Wang document can take any one of these forms:

270 ▼This is the description of a record series entered for purposes of demonstrating how the Wang word processor telecommunicates records to SPINDEX. ▼

270 ▼This is the description of a record series entered for purposes of ▼
▼demonstrating how the Wang word processor telecommunicates records to ▼
▼SPINDEX. ▼

270 $$$This is the description of a record series entered for purposes of ▼
▼demonstrating how the Wang word processor telecommunicates records to ▼
▼SPINDEX. ▼

The results after telecommunications:

270 $$$This is the description of a record series entered for purposes of $$$
$$demonstrating how the Wang word processor telecommunicates records to $$$
$$SPINDEX. $$$

The loader program reads each Wang line as a card image input record. Columns 1-3 consist of the field tag number followed by the field action code (when necessary) in columns 4 and 5. Column 6 is always blank. The content of the field begins in column 7. Trailing spaces are ignored. Records with spaces in columns 1-3 (no tag number) continue the previous field and begin with a space. Nearly any data entry device can be used to produce a record formatted in this way.

Another data entry method used during the project was to take advantage of the text editor on the Univac 1100/82 at the University of Wisconsin-Madison. The Univac is not used for SPINDEX, but one of any number of its text editing programs was used to collect data for SPINDEX. Once an input batch was created, the files were processed by two programs which run on the Univac. One program converts the file to an ARSP10 file and the other converts the data to EBSDIC. This data entry method was used, in part, to produce the Directory of College and University Archives (SAA, 1980) under the direction of the University of Wisconsin-Madison Archives staff. The Univac program which converts the file to an ARSP10 file can be replaced by the new loader program and run on the IBM instead (the new loader program had not yet been written when the Univac programs were written). More direct would be to use a
text editing processor on the same IBM computer as the SPINDEX programs run on, then use the loader program to process an input batch.

These are examples of the data entry options available for SPINDEX users. An understanding of the SPINDEX files, of the nature of the record created by any one of a number of possible data entry devices, and of the communications protocols available, makes it relatively easy for a user to set up his own data entry system.
APPROACHES TO ARCHIVAL INDEXING,
A DISCUSSION DOCUMENT

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The Midwest State Archives Guide Project was an NHPRC-funded project involving the state archives in Minnesota, Illinois, and Wisconsin. Its main goal was to create a data base using existing series descriptions of the public records held by the three repositories. Using a data base design compatible with the NHPRC design, we sought to demonstrate the feasibility of combining descriptions from several institutions into a single access system. In entering our descriptions, one of our objectives was to provide better subject access to our holdings and we envisioned a common authority list which we each would use to index our series descriptions. It quickly became apparent in Phase One of our project that subject access is an intellectually complex area and we therefore included its study as a major aspect of Phase Two of our project. That study is reported in this discussion paper.

The study focused on several related areas: the applicability of currently available systems of access, the nature of archival materials and its impact on subject access, developments in the information retrieval field, and the varying needs and resources of archival agencies which affect their subject access choices. We monitored with great interest the work of SAA's National Information Systems Task Force and considered how systems utilized to meet our differing local needs might mesh into some kind of national information system. And as we considered these more theoretical questions, we dealt on a daily basis with developing a functioning system for our own holdings. In the course of our study, we came to a greater appreciation of our institutional differences and of the multiple ways in which access can be gained. We discarded our earlier simplistic assumptions about cooperative access systems. It might be said that we matured in our expectations of what any subject access system can accomplish. And we learned to distinguish between just subject access and a system of general access which would meet other needs of a successful search strategy for archival resources. We began our intellectual journey by gathering information on existing access theory and experiments.

**Background**

The library profession is logically the source of most information and research on subject access. Some systems of access to published materials are inapplicable or inadvisable for most archival holdings, for instance, citation indexing and classification schemes. However, other approaches seem to hold more promise for archives or are already being applied to archival holdings in some institutions; these include four approaches we discussed in some detail—natural language systems, authorized subject headings, systems based on thesauri, and PRECIS. As background, one must understand three concepts used in analyzing the various subject access systems. These are post-coordination and pre-coordination, syndetic structure, and precision and recall.

Most of the four approaches noted can be utilized either in a post-coordinate system or in a pre-coordinate system. Post-coordination means descriptions are indexed by terms denoting each of the individual concepts present but these concepts are not combined or related to each other until the
search stage. The computer has made large scale post-coordinate systems practical. An example of a post-coordinate approach would be indexing a book on Black women in the labor market under "Blacks," under "Women," and under "Labor market." The searcher who requests information on any one of these terms or on any combination of them (for instance, "Blacks AND Women" or "Women AND Labor market" or "Blacks AND Labor market" or even "Blacks AND Women AND Labor market") would obtain a reference to this work. One who asks for information on "Blacks AND Women AND Education" would not.

Conversely pre-coordination means appropriate terms are associated at the time of indexing rather than at the search stage. A totally pre-coordinate system would use a single index term, something like "Women in the labor market - Blacks." Depending on the approach, users would find the citation only in this one word order alphabetically under "W" or they could find it under each element of the heading. Pre-coordination is the more traditional system.

Both kinds of systems present advantages and disadvantages. It is possible in post-coordinate indexes to get "false drops," i.e., inappropriate references due to coordinating words which were not related when in context. An example of this is that the request for "Blacks AND Women" might also gain a citation to a work on Black truckers and their attitudes toward women drivers, a work of minimal interest to the researcher interested in Black women. This does not occur in pre-coordinate indexes. On the other hand, post-coordination has the advantage of searching for terms in any combination specified, while in pre-coordination, the ease of finding any combination is determined by word order. For example, a post-coordinate system responds to the request for "Women AND Labor market" with one relevant list of citations and to the request for "Women AND Blacks" with another list; a pre-coordinate index may group "Women in the labor market" references conveniently, but if you want "Black Women," you have to examine everything indexed under "Women in the labor market - Blacks," "Women in education - Blacks," "Women in charitable work - Blacks," and so on. Word order determines which combinations are reasonably accessible. In practice, most systems have some elements of both pre-coordination and post-coordination.

Most of the approaches applicable to archival resources also utilize some kind of syndetic structure. These systems employ authority lists, i.e., lists of words and phrases which have been authorized or approved for use as subject headings. The syndetic structure consists of references from nonauthorized terms to synonymous or related terms which are authorized—for example, "Calamities, see Disasters"—and of cross references referring the searcher from one authorized term to other related authorized terms—for example, "Disasters, see also Accidents." The quality of the syndetic structure is of major importance in the success of a subject access approach.

Precision and recall are terms used when measuring the success of an access system. Precision is a measurement of relevance. It is expressed numerically as the number of relevant items retrieved, divided by the total number of items retrieved. Recall is the number of relevant items retrieved, divided by the total number of relevant items in the system. A system with high recall supplies a searcher with most of the system's items on the
requested topic but only a few might be exactly what the searcher needs. A system with high precision supplies more exactly what the searcher needs but does not supply items closely related which may also be useful. Since searchers vary in their requirements, an information system should allow a searcher to aim for either high precision or high recall, and to alter the search strategy to be more or less precise depending upon initial results. Precision and recall are greatly influenced by the degree of specificity of the vocabulary and by the thoroughness of the syndetic structure.

Existing systems

Next we studied the four approaches mentioned earlier as applicable to archival resources. Which of these might be the best option for an institution wanting to provide subject access? The first is a natural language system. Natural language systems are those which have no authorized vocabulary and usually no syndetic structure. Most commonly they utilize words which actually appear in titles or abstracts and arrange them in A-Z order. One version is KWIC (Keyword in Context) which highlights one at a time each significant word in a title, printing the entire title alphabetically according to the word highlighted. The great advantage of natural language systems is that they are both economically and quickly produced. Though many librarians feel natural language is an unreliable approach, in retrieval experiments natural language generally has matched other systems in results. An experiment we conducted in our project using the natural language of our series descriptions did yield relatively successful access.

Authorized subject headings is the approach most commonly found in United States libraries with the List of Subject Headings and Library of Congress Subject Headings predominant. Particularly since the Library of Congress began supplying catalog cards and now MARC tapes to other libraries and to bibliographic utilities such as OCLC, LC subject headings have become widely used by libraries because of the economies associated with their adoption. Authorized subject headings are largely pre-coordinative with access under the initial word of a heading only; they have a syndetic structure using "see" and "see also" references; and they are usually presented in A-Z order. Many archival institutions use authorized subject heading lists; some use LC and others have compiled their own lists. Some institutions file the headings alphabetically while others are known to arrange headings alphabetically within larger class groups.

Authorized subject headings have been attacked as inadequate. Critics note that new knowledge requires the adoption of new terms or new combinations of terms, something which usually is done very slowly. Access is limited to the single keyword appearing first in the heading. This requires sometimes circuitous follow-up of cross references by users who begin their search elsewhere. Library of Congress headings particularly have been attacked for racism, sexism, western chauvinism, inconsistency of word choice and word order, and an unsystematic approach in the cross reference structure. Consistency in application is discouraged by nearly synonymous authorized headings and by a lack of scope notes.
Thesauri, the third approach, also utilize authority lists of accepted terms. Existing thesauri are almost all post-coordinative, though frequently they use pre-coordination within their authority lists. Access is usually via computer and usually on-line. Their syntetic structure is quite refined: USE denotes the opposite relationship, and BT (broader term), NT (narrower term), and RT (related term) provide those other references grouped under "see also" in authorized subject heading systems. Most thesauri go beyond A-Z word access and attempt to establish conceptual relationships by sending searchers from the A-Z list to additional hierarchical tables of authorized terms or to groups associating related terms. In some systems, MEDLINE for instance, a searcher can direct the computer to search into other hierarchical levels of a requested term as well as searching for the term itself. For example, for information on leukemia, the computer could also check up the hierarchy for cancer citations or down the hierarchy for citations on specific types of leukemia. Thesauri have been compiled for many specialized fields of knowledge but so far no general thesaurus exists comparable in inclusiveness to Library of Congress Subject Headings. A general archives wanting to use this approach therefore would need to compile its own thesaurus.

PRECIS, like the thesaurus, is a relatively new system of subject access. Developed by the British National Bibliography and first introduced in 1971, PRECIS stands for PREserved Context Indexing System. The overall subject is put into a title-like statement and the terms of that statement then are rotated to provide access under each term in turn. The entire string is presented to the searcher so the reference always is provided in its full context. Word order is determined by analysis of the function served by each word and the rotation is done by computer. Output has been primarily printed indexes and lists, though starts have been made at providing on-line access. The BNB is gradually building a thesaurus of previously used terms; each term as it is employed is studied in dictionaries, encyclopedias, classification tables, and similar tools, and cross references are entered at that time. PRECIS catalogers learn how to apply the system in intensive training sessions. PRECIS has been adopted in only a few institutions in the United States so far.

