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DIVISION OF PROFESSIONAL AND SERVICE PROJECTS  
HISTORICAL RECORDS SURVEY

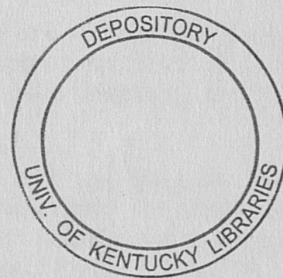
M E M O R A N D U M

May 18, 1939

TO: All State Directors, HRS

FROM: John C. L. Andreassen,  
State Director in Louisiana

I am transmitting at Dr. Luther H. Evans' request a copy of the Louisiana instructions on police jury (governing body) transcription.



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HISTORICAL RECORDS SURVEY

M E M O R A N D U M

May 17, 1939

TO: Field Foremen  
FROM: Vergil L. Bedsole  
RE: Transcription of Police Jury Minutes

I. IDENTIFICATION

1. Each day's work will be headed by a title page, giving name of worker, parish, title and number of volumes, inclusive dates and page numbers of volume, and page numbers of material submitted for the day.
2. Across the top of each page of the transcription will be given the name of the worker, parish, volume number and inclusive dates of the volume in square brackets, underlined. This is in addition to the information on the title page, and will serve to identify material in case the title sheet is lost. A space of approximately one inch is to be left between this information and the first line of the transcription.

II. TRANSCRIPTION

1. Transcription is to be word for word, line for line, and page for page.
2. The volume page number will be placed in the upper right-hand corner of the page. If the entire content of the volume page cannot be copied on a single sheet, it will be carried over to another, using the same number, but adding [page 1 cont.], [page 4 cont.], etc.
3. All pages must be accounted for. If any are blank, missing, or for any reason impossible to copy, a notation to that effect will be made at the end of the preceding page copied, and at the bottom of the title page.
4. If the width of the page is insufficient for the content of a line, the line will be broken and the extra word or words carried immediately beneath on the right-hand side of the page. The worker may copy lengthwise of the page, rather than crosswise, if this method will relieve the necessity of breaking down lines.
5. The lines of each volume page are to be numbered on the transcribed sheets from 1 consecutively until the volume page is finished, regardless of how many sheets the worker may use for one volume page. The first line of a new volume page will always be line 1. Line numbers will be enclosed in square brackets and carried in the left-hand margin.



6. Margins will be shown in the transcription when they are found on the volume page. Marginal notes are to be copied in the same position they occupied on the original page. If the worker believes a marginal note to be out of place, or to have been added at some later date, he will make a comment on this in square brackets and underlined, and, if necessary, write an explanatory note on the title page.
7. Workers will copy all misspelled words exactly as they appear and indicate the error by placing [sic] after the misspelled word. The correct spelling will be supplied in square brackets only when the word may not be clear to the reader. Strict observance of this rule of spelling is important.
8. Proper names must be readable and clear. The worker will not place [sic] after a misspelled proper name. If he is sure it is misspelled he will place the correct spelling in square brackets after the error. This is the only exception to the general spelling rule.
9. Capital letters and punctuation marks will be copied exactly as they appear on the original page. Punctuation marks will not be added by the worker.
10. Transcriptions are to be made with lead pencil on manila sheets. A number 2 pencil, frequently sharpened, is best. A typewriter may be used if available. Ink or indelible pencil are not to be used. When the supply of paper is nearly exhausted, an additional supply should be requisitioned from the State Office. Do not use sheets larger than the standard letter size.
11. Neat, legible transcriptions are essential, as in the State Office at least one editor and one typist must read the transcriptions.
12. Drawing lines across the transcription page detracts from the legibility of the work. A heavily lined sheet of white paper, or pasteboard, placed beneath the yellow page will aid the worker in keeping his lines straight.
13. Extra care should be used in transcribing such letters as A and O, W and M, U, V and N in order to make them clearly distinguishable.
14. Lines and words should not be crowded too closely together. Use enough space.
15. All T's must be crossed; all I's must be dotted, if they are so in the record.
16. Workers should attempt to determine the spelling of all words difficult to read in their volume. Consider the general meaning of the sentence, as it will be an aid in deciphering a word.
17. If words are crossed out but can be read, the worker will write them legibly and draw a light line through them. If words are illegible, the worker will make a note as: [2 words illegible in record]. All explanatory comments, or notations, made by the worker are to be enclosed in square [ ] brackets and underlined.

18. If the worker makes a mistake he must erase and correct it. Never cross through or blot out a word unless it so appears in the record.
19. Hasty and haphazard transcription may enable the worker to copy an additional page or two daily, but the time thus saved will be more than lost by editors and typists trying to decipher the result. Do accurate, neat and legible work.