The nature of our holdings

With this background information in mind, we turned to a consideration of the nature of our holdings and how they differ from published resources to which subject access systems are commonly applied. Access to public records is traditionally via their office of origin. This is necessarily so in their pre-archives state and since the establishment of modern archival repositories this has been continued and sanctified through the principle of provenance. Many institutions have not gone beyond provenance, feeling either that it provides adequate access or that improved access, though desirable, is beyond their means. For those who do apply a subject access system, that access is usually enhanced by the context provided by provenance. For example, the subject descriptor "Railroads" gains definition if one places it in the context of records of the Illinois Commerce Commission. The researcher can make mental connections between the subject "Railroads" and the functions of government activity.
A second aspect of our holdings is that they are arranged and described collectively. The Midwest State Archives Guide Project was based on descriptions at the series level, with subject access provided to those descriptions. Because series of records range between the extremely heterogeneous (e.g. "Governor's Subject Files") and the extremely homogeneous (e.g. "Cosmetology Board Registers of Licensed Beauticians"), subject access will vary in its level of precision. Overall, subject access at the series level cannot have high precision.

Another consequence of our holdings' arrangement and description is how they are used. With access at the series level, archival resources generally are not ready reference materials. Series that do provide quick specific answers sometimes are accessible through provenance and creator-provided indexes. The majority of series are not of this type and can be very time consuming to use. The records may be large in quantity, have varying arrangements, and lack detailed finding aids. This implies that the most likely users of series level subject access will be researchers doing long-term, in-depth research. This exhaustive kind of research use finds high recall of greater importance than high precision.

The state of information retrieval

From considering the nature of our holdings, we turned to consideration of the information retrieval field. Radical technological development has revolutionized, it might even be said has created, the information retrieval field. Society as a whole is using more and more automation. Several trends have become apparent, among them the trend toward on-line access to data base information, the trend toward use of smaller computers whenever appropriate, the trend toward generalized software, and the trend toward user control of the data. Some of these trends are visible in libraries throughout the country and it seems reasonable to expect them to affect archival repositories as well. At the minimum, it is likely that more and more archives will be adopting automation in some form.

As archives automate, there are opened access possibilities other than the traditional printed catalogs and guides one currently uses to gain entry to archival holdings. Much archival automation which has occurred so far, including most of the SPINDEX applications, has been aimed at publication. Automation has been viewed as the means of making manageable the cumulation of data so that up-to-date revisions can be issued in a timely manner. However, the cost of publication in print or even in microform has increased dramatically. Partially as a consequence, the purchasing power of our audience has decreased. How many guides with frequent revised editions can our audience afford? And if few can buy them, what purpose is served by producing them? Information retrieval technology offers the potential for on-line access without published guides. And within our reference rooms and potentially beyond them too, on-line access can allow for new subject approaches not possible in print form. Using Boolean logic to search assigned index terms or natural language descriptions has become an alternative to a pre-coordinated printed index.
The needs and resources of archives

As we discarded our earlier assumption that an index had to be in print form, we questioned too our assumptions on the nature of multi-institutional cooperation in subject access. Funding cuts to the NHPRC, which was particularly interested in building a national database, were taking away the carrot of cash which was a major force in encouraging agreement on procedures among archival institutions. But the NHPRC was not the only party interested, and though the loss of federal funds may slow the progress towards some national system, it may have the advantage of allowing a system or systems to evolve which will be more flexible in meeting the needs of more kinds of archival institutions. The work of SAA's National Information Systems Task Force explored the many tools and scenarios in which such systems might develop. During the course of the MSAGP discussions, we came to a greater realization of the diversity of needs and resources which exist, even among three Midwest state archives. We reflected at length on the factors which affect both the choice of an internal subject access system and the potential for combining into multi-institutional systems.

In choosing a subject access system, an archival repository must consider its needs, its resources, and its environment. Needs are closely related to clientele. An institution patronized largely by genealogical researchers may have little use for series level subject access and prefer to compile name indexes to selected series. A manuscript repository with a specialized collecting area may need far more precision than that which would be supplied by a general subject authority list. An institution which serves many scholars may be highly concerned with accommodating research in emerging and unforeseen fields of study. In contrast, an archives which primarily serves administrators may want to dispense with general subject access altogether. A high percentage of outside in-person users may encourage a different choice than a high percentage of mail reference or users from inside the institution.

Resources too can vary considerably both in nature and quantity. Some institutions with no access to computers must choose an access system which operates manually. Some have SPINDEX programs which are aimed at printed output. Some have programmer time available for writing or modifying access programs. Some have cheap computer time which would encourage consideration of an on-line system. An institution with low-cost labor available for tasks such as filing routine A-Z catalog cards might choose one system where another institution with only relatively expensive professional staff time at hand might prefer to counsel users through a more esoteric access approach.

Finally institutional environment can make a difference in choosing an appropriate access system. A repository with responsibility for or in the same institution as other research resources may want these resources available through one database or at least in compatible systems. An approach which works well for one kind of resource, say public records, may not work well for other kinds, for example, audio-visual resources. This pressure to be compatible may be self-imposed or imposed by administrators within the institution. A common example of this environmental impact is an archives associated with a library which is obligated to apply Library of Congress subject headings to its descriptions.
Multi-institutional access

All of these need, resource, and environmental factors work together within each repository to encourage use of some access approaches and discourage others. No one approach is best for all institutions. And all the factors are operational in any attempt to establish a multi-institution system -- along with other even more complicating ones. These factors can be illustrated by examining a hypothetical case of a multi-institutional system. Say that all the repositories in the state of North Arkvania decide to form a common data base with subject access. If one participating institution provides subject access through the natural language of the narrative descriptions in an on-line Boolean access system, another assigns Library of Congress headings in specified index fields, and another has compiled its own specialized thesaurus of subject terms, how can the data base be accessed meaningfully? The size of the data base would also have an impact. Even if all institutions used the same approach, for example assigned terms from a single authority list, the mere bringing together of many institution's entries would create problems. "Public utilities" may be a specific access point when used by one institution which holds 10 series cited under this term. But when combined in a regional index, there may be 40 or 50 citations under this term. In that case, it would be preferable to use more precise keywords such as "Electric utilities," "Telephone utilities," and so on.

If the Arkvanians couldn't function cooperatively combining existing local index approaches, perhaps they would decide to implement one common approach and ask each participating institution to conform to it. What incentive would participants have to do so? Since archival resources are unique, there would be no cost savings motive as exists with shared cataloging in libraries. Conformity could be achieved by indexing twice, once for the cooperative system and once for local needs, or an institution could drop its own system and use only the cooperative one. The cooperative system might need to operate like NUCMC with a central staff doing the indexing. Or the Arkvanians might conclude that the only possible approach is to use Boolean operators and search the natural language of the narrative descriptions.

MSAGP participants devised another model of a cooperative system involving a central core of broad subject categories. These approximately 25 categories would be totally exhaustive, providing a home for all possible subjects, and would be mutually exclusive and include scope notes so that any subject clearly fit into one and only one category. Cooperating institutions would apply as many of the broad subject categories as appropriate to each series or collection description. In addition each institution could index in a more detailed manner if it chose but these entries would not be consistent from one institution to another and likely would vary in approach, word choice, and depth. We envisioned the data base functioning as an on-line system. The broad subject category specified by the researcher would limit the number of descriptions within which one would search either the natural language narratives or assigned index terms.

The advantages of such a model for a national system are several. Such an approach would be affordable for anyone to input as a small list could quickly be applied to series or collection descriptions; the system could be built
from local input without additional central staff; and it would permit an on-line search to be conducted more economically inasmuch as it limits the portion of the data base to be searched. An important advantage is that it is a politically realistic model, allowing for institutional variations of method geared to local needs. And finally it allows for refinement of the broad categories in the future, conceivably though not at all necessarily resulting someday in a full thesaurus. The refinement need not come across the board to all subject categories at once—As one or several institutions desired to adopt or produce a more detailed breakdown within any broad subject category, they could do so. Refinements then could be applied or not by other institutions as they individually decided. Marketplace forces would influence the compatibility which developed from this.

Conclusions

Looking at subject access in light of all of the above and of our observations made while applying subject terms to our series descriptions, we came to some very specific conclusions. First, we realized that we had not fully appreciated the time-consuming nature of assigning subject terms from an authority list. Staff from one participating institution estimated half their coding and editing time was spent in assigning subject headings. Second, we concluded that access needs will vary not only from institution to institution but even from product to product within an institution; for example, Wisconsin's Braden collection appears in both their mass communications guide and their social action guide but the subject index entries vary, tailored to the precision and depth standards of each volume. Third, we concluded that SPINDEX's dollar sign indexing feature (which treats Ohio$Agriculture as both Ohio--Agriculture and Agriculture--Ohio) is rarely useful; a single cross-reference in a printed index is more economical than duplicate entries every time a keyword-secondary word combination occurs. Fourth, we concluded that compiling an authority list with a syndetic structure is a never-perfected effort. Each subject is related to many other subjects in many different ways; supplying cross references to document the hierarchies of the relationships and the points where they intersect is a most subjective task. Fifth, we concluded that subject indexes face unrealistic expectations by most users. People anticipate they can check one or two terms and find citations to most of what they would want to see; because of variations in focus of the resources and strategic practices required to keep the number of citations under any term manageable, this will rarely be the case. And sixth and finally, we concluded that the results of using Boolean operators in an on-line, full-text searching system would be equal or superior to all but the most rigorously designed and executed pre-coordinated system.

In reaching these specific conclusions and in discussing our model cooperative system and other alternatives, we came to realize that subject matter is only a portion of what a researcher wants to know about an available resource. An efficient search strategy for many archives users may have other access points equally as important as subject. A search might be delimited by the answers to questions such as
Which repository's records do you wish to use?
A specific repository, or
A type of repository, or
Repositories in a geographic area, or
All repositories

What specific creator do you want?
Particular public agency or type of agency, or
Particular person or organization, or
Any creator

Which geographical/geopolitical area do you want records relating to?
A country, or region, or state, or county, or other political subdivision, or
Any area

What dates are you interested in?
Year
Less than or equal to year
Greater than or equal to year
Between two years
Any time period

What medium do you wish to use/not wish to use?

What form of material do you wish to use/not wish to use?

What specific subject are you interested in?
Name of person
Name of organization
Name of event
Name of topic

Ideally, the search should be limitable by any of these answers in any combination. An access system should be evaluated by how well it facilitates the selection and combination of these search criteria, not just by how well it provides subject access.
SUBJECT TERMS USED IN THE ILLINOIS STATE ARCHIVES AND IN THE WISCONSIN STATE ARCHIVES

A Report Submitted to the National Historical Publications and Records Commission upon the Completion of Grant Number 80-8

MAX J. EVANS
State Historical Society of Wisconsin Project Director

ROY L. TURNBAUGH and LYDIA LUCAS
Illinois State Archives and Minnesota Historical Society Associate Project Directors

KAREN J. BAUMANN
State Historical Society of Wisconsin Assistant Project Director

September 1982
SUBJECT TERMS USED IN THE

ILLINOIS STATE ARCHIVES AND IN THE WISCONSIN STATE ARCHIVES

During the Midwest State Archives Guide Project, participants assigned subject index terms to their descriptions at the series level. Contrary to initial expectations, each state's needs and resources prompted differing conclusions about what access approach could most appropriately be used.

Illinois gained the use of a computer and programs with on-line capacity which could search assigned terms singly or linked with the Boolean AND. Wisconsin compiled a more traditional subject authority list and assigned keywords and secondary words to be utilized in print form. Based primarily on Library of Congress subject headings, the list includes a syndetic structure distinguishing between broader terms, narrower terms, and related terms in the manner of thesauri.

Due to a decision to establish some control over almost all holdings rather than complete control over a smaller percentage of holdings, Minnesota assigned subject terms to only a few series. However, their research and experiences during the project has prompted them to plan future trials with an approach providing the specificity of a book index. Sample entries might read:

- Airports,
  Siting and development of, for Minneapolis-St. Paul area
- O'Donnell, Michael,
  Correspondence of, as deputy commissioner of administration
- Rainy Lake,
  Licensed commercial fishery harvest in

The final authority lists of terms now utilized in Illinois and Wisconsin follow these paragraphs. Also included is a list noting identical or similar terms which occur as entry words or keywords in both lists. (Differing choices of synonymous terms are not noted on the joint list.) These products are offered not as authorities for other institutions to adopt but as indications of what subjects are documented in state archival records and as examples of how two institutions in differing circumstances have attempted to provide subject access.
Illinois/Wisconsin Common Access Terms

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| unemployment |                            |                            |
| unions      |                              |                            |
| universities |                            |                            |
| utilities   |                              |                            |
| V          | veterans                      |                            |
| veterinarians |                            |                            |
| vocational education |                            |                            |
| W          | water                         |                            |
| water purification |                        |                            |
| weight and measures |                    |                            |
| wildlife    |                              |                            |
| women       |                              |                            |
| women's suffrage |                            |                            |
| workmen's compensation |            |                            |

24
Illinois Subject Terms

A
abolitionism
academies
accidents
accreditation
advertising
administration
adoptions
adult education
aeronautics
age
aged
agricultural experiment station
agricultural products
agricultural revolving fund
agricultural societies
agricultural statistics
agriculture
aid to dependent children
aircraft
airports
alcoholic beverages
alfalfa
almshouses
alumni
americanization
ammunition
anarchists
ancient claims
animal bounties
animal cruelty
annexations
annual leave
anti-trust
appeals
apples
archives
arms
army camps
arsenal
arsenal, state
arsenic
assassinations
asses
athletics
atomic energy
attendance
attorney general
auditor general
auditor of public accounts
audits
austrian rifles
automobile accidents
awards

B
bands
bank accounts
bank closings
banks
barberry plants
barbers
barges
barley
barns
bastardy
battles
beans
beer
beeswax
bids
bigamy
billiard tables
bills
bills, legislative
blind
blind assistance
blind relief fund
blindness
birth control
board of administration fund
bohemians
bonds, official
bonds, revenue
bonuses
book binderies
books
boots
boundaries
boundaries, county
bounties
branch banks
bricks
bridges
broomcorn
brown envelope account
buckwheat
budgets
buildings
burials
bus companies
business incorporations
businesses
busing
butter

C
canal lands
canal redemption fund
canals
capital punishment
capitol
cargo
carriages
casualties
catholic schools
cattle
cemeteries
censorship
census, industrial
censuses
ceremonies
certifications
chaplains
charities
cheese
chickens
child-care
child labor
child labor act
child psychiatry
children
chinese laborers
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chiropractors
cholera
churches
cigarette tax
cigarettes
circuses
cities
civil air patrol
civil defense
civil law
civil rights
civil service
claims
classifications
clemency
clerks
clinics
clocks
clover
coal
cobblers
code departments
college testing
colleges
colt revolvers
commercial buildings
Illinois Subject Terms

C

commissioner of deeds
commissions
commitments
common school fund
community colleges
community service
compensation
competitive bidding
computer programs
computers
comstock laws
confederate
conscientious objectors
conservation
conservation fund
constitution
construction
construction supplies
consumer education
contested elections
contingent (children)
contingent (deafness)
contingent fund
contingent (school pupils)
contingent supplies
contracts
convict labor
convicts
coopers
corn
coroners
corporation trust fund
corporations
costs
cotton
counties
county
county courts
county seats
courthouses
courts martial
cowpeas
cranial size
craniotomies
crematories
crime
crops
crossings
curriculum
customs

damages
dams
data processing
day-care centers
daylight savings time
defaf
defafulness
deaht penalty
deaths
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debt, state
deeds
deficit bonds
deflation
delinquency
demobilization
democratic party
dentists
denturists
derringer rifles
desertions

disability assistance
disabled

disabled persons

discharges

discipline
discrimination
disease
diseases
divorce
doctors
draft

drainage
drainage laws

drawbridges
driver education
droughts
drowning
drugs
dumb

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diseases
divorce
doctors
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drainage
drainage laws
drawbridges
driver education
droughts
drowning
drugs
dumb

ecology
economic development
education
efficiency ratings
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  see Wisconsin. Legislature
Blind
  see Visually handicapped
Blind-deaf
  x  Deaf-blind
  BT Physically handicapped
  RT Visually handicapped
  --Pensions
Bonds
  see County bonds
  Municipal bonds
Boxing
  BT Sports
  --Licensing
Boxing clubs
Bridges
  BT Transportation
Browne, Arthur
Brucellosis
  see Bang's disease
Buckingham, B. R.
Budgets
  see subdivisions Finance and Financial records under specific subjects, corporate or governmental entries, e.g. State agencies--Finance
Building and loan associations
  BT Banks and banking
Buildings, County
  see Public buildings, County
Buildings, State
  see Public buildings, State
Bus companies
  BT Motor carriers
Business education
  BT Higher education
Business history
CETA
  see Comprehensive Employment Training Act
Calf vaccination
  BT Livestock--Disease control
Camp Randall (Madison, Wisconsin)
Camp Washburn (Milwaukee, Wisconsin)
Campus demonstrations and riots
  BT Demonstrations and riots
  RT Colleges and universities
Canals
  BT Waterways
  NT specific canals, e.g. Fox-Wisconsin Canal
    --Construction
Capitol
  see Wisconsin--Capitol
Car ferry companies
  x Ferries
  BT Transportation
  RT Railroads
    --Annual reports
Casson, Henry
Casualty insurance companies
  BT Insurance companies
Cemeteries
Census, date
  x State census
    .United States--Census
    Wisconsin--Census
Centennial, State
  see Wisconsin--Centennial, 1948
Central Railroad Company
Central State Hospital
    --Building and improvement
Certification
  see Licensing
Chain stores
  BT Corporations
    --Taxation
Charitable uses, trusts, and foundations
Charities
  x Relief
    .Institutions
    NT Orphanages
    RT Public welfare
      .Social problems
        --Inspections
        --World War I
Chicago, Portage, and Superior Railroad
Chicago, St. Paul, Minneapolis, and Omaha Railroad
Chicago World's Fair, 1893
  x World's Columbian Exposition
Child labor
  BT Labor laws and legislation
    --Regulation
Child welfare
  x  Aid to dependent children
  BT  Public welfare
  RT  Adoption agencies
      Foster homes
      Orphanages
      --Agencies
      --Case files
      --Finance
      --Research
      --Statistics
Children
  --Employment
      see  Child labor
  --Law and legislation
Children of migrant laborers
  see  Migrant children
Chippewa Indians
Chippewa Logging Company
Chippewa Valley Colonization Company
Chiropractors
  RT  Medicine
      --Licensing
      --Malpractice
Church-state separation
  --Schools
Cigarettes
  --Taxation
Circuses
  --Railroad transportation
City government
  see  Municipal government
City planning
  BT  Regional planning
  NT  Zoning
Citizen's Committee on Public Welfare
Citizenship
  see  United States--Citizenship
Civil defense
  BT  Military affairs
  NT  Aircraft spotting
      --Cold War
      --Public health programs
      --World War I
      --World War II
Civil disorders
  see  Demonstrations and riots
Civil rights
  x  Human rights
  RT  Discrimination in employment
      Discrimination in housing
      Racism
Wisconsin Subject Authority List