### III. TYPEWRITTEN TRANSCRIPTIONS

1. Typewritten work is to be double spaced.
2. The worker is to proofread all work and must correct all his typographical errors. Errors made by the original recorder are to be followed by a [sic].
3. Care should be taken not to run letters and words together, or to leave spaces where they do not appear in the record.
4. Paragraphs are indented five spaces in typewritten transcriptions.

### IV. TRANSCRIPTIONS OF PRINTED MATERIAL ATTACHED TO VOLUME PAGES

1. When newspaper clippings, or other printed material, is pasted or clipped to the volume page, a notation must be made at both the beginning and the end of its transcription, as: [Newspaper clipping pasted to page 10 as follows:]. [End of newspaper clipping].
2. If more than one column of clippings appear on a page, the number of the column should be included in the notation, with the left-hand column being considered as column 1, etc.
3. Handwritten minutes appearing above attached clippings should be copied first, those appearing below should be copied after the clippings have been transcribed.
4. If a volume is printed or typewritten, a notation to that effect is to be made on the title pages. When handwritten material is found in a printed or typewritten volume, or printed or typewritten material in a handwritten volume, a notation to this effect should be given, together with indications as to the beginning or end of such material. This is indicated in the same manner as the notations concerning clippings attached to pages of handwritten volumes (see paragraph 1 of this section).
5. Any volume having a number of clippings should be called to the attention of the area supervisor at the earliest opportunity. He will give the worker any additional instructions necessary.

### V. TRANSCRIPTION OF POLICE JURY MINUTES DIRECTLY FROM NEWSPAPER FILES

1. General rules of transcription will apply.
2. In addition to the information required on all transcribed pages, give the name of the paper, date of issue, and page and column



numbers. Dates of the meetings transcribed should be listed on the title sheet.

VI. COMPLETED TRANSCRIPTIONS

1. Workers are to proofread all finished transcriptions before submission to the State Office, and all worker's mistakes and omissions corrected.
2. All pages must have correct identification data and page number at the top.
3. Pages must be in their proper numerical order, with all pages properly accounted for. Never send in page 2 before page 1.
4. The worker should keep an exact check list to be sure that he begins each day's work at the exact point he left off the previous day. It is better to send in only completed pages, saving incomplete portions as a start for the next day's work.
5. Notations are to be made to explain anything unusual about a volume. Examples: volumes with minutes transcribed in French and English on alternate pages; volumes with many pages left blank in the back; volumes with pages torn out or ruined; volumes containing loose, unbound pages; volumes with pages of writing unnumbered, etc. In the latter case, the worker will not only note the fact that the pages are unnumbered, but he will number them in correct order and place the numbers in square brackets. This will indicate that the numbers were assigned by the worker and were not numbered in the original record.
6. Pages are not to be stapled together, as all staples must be removed. Each day's work is to be clipped together with an ordinary paper clip. Do not send pages in loose.

\* \* \*

Parish H. R. S. foremen are to retain the above instructions and use them as a guide in all future transcription of Police Jury Minutes. Transcriptions returned for clarification, additions, or corrections, should be handled promptly and returned to the State Office.

number. Dates of the meetings transcribed should be listed on the title sheet.

COMPLETED TRANSCRIPTIONS

1. Workers are to preserve all finished transcriptions before submission to the State Office, and all workers' mistakes and omissions corrected.
2. All pages must have correct identification data and page number at the top.
3. Pages must be in their proper numerical order, with all pages properly accounted for. Never omit in page 2 before page 1.
4. The worker should keep an exact check list to be sure that he begins each day's work at the exact point he left off the previous day. It is better to send in only completed pages, leaving incomplete portions as a start for the next day's work.
5. Notations are to be made on original copy of unusual about a volume. Examples: volumes with minutes transcribed in French and English on alternate pages; volumes with many pages left blank in the book; volumes with pages torn out or folded; volumes containing loose, unbound pages; volumes with pages of writing unnumbered, etc. In the latter case, the worker will not only note the fact that the pages are unnumbered, but he will number them in correct order and place the numbers in square brackets. This will indicate that the numbers were assigned by the worker and were not numbered in the original record.
6. Pages are not to be stapled together, as all pages must be removed. Each day's work is to be placed together with an ordinary paper clip. Do not send pages in boxes.

British H. B. C. Foremen are to retain the above instructions and use them as a guide to all future transcriptions of Police Jury Minutes. Transcriptions returned for clarification, additions or corrections, should be handled promptly and returned to the State Office.