Civil service
  x State agencies--Personnel
  RT Public employees
    State employees
    --History
Civil War
  x United States--History--Civil War
  BT Military affairs
    --5th Regiment Wisconsin Volunteer Infantry
    --Bonds
    --Claims
      BT Claims against the state
      --Clothing issues
      --Equipment
        see Civil War--Supplies and equipment
    --Medical and sanitary affairs
    --Memorials
    --Officers
      RT Civil War--Registers, lists, etc.--Officers
    --Pensions
      see Pensions, Military
    Civil War--Volunteer aid
    --Records
    --Recruiting, enlistment, etc.
    --Regimental histories
    --Registers, lists, etc.
      RT Wisconsin. National Guard--Registers, lists, etc.
        --Index
        --Descriptive rolls
        --Deserter
        --Draftees
        --Officers
        --Veterans
    --Soldiers
      RT Civil War--Registers, lists, etc.
      --Suffrage
    --Songs and music
    --Supplies and equipment
    --Transportation
    --Veterans
      RT Pensions, Military
    --Volunteer aid
Civil Works Administration
  see United States. Civil Works Administration
Claims against the state
  x Suits against the state
  NT Civil War--Claims
Collective bargaining
  see Labor unions
Collection agencies
  RT Loans
Collectors and collecting
   --Firearms
Colleges and universities
   x Universities
   BT Higher education
   NT specific schools
   RT Campus demonstrations and riots
   Student aid
Commercial Fire Insurance Company
Communicable diseases
   x Diseases
   NT Smallpox
   Tuberculosis
   --Statistics
Comprehensive Employment Training Act
   x CETA
Conservation
   see Environmental protection
Conservation education
   see Education--Conservation
Constitution
   see Wisconsin--Constitution
Constitutional Convention
   see Wisconsin--Constitutional Convention
Construction projects
   NT subdivision Construction under other subject headings, e.g.
   Highways--Construction
   RT Engineering
   --Taxation
Consulting Actuaries, Advisory Committee of
   see Wisconsin. Consulting Actuaries, Advisory Committee of
Consumer credit companies
   x Finance companies
   RT Credit unions
   Banks and banking
   --Annual reports
   --Investigations
   --Licensing
Consumer protection
Cooperatives
   NT Agricultural cooperatives
   --Rural electrification
   --Annual reports
Copyrights
Corporations
   NT Chain stores
   specific kinds of corporations or industries, e.g. Railroads,
   Insurance companies, etc.
   --Annual reports
   --Classification manual
   --Political endorsements
   --Registration
   --Taxation
Correctional institutions
  x Penal institutions
  BT Public institutions
  NT Prisons, for men
     Prisons for women
     Reformatories for boys
     Reformatories for girls
  RT Crime and criminals
     Jails, County
  --Inspections
Cosmetology.
  see Beauty operators
County bonds
  x Bonds
  BT County government--Finance
     --Highways
County government
  x Government, County
  BT Local government
  NT Public welfare--County agencies
     --Finance
        BT Local finance
        NT County bonds
     --Budgets
     --Reports
County government buildings
  see Public buildings, County
County homes
  x Aged
     Almshouses
     Poorhouses
     Rest homes, County
  BT Nursing homes
  NT Public institutions
  RT Old age assistance
     --Building and improvement
     --Resident data
County jails
  see Jails, County
County normal schools
  see Teachers colleges
County officials
  BT Government officials
Court records
  RT Crime and criminals
     Grand juries
Courts
Credit unions
  RT Banks and banking
     Consumer credit companies
     --Liquidations
Crime and criminals
  BT Social problems
  RT Correctional institutions
  Court records
  Extraditions
  Fires--Investigations
  Juvenile delinquency
  Law enforcement
  Pardons and reprieves

Criminal code

Crops
  see Field crops

Culturally deprived
  see Socially handicapped

Curators
  Dahlberg, E. M.

Dairy industry
  BT Farm products
    --Regulation
    NT Milk audit program
    --Statistics
    Livestock--Disease control

Dakota Territory

Dams
  RT Waterways
    --Index
    --Regulation
    --Case files

Dane County, Wisconsin
  --Economic conditions

Davidson, James O.

Deaf
  BT Physically handicapped
    --Education

Deaf-blind
  see Blind-deaf

Deeds
  x Land sales

Demonstrations and riots
  x Civil disorders
    --Protests
    --Riots
  NT Campus demonstrations and riots

Dental colleges
  x Dentists and dentistry--Education
  BT Higher education

Dental public health
Dentists
   RT Medicine
   --Education
       see Dental colleges
   --Licensing
   --Registers, lists, etc.

Dictionary of Wisconsin Biography
Dieterich, William H.
Disadvantaged
   see Socially handicapped

Disaster relief
   BT Public welfare
   NT Drought relief
   RT Natural disasters

Discrimination in employment
   x Employment discrimination
   RT Employment
       Civil rights
       --Case files
       --Hearings

Discrimination in housing
   x Housing discrimination
   RT Civil rights
       --Hearings

Diseases
   see Communicable diseases

Distributive Education Clubs of America
District attorneys
   BT Lawyers

Dobson, Mason
Doctors
   see Physicians

Domestic economy
   see Home economics

Door-Kewaunee Regional Library

Draft, Military
   see Military service, Compulsory

Drainage
   RT Water resources
       --Regulation
       --Drainage basins

Draper, Lyman C.

Dredging
   RT Waterways
       --Regulation

Doudna, Edgar G.

Drotning, Phillip

Drought relief
   BT Disaster relief

Drug trade
    --Regulation
Dudgeon, M. S.
Duluth Canal
Eau Claire Book and Stationery Company
Eau Claire Lumber Mill Strike, 1881
Education
   NT Adult education
   Higher education
   Nursery schools
   Public health--Education
   Sex education
   RT Schools
   Teachers
   --Beauty operators
   --Community involvement
   --Conferences on
   --Conservation
   x Conservation education
   --Curriculum
   --Social studies
   --Developmentally disabled
   --Finance
   see Federal aid to education
   State aid to education
   School districts--Finance
   --Handicapped
   --Migrant children
   --Socially handicapped
   --Statistics
   --Studies
   --Unemployed
Educational fund raising
Educational law and legislation
Ekern, Herman L.
Elections
   see United States--Elections
   Wisconsin--Elections
Electric power companies
   see Electric utilities
Electric railways
   BT Railroads
   --Annual reports
   --Regulation
   --Valuations
   --Taxation
Electric utilities
   x Electric power companies
   BT Public utilities
   NT Rural electrification cooperatives
   --Regulation
   --Case files
   --Maps
   --Taxation
Wisconsin Subject Authority List

Elevators
  BT Occupational health and safety
    --Safety codes
Embalmers
  see Undertakers
Emergency government
Emergency Resource Management Plan
Employee welfare funds
  RT Insurance
    --Retirement funds
    --Annual reports
    --Indexes
    --Law and legislation
Employee Welfare Plans Advisory Council
  see Wisconsin, Employee Welfare Plans' Advisory Council
Employees, State
  see State employees
Employers
  --Index
Employment
  RT Civil service
    Discrimination in employment
    Occupational training
    --Refugees
    --Statistics
    --Teachers
    --Veterans
    --Women
Employment agencies
Employment discrimination
  see Discrimination in employment
Employment Peace Act
Energy conservation
  see Fuel--Conservation
Engineering
  RT Natural resources
    Construction projects
Engineers
  RT Architects and architecture
    --Licensing
Environmental protection
  x Conservation
    Pollution
  RT Fuel--Conservation
    Natural resources
    Water pollution
    --Drainage
    --Forests
      see Forest management
    --Land management
    --Soil
      see Soil conservation
    --Wildlife
      see Wildlife management
Wisconsin Subject Authority List

Escheated property
Ethan Allen School
  x Wales Reformatory
    --Building and improvement
Ethnic groups
  x Wisconsin--Foreign population
    --Education
European War, 1914-1918
  see World War I
Evans, J. M.
Excise tax
  BT Taxation
    --Motor fuels
      --Hearings
      --Statistics
    --Violations
      --Investigations
Executive clemency
  see Pardons and reprieves
Exhibits
  see Museums
Express companies
  BT Transportation
  RT Railroads
    --Annual reports
    --Regulation
      --Case files
Extraditions
  RT Crime and criminals
Fairchild, Lucius
Fairchild, Edward T.
Fairs
  see Agricultural fairs
Faith healers
  RT Medicine
Family life
  --Surveys
  --Transients
    --Case histories
Farm products
  x Agricultural products
  NT Dairy industry
    Field crops
    Livestock
    --Marketing
Farming
  see Agriculture
Federal aid to education
  x Education--Finance
  BT Grants-in-aid
  RT School districts--Finance
Federal Communications Commission
- see United States. Federal Communications Commission

Federal Emergency Relief Administration
- see United States. Federal Emergency Relief Administration

Federal Employment Bureau
- see United States. Federal Employment Bureau

Federal Power Commission
- see United States. Federal Power Commission

Feed and fertilizers
- Regulation

Ferries
- see Car ferry companies

Field crops
- Crops
- Farm products
- Disease control

Finance
- See subdivisions Finance or Financial records under specific subjects, e.g., School districts--Finance

Finance companies
- See Consumer credit companies

Fire associations
- Annual reports

Fire insurance companies
- Insurance companies

Fire Insurance Rating Bureau of Milwaukee

Fires
- Arson Investigations
- Forest fires
- Crime and criminals
- Investigations
- Case files

Firearms
- Collectors and collecting
- Regulation
- see Gun control

First National Fire Insurance Company

Fish management
- see Wildlife management

Flood plain maps

Floods
- Natural disasters
- Water resources
- Highways

Foeller and Schober, Architects

Fond du Lac River

Food and Drug Advisory Committee
- see Wisconsin. Food and Drug Advisory Committee

Food industry and trade
- Regulation
Wisconsin Subject Authority List

Food relief
  x  Food stamps
  BT  Public welfare
  RT  Surplus commodities
Food stamps
  see  Food relief
Forest fires
  BT  Natural disasters
  Fires
Forest management
  x  Environmental protection--Forests
  RT  Lumbering
    National forests
    --Research
Fort Howard
Fort Wilkins
Foster homes
  RT  Child welfare
Four Minute Men
Fox and Wisconsin Improvement Company
Fox River
Fox-Wisconsin Canal
Fuel
  --Conservation
    x  Energy conservation
    RT  Environmental protection
    --Taxation
Funeral directors
  see  Undertakers
Furniture designs
  --State Capitol building
Future Farmers of America
Gambling
Game management
  see  Wildlife management
Gas utilities
  BT  Public utilities
  --Regulation
    --Case files
Gases, Asphyxiating and poisonous
Geology
  --Wisconsin
Goodland, Walter S.
Gormley, J. H.
Government officials
  NT  County officials
    State officials
Government operations
  NT  State agencies
  --Study
Wisconsin Subject Authority List

Government printing

BT Printing

Government publications

x Publications, Government

Government, County

see County government

Governor

see Wisconsin. Governor

Grain trade

--Regulation

--Shipping

Grand Army of the Republic Home for Veterans

Grand juries

RT Court records

Grand Trunk Milwaukee Car Ferry

Grand Trunk-Western-Pennsylvania Car Ferry Operating Service Agency

Grant River

Grants-in-aid

NT Federal aid to education

State aid to education

Great Lakes-St. Lawrence Tidewater Association

Green Bay, Wisconsin

--Weather statistics

Green Bay Correctional Institution

x Wisconsin State Reformatory

Green Bay Reformatory

--Building and improvement

Green Bay Reformatory

see Green Bay Correctional Institution

Griem, W. B.

Gun control

x Firearms--Regulation

Haines, William H.

Hallows, E. Harold

Handicapped

NT Mentally handicapped

Physically handicapped

Socially handicapped

--Education

NT Vocational rehabilitation

Harbors

BT Waterways

Harper, C. A.

Harvey, Cordelia

Harvey, Louis P.

Hashell, Frank A.

Health

NT Public health

specific professions in the health care field, e.g. Nurses

RT Medicine

Communicable diseases

--Women
Health boards; Local
   --Directories
Health, Public
   see Public health
Heil, Julius P.
Higher education
   BT Education
   NT Agricultural education
   Business education
   College and universities
   Dental colleges
   Home economics--Education
   Nursing schools
   Teachers colleges
   Vocational education
   specific colleges or universities, e.g. University of Wisconsin
   RT Schools
   --Annual reports
Highways
   x Roads
   BT Transportation
   NT Military roads
      Turnpikes
      --Conditions
      --Construction
      --County trunks
      --Finance
      --Maintenance
      --Maps
      --State trunks
      --Surveys
         --Photographs
         --Maps
Historic preservation
Historic sites
   RT Historical societies
Historic Sites Foundation
Historical libraries
   BT Libraries
   RT Historical societies
Historical museums
   RT Historical societies
Historical Records Survey
   see United States. Works Projects Administration. Historical Records Survey
Historical research
Historical societies
  RT Archives
    Hist. ic sites
    Historical libraries
    Historical museums
  --Buildings
  --Financial records
  --Public relations
  --Radio broadcasts

History
  --Study and teaching
    --Elementary schools

Home economics
  x Domestic economy
    --Education
      BT Higher education
      RT Vocational schools
    --Annual reports
    --Public welfare programs in

Home ownership
  --Credit

Homesteading
  RT Land settlement

Hospitals
  BT Public institutions
  NT Maternity hospitals
    Psychiatric hospitals
  RT Medicine
    --Assessment of need
    --Construction
    --Inspections

Hospitals, Mental health
  see Psychiatric hospitals

Hotels
  --Licensing

House of Representatives (Territorial)
  see Wisconsin. Territorial Council. House of Representatives

Houser, John F.

Housing
  RT Rent control

Housing discrimination
  see Discrimination in housing

Hubbell, Levi

Human rights
  see Civil rights

Hygiene, Public
  see Public health

Hypnotists

Immel, Ralph M.

Immigration
  RT Homesteading
Wisconsin Subject Authority List

Immigration agents
  --Railroad travel
Impeachment
Income tax
  BT Taxation
  --Auditing
  --Blank forms
  --Corporations
  --Personal
Indian lands
  RT Public lands
Indian mounds
Indian schools
  BT Schools
Indians
  x Amerindians
    Native Americans
  NT specific tribes, e.g. Winnebago Indians
  --Dakota Territory
Industrial development
Industrial disputes
  see Labor disputes
Industrial homes
  see Reformatories for boys
    Reformatories for girls
Industrial hygiene
  See Occupational health and safety
Industrial safety
  See Occupational health and safety
Industrial School for Girls (Milwaukee, Wisconsin)
  RT Wisconsin School for Girls
Industry
Inheritance tax
  x Legacy tax
  BT Taxation
Insane asylums
  see Psychiatric hospitals
Institution libraries
  BT Libraries
Institutions
  see Charities
    Public institutions
Insurance
  NT Unemployment compensation
    Workers' compensation
  RT Employee welfare funds
    --Law and legislation
Insurance companies
NT Casualty insurance companies
Fire insurance companies
Wisconsin. State Insurance Fund
Wisconsin. State Life Fund
--Annual reports
--Liquidations
--Regulation

Insurance Investigating Committee
Inter-related Language Skill Centers (Milwaukee, Wisconsin)
Interstate Commerce Commission
see United States. Interstate Commerce Commission

Inventors

Jails, County
x County jails
RT Correctional institutions
--Building and improvement

Job training
see Occupational training

Judges
NT Justices of the peace
--Testimonials
Justices of the Peace
BT Judges

Juvenile delinquency
RT Crime and criminals
Reformatories for boys
Reformatories for girls
--Studies

Kemps, John J.
Kerner Report
Kettle Moraine Park Project
Kimberly, E. O.
King, Charles
Kirkpatrick, E. L.
Knowles, Warren P.
Kohler, Walter J., Jr.

Korean War
BT Military affairs
--Veterans

Kurtenachen, Karl S.
La Crosse and Milwaukee Railroad
La Follette, Bronson C.
La Follette, Robert

Labor disputes
x Industrial disputes
NT Arbitration, Industrial
Strikes and lockouts
RT Labor unions
--Case files
--Public utilities
--Case files
Wisconsin Subject Authority List

Labor laws and legislation
  NT Child labor--Regulations
  Unemployment compensation
  Women--Employment
  Workers' compensation

Labor supply

Labor unions
  x Collective bargaining
  Trade unions
  Unions
  RT Arbitration, Industrial
  Collective bargaining
  Labor disputes
  Strikes and lockouts

Lakes to the Gulf Deep Waterways Association, The
Lamb, Francis S.

Land
  RT Real property

Land grants
  RT Public lands

Land mortgage associations
  BT Banks and banking

Land sales
  sea. Deeds
  Mortgages
  Public lands--Sales

Land settlement
  RT Homesteading

Land surveyors
  RT Public lands
    --Licensing

Land tenure

Land use
  RT Regional planning

Landscape architecture

Law
  see Court records
  Lawyers
  Legislation
    subdivision Law and legislation under specific subjects

Law enforcement
  RT Crime and criminals

Lawyers
  x Attorneys
    Bar examinations
  NT District attorneys
    Public defenders
    --Bar examinations
    --Disbarment
Wisconsin Subject Authority List

Laws
See Wisconsin Statutes
Wisconsin. Legislature--Bills and resolutions subdivision Law and legislation under specific subjects
League of Library Commissions
Legacy tax
see Inheritance tax
Legislation
see Wisconsin. Legislature the subdivision Law and legislation under specific subjects
Legislative counsels
see Lobbying
Legislative reference bureaus
Legislators
see Wisconsin--Legislators
Legislature
see Wisconsin. Legislature
Legler, Henry E.
Lester, C. B.
Librarians
BT Library employees
--Certification
Libraries
NT Historical libraries
Institution libraries
Libraries, county
Public libraries
Regional libraries
State libraries
--Bibliographies
--Book selection
--Work relief projects
--World War I
--World War II
Libraries, County
BT Libraries
Public libraries
Libraries, Naval
x Naval libraries
Seamen's libraries
Libraries, State
see State libraries
Libraries, Traveling
x Traveling libraries
Library administration
Library architecture
--Plans
Library associations
Library conferences
Library education
Library employees
   NT Librarians
Library finance
Library publicity
Library statistics
Library surveys
Licensing
   x Certification
   RT Regulation
   the secondary term "Licensing" under professions or facilities being licensed, for example, "Restaurants--Licensing" or "Barbers--Licensing"
Life-long education
   see Adult education
Lighthouses
Lincoln County, Wisconsin
   --Farm products
Livestock
   x. Animals
   BT Farm products
      Dairy industry--Regulation
      --Disease control
         NT Calf vaccination
         RT Bang's disease
Loan associations
   x Small loan companies
   RT Banks and banking
Loans
   NT Agricultural credit
      Mortgages
   RT Collection agencies
Lobbying
   x Pressure groups
      Legislative counsels
Local finance
   NT County government--Finance
      Municipal government--Finance
      Township government--Finance
      --Statistics
      --Studies
Local government
   NT County government
      Municipal government
         Township government
         --Statistics
Local history
Log marks
Logging
   see Lumbering
Louisiana Purchase Exposition
   see St. Louis World's Fair, 1904
Wisconsin Subject Authority List

Louisiana Purchase Exposition Company
Loyalty Legion
  see Wisconsin Loyalty Legion
Lucey, Patrick J.
Lumber companies
Lumbering
  x Logging
  RT Forest management
McCarthy, Joseph R.
McDonald, J. J.
McGalloway, John P.
Manson, Charles
Manuscripts
Marathon County, Wisconsin
Marquette Dental School
Masseurs
  --Licensing
  --Malpractice
  --Registers, lists, etc.
Maternity hospitals
BT Hospitals
RT Women--Health
  --Licensing
Meacham, Edgar A.
Medicine
RT Chiropractors
  Dentists
  Faith healers
  Health
  Hospitals
  Midwives
  Nurses
  Optometrists
  Osteopaths
  Pharmacists
  Physical therapists
  Physicians
  Quacks and quackery
Mendota Mental Health Institute
  --Building and improvement
Menominee Enterprises
Menominee Indian Study Committee
Mental health
  --Law and legislation
Mental health hospitals
  see Psychiatric hospitals
Mental health services
Mentally handicapped
  x Retarded
  BT Handicapped
Mexican Border Incident, 1916
--Finance
Michigan
--Cut-over region
Midwives
RT Medicine
Women--Health
--Licensing
--Malpractice
--Registers, lists, etc.
Migrant children
x Children of migrant laborers
--Education
Migrant labor
Military affairs
x Armed forces
NT Civil defense
Civil War
Korean War
Pensions, Military
Soldiers
Veterans
World War I
World War II
Military pensions
see Pensions, Military
Military roads
BT Highways
Military affairs
Military service, Compulsory
x Draft, Military
--World War I
Militia
see Wisconsin. National Guard
Wisconsin. State Militia
Milk Audit Program
BT Dairy industry--Regulation
Milwaukee, Wisconsin
--Public utilities
--Railroads
--Schools
Milwaukee Aluminum for Defense Campaign
Milwaukee and Horicon Railroad
Milwaukee and Rock River Canal Company
Milwaukee Committee on State Aid
Milwaukee County, Wisconsin
--Regional planning
--School districts
--Reorganization
Milwaukee Electric Railway and Light Company
Wisconsin Subject Authority List

Milwaukee House of Corrections
  --Investigation
Milwaukee Light, Heat and Traction Company
Milwaukee Transient Farm
  --Finance
Mines and mineral resources
  NT Taconite mining
  --Taxation
Minnesota
  --Cut-over region
  --Taconite mining
Minnesota Wisconsin Boundary Line Commission
Mitchell, Alexander
Morgan vs. Fox River Improvement Company
Mortgages
  x Land sales
  BT Loans
    --Drainage funds
    --Public lands
    --School and university lands
Motor carriers
  x Trucking companies
  BT Transportation
  NT Bus companies
    --Annual reports
    --Registration
    --Regulation
      --Case files
      --Rates
      --Valuations
Motor vehicles
  BT Transportation
  NT Automobiles
    --Registration
Municipal bonds
  x Bonds
  BT Municipal government--Finance
    --Highways
Municipal government
  x City government
    Village government
  BT Local government
    --Finance
      BT Local finance
      NT Municipal bonds
    --Incorporation
Murta, J. E.
Museums
  x Exhibits
National Association of Assessing Officers
National Association of State Librarians
National Association of Tax Administrators
National Boxing Association
National Conference of Bar Examiners
National Council on Compensation Insurance
National Defense Education Act of 1958
--Title #--
National Farm Loan Association
National forests
  RT Forest management
National Guard
  see Wisconsin. National Guard
National Memorial Reunion and Peace Jubilee, Vicksburg, Mississippi, 1917
National Housing and Rent Act, 1947
Native Americans
  see Indians
Natural disasters
  NT Floods
    Forest fires
    Tornados
  RT Disaster relief
Natural resources
  NT Water resources
  RT Environmental protection
Naturalization records
  RT United States--Citizenship
Naval libraries
  see Libraries, Naval
Navigation
  see Ships
    Waterways
Nelson, Gaylord A.
Nolen, John
Normal schools
  see Teachers colleges
Northern Lakes Regional Council
Northern State Hospital for the Insane
  see Winnebago Mental Health Institute
North, A. F.
Northern Wisconsin Center for the Developmentally Disabled
  --Building and improvement
Northwest Ordinance
  --Anniversary celebration, date
Notaries
Nuclear Warfare Emergency Plan
Nursery schools
  BT Education
  RT Schools
Wisconsin Subject Authority List

Nurses
  RT Health
  Medicine
  Nursing schools
    --Licensing
    --Examinations
    --Public health
      RT Public health
Nursing homes
  x Aged
  NT County homes
Nursing schools
  BT Higher education
    --Curricula
    --Faculty
Occupational health and safety
  x Industrial hygiene
    Industrial safety
    Safety law and legislation
  NT Elevators--Safety codes
  RT Workers' compensation
Occupational training
  x Job training
  RT Employment
    Vocational education
      --For veterans
Oconomowoc Enterprises
Old age assistance
  x Aged
  BT Public welfare
  RT County homes
    --Case files
    --Law and legislation
    --Statistics
One-room schools
  See Rural schools
Opstedahl, A. J.
Optometrists
  RT Medicine
    --Licensing
    --Malpractice
    --Registers, lists, etc.
Orbach, Lee C. H.
Orphanages
  BT Charities
    Public institutions
  RT Child welfare
    --Civil War
    --Inspections
Wisconsin Subject Authority List

Osteopaths
   RT Medicine
   --Licensing
   --Malpractice
   --Registers, lists, etc.
Pan American Exposition, 1901 (Buffalo, New York)
Pardons and reprieves
   x Executive clemency
   Reprieves
   RT Crime and criminals
Parker, Dan
Parks
   --Management
   --Land acquisition
Patriotic Press Association
Patriotic societies
   NT War history committees
   --World War I
Peabody, Arthur
Peck, George W.
Peddlers
Penal institutions
   see Correctional institutions
Pensions
   see Retirement funds
Pensions for the blind
   see Blind deaf—pensions
   Visually handicapped—Pensions
Pensions, Military
   x Military pensions
   Civil War—Pensions
BT Military affairs
RT Civil War—Veterans
Personnel management
   --Libraries
Peshtigo Fire, 1871
Pharmacists
   RT Medicine
   --Licensing
   --Examinations
   --Registers, lists, etc.
Philipp, Emanuel L.
Photography
Physical therapists
   RT Medicine
   --Licensing
   --Malpractice
   --Registers, lists, etc.
Physically handicapped
  BT Handicapped
  NT Blind-deaf
  Deaf
  Visually handicapped
Physicians
  x Doctors
  NT Podiatrists
  RT Medicine
  --Licensing
    --Applications
    --Examinations
  --Malpractice
    --Registers, lists, etc.
Pioneers
Plumbers
  --Apprentices
  --Licensing
Podiatrists
  BT Physicians
  --Licensing
  --Malpractice
  --Registers, lists, etc.
Political campaigns
  RT United States--Elections
  Wisconsin--Elections
Political candidates
  --Nominations
Political endorsements
  --Corporations and associations
Political parties
  --Conventions
Pollution
  see Environmental protection
  Water pollution
Poor relief
  see Public welfare
Poorhouses
  see County homes
Portage Levee Commission
Post (George B.) and Sons, Architects
Postal records
Postal service
Potosi, Wisconsin
Pressure groups
  see Lobbying
Printing
  NT Government printing
Wisconsin Subject Authority List

Prisons for men
BT Correctional institutions
RT Reformatories for boys
--Industries in
--Inmates
  --Case files
  --Indexes
  --Parole records
  --Photographs
  --Physical characteristics
  --Veterans
  --Inspections
Prisons for women
x Reformatories for women
BT Correctional institutions
  Reformatories for girls
--Inmates
  x Women--Prisoners
  --Case files
  --Indexes
  --Parole records
  --Photographs
  --Physical characteristics
Private schools
BT Schools
  --Enrollment statistics
Progressive movement
Prohibition
RT Alcoholic beverages
Property tax
  Scope note: Here are entered records pertaining to the taxation of both personal property and real estate.
  BT Taxation
  RT Assessment
  --Summaries and reports
  --Tax and assessment rolls
  x Assessment--Assessment rolls
Prostitution
Protective Fire Insurance Company
Protests
  see Demonstrations and riots
Psychiatric hospitals
x Asylums
  Hospitals, Mental health
  Insane asylums
  Mental health hospitals
BT Hospitals
  --Administration
  --Finance
  --Inspections
  --Personnel
  --Salaries, pensions, etc.
Public assistance
  see Public welfare
Public buildings, County
  x Buildings, County
  County government buildings
Public buildings, State
  x Buildings, State
  State government buildings
  --Building and improvement
Public defenders
  BT Lawyers
  --Case files
Public employees
  Here are entered records concerning all categories of persons employed in the public sector on federal, state, county or local levels.
  NT State employees
  specific public service professions, e.g. Teachers
  RT Civil service
Public health
  x Health, Public
  Hygiene, Public
  BT Health
  RT Nurses--Public health
    Sanitary engineering
    --District nurses' reports
    --Education
    --Finance
    --History
    --Law and legislation
      --Violations
    --Statistics
    --Water pollution
Public institutions
  x Institutions
  x State institutions
  NT County homes
    Correctional institutions
    Hospitals
    Orphanages
    --Administration
    --Finance
    --Inspections
    --Investigations
Public lands
  x Real property, State
  x State lands
  NT School lands
    University of Wisconsin System--Lands
  RT Indian lands
    Land grants
    Land surveyors
    Railroads--Lands
    --Sales
    --Surveys
Public libraries
   BT Libraries
   NT Libraries, County

Public records

Public relations
   RT Advertising
      --Historical societies

Public utilities
   x Water and sewer utilities
      Water treatment plants
      Utilities
   NT Electric utilities
      Gas utilities
      Telephone utilities
      --Annual reports
      --Labor disputes
      --Case files
      --Maps
      --Regulation
         --Case files
         --Indexes
         --Inspections
         --Legal opinions
         --Valuations
      --Milwaukee, Wisconsin
         --Regulation
      --Statistics
      --Taxation
         --Suits
         --Studies
      --Studies
      --Water power
      RT Dams
         --Regulation

Public welfare
   x Poor relief
      Public assistance
      Relief
      Social welfare
   NT Child welfare
      Disaster relief
      Food relief
      Old age assistance
      Transients--Aid to
      Visually handicapped--Pensions
      Work relief
   RT Charities
      Social problems
      --Case files
      --County agencies
         --Evaluations of
      --Finance
         --Audits
         --Hearings
      --Law and legislation
      --Newsclippings
Public works
  see Work relief
Public Works Administration
  see United States. Public Works Administration
Publications, Government
  see Government publications
Publishers and publishing
Quacks and quackery
  RT Medicine
Racism
  RT Civil rights
Radio broadcasting
  --Recordings
Railroads
  x Street railways
  RT Transportation
  NT Electric railways
  RT Car ferry companies
    Express companies
    --Annual reports
    --Construction
    --Immigration
    --Lands
      RT Public lands
    --Locomotives and cars
    --Milwaukee, Wisconsin
      --Regulation
    --Rates
    --Regulation
      --Case files
      --Inspections
    --Special rates and passes
    --Stations
    --Statistics
    --Taxation
      --Studies
    --World War I
Randall, Alexander W.
Rauch, H. Herman
Real estate
  see Real property
Real estate agents
    --Licensing
Real estate tax
  see Property tax
Real property
  x Real estate
  RT Land
    Deeds
    --Prices
Real property, State
  see Public lands
Reconstruction Finance Corporation
Recreation
  RT Tourism
Reformatories for boys
  x Industrial homes
  BT Correctional institutions
  RT Juvenile delinquency
Reformatories for girls
  x Industrial homes
  Women--Prisoners
  BT Correctional institutions
  RT Juvenile delinquency
  --Inmates
    --Case files
    --Indexes
    --Parole records
Reformatories for women
  see Prisons for Women
Refugees
  --Employment
Regional libraries
  BT Libraries
Regional planning
  x Urban planning
  RT Land use
    --Milwaukee County, Wisconsin
Regulation
  RT Licensing
    --Banks and banking
    --Billboards
    --Child labor
    --Commerce
      see Trade regulation
    --Dairy industry
      NT Milk Audit Program
    --Dams
      --Case files
    --Dredging
    --Drug trade
    --Electric utilities
      --Case files
    --Feed and fertilizers
    --Food industry and trade
    --Gas utilities
      --Case files
    --Grain trade
    --Insurance companies
    --Motor carriers
    --Public utilities
    --Railroads
    --Taconite mining
    --Telephone utilities
      --Case files
    --Transportation
Wisconsin Subject Authority List

Relief
   see Charities
      - Public welfare
Rennebohm, Oscar
Rent control
   RT Housing
Reprieves
   see Pardons and reprieves
Rest homes, County
   see County homes
Restaurants
   -- Licensing
      -- Inspections
Retarded
   see Mentally handicapped
Retirement funds
   x Pensions
      RT Employee welfare funds
         -- Annual reports
Revenue
   see Taxation
Reynolds, John W.
Rice, Ora G.
Riots
   see Demonstrations and riots
Rivers
   see Waterways
Roads
   see Highways
Rural electrification cooperatives
   BT Electric utilities
         -- Annual reports
Rural poor
   -- Research
Rural schools
   x One-room schools
      BT Schools
         -- Annual reports
S.T.O.P.
   see Students to Oppose Pollution
Saarinen, Eero
Safety law and legislation
   see Occupational health and safety
St. Louis World's Fair, 1904
   x Louisiana Purchase Exposition
Sanitary engineering
   RT Public health
Savings and loan associations
   RT Banks and banking
School buildings
   -- Architectural plans
Wisconsin Subject Authority List

School buses
  --Routes
School districts
  --Boundaries
    RT School districts--Reorganization
  --Finance
    x Education--Finance
    RT Federal aid to education
    State aid to education
  --Inspections
  --Loans
  --Reorganization
    RT School districts--Boundaries
    --Milwaukee County, Wisconsin
School lands
  BT Public lands
  --Mortgages
Schools
  Scope note: Here are entered records pertaining to K-12 education.
    f Indian schools
    Private schools
    Rural schools
    RT Education
      Higher education
      Indian schools
      Nursery schools
      Teachers
      --Accreditation
      --Annual reports
      --Ethnic groups
      --Finance
      --Handicapped
      --Statistics
Schreiber, Martin J.
Seamen's libraries
  see Libraries, Naval
Sears, Verlyn F.
Securities
  x Stocks and bonds
Segregated trusts
  see Banks and banking--Segregated trusts
Senate
  see Wisconsin. Legislature. Senate
Senate (Territorial)
  see Wisconsin. Territorial Council. Senate
Sex education
  BT Education
Shipman, S. V.
Shipping
Ships
  x Navigation
Small Business Administration
  see United States. Small Business Administration
Smallpox
  BT Communicable diseases
    --Statistics
Social problems
  NT Crime and criminals
  RT Charities
    Public welfare
    --Government response
    --Law and legislation
Social studies
    --Curriculum
Social welfare
  see Public welfare
Socialism
    --World War I
Socially handicapped
  x Culturally deprived
    Disadvantaged
    Underprivileged
  BT Handicapped
    --Education
Soddy, Fred
Soil conservation
  x Environmental protection--Soil
Soldiers
  BT Military affairs
Soldier's Orphan Home (Civil War)
Solomon, Edward
Southern Wisconsin Center for the Developmentally Disabled
  --Building and improvement
Spanish American War
Sports
  NT Boxing
  RT Athletic conferences
State agencies
  BT Government operations
    --Annual reports
    --Audit reports
    --Finance
    --Minutes
    --Personnel
    see Civil service
      State employees
State aid to education
  x Education--Finance
  BT Grants-in-Aid
  RT School districts--Finance
    --Applications
Wisconsin Subject Authority List

State Bar of Wisconsin
   --Integration
State Capitol
   see Wisconsin--Capitol
State census
   see Census
State Centennial
   see Wisconsin--Centennial, 1948
State employees
   x Employees, State
   State agencies--Personnel
   BT Public employees
   RT Civil service
   State officials
   --Military service
   --Salaries, pensions, etc.
   --Registers, lists, etc.
State Fair
   see Wisconsin State Fair
State government buildings
   see Public buildings, State
State Historical Society of Wisconsin
   see Wisconsin. State Historical Society
State institutions
   see Public institutions
State Insurance Fund
   see Wisconsin. State Insurance Fund
State lands
   see Public lands
State libraries
   x Libraries, State
State Life Fund
   see Wisconsin. State Life Fund
State officials
   BT Government officials
   RT State employees
State Teachers Retirement Fund
   see Wisconsin State Teachers Retirement Fund
Statutes
   see Wisconsin Statutes
Stevens Point State University
   see University of Wisconsin-Stevens Point
Stocks and bonds
   see Securities
Stofen, Arthur S.
Street railways
   see Railroads
Stop and frisk laws
Striegl, A. R.
Wisconsin Subject Authority List

Strikes and lockouts
  BT Labor disputes
  RT Labor unions
Strong, Moses
Student aid
  RT Colleges and universities
Students to Oppose Pollution
  x S.T.O.P.
Sturgeon Bay and Lake Michigan Canal and Harbor Company
Sturgeon Bay Canal
Suits against the state
  see Claims against the state
Superior Board of Trade
Supreme Court
  see Wisconsin. Supreme Court
Surplus, commodities
  RT Food relief
    --Work relief program
Swanson, Kenneth
Swamp Land Act of 1852
Taconite mining
  BT Mines and mineral resources
Taxation
  x Revenue
  NT Excise tax
    . Income tax
    . Inheritance tax
    . Property tax
  RT Assessment
    --Apportionment
    --Chain stores
    --Construction projects
    --Public utilities
    --Railroads
    --Studies
Taycheedah Correctional Institution
  x Wisconsin Home for Women (Taycheedah)
    --Building and improvement
Taylor, George W.
Teachers
  RT Education
    . Schools
    --Employment files
    --Retirement funds
    --Training
Teachers associations
  --Minutes
Teachers colleges
  x County normal schools
  Normal schools
  RT Higher education
    --Annual reports
    --Architectural plans
    --Finance
    --History
Telegraph companies
  --Taxation
Telephone utilities
  BT Public utilities
    --Annual reports
    --Rates
    --Regulation
      --Case files
Television and television broadcasting
  --Film and videotapes
Territorial records
  see Wisconsin--Territory
  Wisconsin. Territorial Council
Thomson, Vernon W.
Thwaites, Reuben Gold
Toll roads
  see Turnpikes
Tornadoes
  BT Natural disasters
Tourism
  RT Recreation
Township government
  BT Local government
    --Finance
      BT Local finance
Trade regulation
  x Regulation--Commerce
    NT specific kinds of trade regulation, e.g. Railroads--Regulation
    --Investigations
Trade unions
  see Labor unions
Trademarks
Traffic police
Traffic safety
Transient camps
  --Case files
  --Finance
Transients
  RT Public welfare
  RT Transient camps
    --Aid to
      RT Public welfare
        --Finance
        --Case files
        --Demographic data
Transportation
   NT Aviation
   Bridges
   Car ferry companies
   Express companies
   Highways
   Motor carriers
   Motor vehicles
   Railroads
   Waterways
   --Regulation
   --Case files
   --Indexes
Traveling libraries'
   see Libraries, Traveling
Trucking companies
   see Motor carriers
Trust companies
   --Annual reports
Trust funds
   --Annual reports
   --Loans
Tuberculosis
   BT Communicable diseases
   --Statistics
Turnpikes
   x Tollroads
   BT Highways
Twin City and Superior Railway
Underprivileged
   see Socially handicapped
Undertakers
   x Embalmers
   Funeral directors
   --Licensing
Unemployment
   RT Work relief
   --Education programs
   --Finance
   --Newsclippings
   --Studies
Unemployment compensation
   BT Insurance
   --Labor laws and legislation
   --Decisions
   --Fraud cases
   --Hearings
   --Index to employers
   --Interstate appeals
   --Law and legislation
   --Veterans' appeals
Unemployment insurance
 see Unemployment compensation

Unions
 see Labor unions

United States
 --Bicentennial
  x American Revolution Bicentennial

 --Census
 see Census

 --Citizenship
  x Citizenship
 RT Naturalization records

 --Elections
 Scope note: Use for federal elections generally. If records pertain to Wisconsin votes only, even if in a federal election, index under Wisconsin--Election.
  x Elections
 RT Political campaigns
 Wisconsin--Elections

 --History
 --Revolution and Confederation
 --Civil War
 see Civil War


United States. Army

 --Public relations
United States. Civil Works Administration
  x Civil Works Administration

United States. Congress. Senate

United States. District Court

United States. Employment Service

United States. Federal Emergency Relief Administration
  x Federal Emergency Relief Administration

United States. Federal Employment Bureau
  x Federal Employment Bureau

United States. Federal Communications Commission
  x Federal Communications Commission

United States. Federal Power Commission
  x Federal Power Commission

United States. Federal Security Agency

United States. Federal Surplus Marketing Administration

United States. General Land Office

United States. Health, Education and Welfare, Department of

United States. Interstate Commerce Commission
  x Interstate Commerce Commission


United States. Library of Congress

United States. National Labor Relations Board

United States. National Resource Planning Board
Wisconsin Subject Authority List

United States. National War Labor Board
United States. Post Office
United States. Public Health Service
United States. Public Works Administration
  x Public Works Administration
United States. Railroad Administration
United States. Resettlement Administration
United States. Selective Service Commission
United States. Small Business Administration
  x Small Business Administration
United States. War Department
United States. Work Projects Administration
  x WPA
    Works Progress Administration
    Work Projects Administration
United States. Works Projects Administration. Historical Records Survey
  x Historical Records Survey
United States Geological Survey
United War Work Campaign
Universities
  see Colleges and universities
University of Wisconsin
    Scope note: Use for pre-1974 merger Madison campus and for the pre-1974 system which included Madison, Milwaukee, and the centers.
    RT University of Wisconsin System
    --Bequests
    --Constructions projects
    --Lands
    --Lower campus mall
University of Wisconsin System
    RT University of Wisconsin
    Wisconsin State University System
    individual campuses
Urban planning
  see Regional planning
    Zoning
Utilities
  see Public utilities
Veterans
    BT Military affairs
    NT names of wars--Veterans
    --Employment
    --Housing
    --Unemployment compensation
Veterinarians
Villa Louis
Village government
  see Municipal government
Visually handicapped
  x  Blind
  BT  Physically handicapped
  RT  Blind-deaf
  --Pensions
    BT  Public welfare
    --Case files
    --Statistics
  Vocational education
    BT  Higher education
    RT  Occupational training
    --Annual reports
    --Finance
  Vocational rehabilitation
    BT  Handicapped--Education
    --Finance
  Voting records
    RT  Wisconsin--Elections
WPA
  see  United States. Work Projects Administration
Wales Reformatory
  see  Ethan Allen School
War history committees
  BT  Patriotic societies
War Production Training Program
  --World War II
Warren, Robert W.
  Watchmakers
  Water:
    --Flouridation
  Water and sewer utilities
    see  Public utilities
Water pollution
  x  Pollution
  RT  Environmental protection
    --Orders
    --Public health
    --Studies
Water resources
  BT  Natural resources
  NT  Waterways
  RT  Drainage
    --Floods
    --Regulation
      --Case files
      --Sand blankets
    --Studies
Water treatment plants
  see  Public utilities
Wisconsin Subject Authority List

Waterways
  x  Navigation
  Rivers
  BT Transportation
  Water resources
  NT Canals
  Harbors
  RT Dams
  Dredging
Waupun Correctional Institution
  x  Wisconsin State Prison (Waupun)
    --Building and improvement
Waupun Project
Weeks, Glen L.
Wegner, Arthur E.
Weights and measures
Wesolowski, Martin
West, The
White House Conference on Education (1955)
Whyte, William F.
Wildlife management
  x  Animals
  Environmental protection--Wildlife
  Fish management
  Game management
  --Bounty claims
  --Research
Wilsie, H. A.
Winnebago Indians
Winnebago Mental Health Institute
  x  Northern State Hospital for the Insane
    --Building and improvement
Wisconsin
  --Boundaries
  --Capitol
    x  Capitol
    State Capitol
    Wisconsin State Capitol
    --Collapse of south wing
    --Design and construction
    --Furniture design
    --Landscape architecture
    --Capitol (Old building)
    --Floor plans
--Census
  see  Census
--Centennial, 1948
  x  Centennial, State
    State Centennial
    --Congressmen
Wisconsin Subject Authority List

--Constitution, 1848
--Constitutional Convention, 1846
--Constitutional Convention, 1848
--Cut-over region
--Description and travel
--Elections
  x Elections
  RT Political campaigns
    United States--Elections
    Voting records
--Foreign population
  see Ethnic groups
--Geology
--History
  --Radio programs
--Legislators
  RT Wisconsin. Legislature
--Maps
  --Semi-centennial, 1898
--Territory
  x Territorial records
  RT Wisconsin. Territorial Council
--Finances
--Weather
Wisconsin. Adjutant General
Wisconsin. Agriculture, Department of
Wisconsin. Air National Guard
  RT Wisconsin. National Guard
Wisconsin. Arbitration and Conciliation, State Board of
Wisconsin. Assembly
  see Wisconsin. Legislature. Assembly
Wisconsin. Attorney General
  --Case files
  --Opinions
--Insurance
Wisconsin. Belmont Capitol Commission
Wisconsin. Canvassers, State Board of
Wisconsin. Capital Development, Bureau of
Wisconsin. Census Bureau
Wisconsin. Civil Defense, Office of
Wisconsin. Compensation Insurance Board
Wisconsin. Conservation Commission
Wisconsin. Consulting Actuaries, Advisory Committee on
Wisconsin. Control, Board of
Wisconsin. Criminal Code Advisory Committee
Wisconsin. Deeds, Commissioners of
Wisconsin. Deposit Fund, State
Wisconsin. Education, State Board of
Wisconsin. Electoral College
Wisconsin. Employee Welfare Plans Advisory Council
Wisconsin Subject Authority List

Wisconsin. Employment Relations Study Commission
Wisconsin. Engineers Office
Wisconsin. Fire Marshal
Wisconsin. Fish Commission
Wisconsin. Food and Drug Advisory Committee
  x Food and Drug Advisory Committee
Wisconsin. Geological and Natural History Survey
Wisconsin. Governor
  x Governor
    --Addresses
    --Appointments
    --Proclamations
Wisconsin. Governor. Committee on Migratory Labor
Wisconsin. Health and Social Services, Department of
  --Personnel surveys
Wisconsin. Health, Board of
  --Members' biographies
Wisconsin. Highway Commission
Wisconsin. Immigration, State Board of
Wisconsin. Investigation, State Board of
Wisconsin. Industrial Commission
Wisconsin. Industry, Labor and Human Relations, Department of
Wisconsin. Insurance Commissioner
Wisconsin. Joint Legislative Council. Special Committee on Employee Protection in Business Closings
Wisconsin. Land Use Advisory Committee
Wisconsin. Legislature
  RT Wisconsin--Legislators
    --Bills and resolutions
      --Briefs
      --Life insurance companies
    --Committees
      --Investigations
    --Enrolled acts
    --Financial records
    --Journals
    --Lobbyists
    --Petitions, memorials, etc.
    --Registers, lists, etc.
Wisconsin. Legislature. Assembly
  x Assembly
    Wisconsin. Assembly
Wisconsin. Legislature. Senate
  x Senate
    Wisconsin. Senate
Wisconsin. Livestock Sanitary Board
Wisconsin. Managers, State Board of
Wisconsin. National Guard
x Militia
   National Guard
RT Wisconsin. Air National Guard
--Drill and tactics
--Ordnance and ordnance stores
--Registers, lists, etc
MT Civil War--Registers, lists, etc.
--Supplies and equipment
--Transportation

Wisconsin. National Guard. 1st Cavalry
Wisconsin. National Guard. 32nd Division
Wisconsin. National Guard. Governor's Guard
Wisconsin. National Guard. Lake City Guards
Wisconsin. Natural Resources, Department of
Wisconsin. Personnel, Board of
Wisconsin. Personnel, Bureau of
Wisconsin. Printing Board
Wisconsin. Public Lands, Commissioners of
Wisconsin. Public Property, Superintendent of
Wisconsin. Public Service Commission
Wisconsin. Public Works, Board of
Wisconsin. School and University Lands, Commissioners of
Wisconsin. Secretary of State, Office of the
Wisconsin. Senate
   see Wisconsin. Legislature. Senate
Wisconsin. State Bar Examiners, Board of
Wisconsin. State Historical Society
x State Historical Society of Wisconsin
   --Buildings
   --Financial records
   --Investigation
   --Lands
Wisconsin. State Insurance Fund
x State Insurance Fund
BT Insurance companies
Wisconsin. State Life Fund
x State Life Fund
BT Insurance companies
Wisconsin. State Militia
x Militia
Wisconsin. State Patrol
Wisconsin. State Prison Building Commission
Wisconsin. State Treasurer
x Wisconsin. Treasurer
Wisconsin. Supreme Court
x Supreme Court
--Case files
--History
--Judges
Wisconsin. Territorial Council
   x Territorial records
   RT Wisconsin--Territory
   --Bills and resolutions
   --Committees
Wisconsin. Territorial Council. House of Representatives
   x House of Representatives (Territorial)
   --Bills and resolutions
   --Committees
Wisconsin. Territorial Council. Senate
   x Senate (Territorial)
   --Bills and resolutions
   --Committees
Wisconsin. Territorial Militia
Wisconsin. Treasurer
   see Wisconsin. State Treasurer
Wisconsin. Vocational, Technical and Adult Education Board
Wisconsin Administrative Code
Wisconsin Amateur Athletic Union
Wisconsin Bar Association
Wisconsin Capitol Commission
Wisconsin Child Center (Sparta)
   --Building and improvement
Wisconsin Colonization Company
Wisconsin Committee to Welcome Returning Soldiers
Wisconsin Compensation Rating and Inspection Bureau
Wisconsin Council of Non-Profit Homes and Hospitals Serving the Aged
Wisconsin Council of Safety
Wisconsin Deep Waterways Commission
Wisconsin Defense League
Wisconsin Electric Railway Company
Wisconsin Elevator Code Advisory Committee
Wisconsin Emergency Relief Administration
   see Wisconsin. Emergency Relief Administration
Wisconsin History Foundation, Inc.
Wisconsin Home for Women (Taycheedah)
   see Taycheedah Correctional Institution
Wisconsin Institution for the Education of the Blind
   see Wisconsin School for the Visually Handicapped
Wisconsin Institution for the Education of the Deaf and Dumb
   see Wisconsin School for the Deaf
Wisconsin Interim Committee on Unemployment Relief
Wisconsin Land Economic Inventory
Wisconsin Library Association
Wisconsin Library Bulletin
Wisconsin Library School
Wisconsin Loyalty Legion
Wisconsin Railroad Farm Mortgage Land Company
Wisconsin Retirement Fund
Wisconsin River
Wisconsin Subject Authority List

Wisconsin School for Girls
   RT Industrial School for Girls (Milwaukee, Wisconsin)
       --Building and improvement
Wisconsin School for the Deaf
   x Wisconsin Institution for the Deaf and Dumb
       --Finance
       --Inventories
       --Student records
       --Teachers
Wisconsin School for the Visually Handicapped
   x Wisconsin Institution for the Education of the Blind
       --Finance
       --Inventories
Wisconsin Society of Plumbing Inspectors
Wisconsin State Capitol
   see Wisconsin--Capitol
Wisconsin State Conference on Education (1955)
Wisconsin State Fair
   BT Agricultural fairs
Wisconsin State Medical Society
Wisconsin State Prison (Waupun)
   see Waupun Correctional Institution
Wisconsin State Reformatory
   see Green Bay Correctional Institution
Wisconsin State Teachers Retirement Fund
   x State Teachers Retirement Fund
Wisconsin Telephone Company
Wisconsin State University System
   RT University of Wisconsin System
       individual campuses
       --Construction projects
Wisconsin Statutes
   x Statutes
Wisconsin Valley Colonization Company
Wisconsin Veterans' Home
Wisconsin Veterans' Housing Authority
Wisconsin War Records Commission
   "Wisconsin Welcomes You" (Poster)
Wisconsin Workshop for the Blind
       --Building and improvement
Wolf River
Women
   --Employment
   --Health
       RT Maternity hospitals
       Midwives
   --Prisoners
       see Prisons for women--Inmates
   --Property rights
   --World War I
Women in charitable work
Women's Service Exchange
Women's suffrage
Work Projects Administration
  see United States. Work Projects Administration
Work relief
  x Public works
  BT Public welfare
  RT Unemployment
  --Projects
  --Finance
  --Statistics
Workers' compensation
  BT: Insurance
  RT: Occupational health and safety
  Labor laws and legislation
  --For work relief
  --Legal opinions
Works Progress Administration
  see United States. Work Projects Administration
World War I
  x European War, 1914 - 1918
  BT: Military affairs
  --Agriculture
  --Anti-foreign sentiment
  --Building restrictions
  --Charities
  --Civil defense
  --Disabled soldiers
  --Food question
  --Libraries
  --Military service, Compulsory
  --Newsclippings
  --Patriotic societies
  --Railroads
  --Registers, lists, etc.
    --Soldiers
  --Veterans
  --War work
  --Women
World War I Service Recognition Board
World War II
  BT: Military affairs
  --Civil defense
  --Economic aspects
  --Libraries
  --Periodicals
  --Personal narratives
  --Veterans
  --War Production Training Program
  --War work
Wisconsin Subject Authority List

World's Columbian Exposition
   see Chicago World's Fair, 1893
Wright, Frank Lloyd
Youth organizations
Zoning