



Guide to the Mattie Underwood Russell Papers, 1949 - 1988

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David M. Rubenstein Rare Book & Manuscript Library

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Summary

Collection Title:

Mattie Underwood Russell papers, 1949 - 1988

Creator:

Russell, Mattie U.

Abstract:

Mattie Underwood Russell (1915-1988) was Curator of the Duke University Manuscripts Department from 1952 to 1985. During these years, Russell became a nationally-recognized archivist, and increased the number of collections, implemented a cataloging system, and encouraged researchers to use the materials in the Manuscripts Department. The Mattie Underwood Russell Papers include correspondence, reports, writings, subject files, memoranda, and other materials related to Russell's career at Duke University. Major subjects include archival administration, archival education, American history, southern history, the Duke University administration, and the Nixon presidential library controversy at Duke University. English.

Extent:

5 Linear Feet

Language:

English

Language:

English.

Collection ID:

UA.29.02.0059

Permalink:

<http://library.duke.edu/rubenstein/findingaids/uarussell/>

Preferred Citation

[Identification of item], Mattie Underwood Russell Papers, University Archives, Duke University.

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Background

Scope and Content

The Mattie Underwood Russell Papers include correspondence, reports, writings, subject files, memoranda, and other materials related to Russell's career at Duke University. The collection is divided into five series. The first series, Correspondence, includes both personal and professional materials. In arranging the correspondence, Russell included genealogy, printed material, and other material she felt were pertinent to the correspondence. The series is arranged chronologically. The second series, Subjects, is arranged alphabetically, and includes information about Russell's professional interests as well as biographical and other personal information. Course Materials, the next series, includes information collected during Russell's teaching career in the School of Library Science at the University of North Carolina at Chapel Hill. The materials are arranged alphabetically by subject. The fourth series, Writings, includes addresses, articles, and other pieces written by Russell. The series is divided into "Addresses and Lectures" and "Writings," and materials are arranged alphabetically into these categories. The last series is the Nixon Presidential Library series, which includes a proposal, correspondence, reports, and committee materials.

Biographical/Historical

Mattie Underwood Russell was born on May 14, 1915, in Pontotoc County, Mississippi. She grew up on her parents' farm, the youngest of 12 children. She attended the University of Mississippi, earning a bachelor's degree in 1939 and a master's degree in 1940, both in history. Russell worked from 1937 to 1943 teaching high school in rural Mississippi, earning her academic degrees during the summer. In 1943, she moved to Durham to attend a summer session for teachers at Duke University, then moved to Mars Hill, North Carolina to teach as a faculty member at Mars Hill College. In 1946 she returned to Durham as a fulltime Ph.D. student and worked in the library at the circulation desk.

While she completed her Ph.D., Russell became Assistant Curator of the Manuscript Department in 1948, and in 1952 she became Curator. In 1956, she completed her Ph.D. degree in history, with a dissertation on William Holland Thomas, a white chief of the Cherokee tribe, but it was archives and manuscripts to which she devoted her life's work. As Curator, a position she held until 1985, she improved the scope of the collections exponentially. During her tenure the Manuscript Department grew from approximately 1 million items to over 7 million items. Russell encouraged her staff to provide better access to the collections for researchers through the implementation of a cataloging system. She also mentored new members of the profession through her work at Duke and her teaching. From 1969 to 1978, Russell taught a course on archives

and manuscripts at the School of Library Science at the University of North Carolina.

Russell was a member of many professional organizations, including the American Library Association, the Society of American Archivists, the Historical Society of North Carolina, the Southern Historical Association, and the South Atlantic Archives and Records Conference. She served as a representative of the Southern Historical Association on the National Archives Advisory Council from 1977 to 1983. She was named a fellow in the Society of American Archivists in 1979. In 1981, Russell was the only non-faculty member appointed to the Academic Council's committee to study the possibility of locating Richard Nixon's presidential library on the Duke campus. In addition to her professional and university commitments, Russell also published many articles in history and library journals.

Upon her retirement in 1985, her colleagues donated money to create the Mattie Underwood Russell Endowment Fund, used to purchase manuscript collections pertaining to the history and culture of the Americas, particularly the United States. Following her death on May 4, 1988, a bequest from Russell's estate to the Endowment was one of the largest contributions Duke has ever received from an employee.

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Administrative Information

Publication Statement

David M. Rubenstein Rare Book & Manuscript Library

411 Chapel Drive

Duke University

Durham 27708

askRL@duke.edu

URL: <http://library.duke.edu/rubenstein/>

Access Restrictions

Researchers must register and agree to copyright and privacy laws before using this collection.

For a period of twenty-five years from the origin of the material, permission in writing from the office of origin and the University Archivist is required for use.

After twenty-five years, records that have been processed may be consulted with the permission of the University Archivist.

In accordance with the Family Education Rights and Privacy Act of 1974 as amended, Duke University permits students to inspect their education records and limits the disclosure of personally identifiable information from education records.

Records, such as search committee files or others pertaining to employment where individuals are identified, are closed for 70 years.

Records of the University's Board of Trustees which have been in existence for at least fifty years are available for scholarly research with the permission of the University Archivist. Access to records which have been in existence for less than fifty years shall be granted only by special permission, in writing, from the Board of Trustees.

Use Restrictions

Copyright for Official University records is held by Duke University; all other copyright is retained by the authors of items in these papers, or their descendants, as stipulated by United States copyright law.

Acquisition Information

The Mattie Underwood Russell Papers were received by the University Archives as gifts in 1985, 1988, and 1989.

Processing Information

Processed by Mattie Underwood Russell in 1988 and 1989, prior to donating her papers to the University Archives. This order has been maintained. The collection was described by Valerie Gillispie in October 2004.

Encoded by Valerie Gillispie, October 26, 2004

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Related Materials

Related Material

[Committee Against the Nixon-Duke Library \(CANDL\) Records](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[Nixon Library Controversy Reference Collection](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

[University Archives Photograph Collection](#), Duke University Archives, David M. Rubenstein Rare Book & Manuscript Library, Duke University.

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Names and Subjects

- Southern States -- History
 - Manuscripts -- Collectors and collecting
 - Presidential libraries -- United States
 - Archives -- Administration
 - Archivists -- Training of -- United States
 - United States -- History
 - Nixon, Richard M. (Richard Milhous), 1913-1994
 - Duke University -- Administration
 - Duke University. Library. Manuscript Dept
 - Duke University -- Employees
 - Russell, Mattie U.
 - Duke University. Library
-

Collection Inventory

Correspondence, 1949-1988

Scope and Contents note

On the first folder of this series, Mattie Russell noted, "In 1969 I decided to go through the small amount of personal correspondence I had saved and decide what I should like to have become part of a collection in the Manuscript

Department of Perkins Library under the title, Mattie Underwood Russell Papers. To this correspondence, I added genealogy, miscellany, clippings, and printed material. My plan is to add to this file consistently during the remainder of my life."

1949-1953	Box 1
1954-1956	Box 1
1957-1958	Box 1
1959-1962	Box 1
1963-1964	Box 1
1965	Box 1
1966-1968	Box 1
1969	Box 1
January 1970-June 1970	Box 1
July 1970-December 1970	Box 1
January 1971-June 1971	Box 1
July 1971-December 1971	Box 1
January 1972-June 1972	Box 1
July 1972-December 1972	Box 1
January 1973-June 1973	Box 1
July 1973-December 1973	Box 1
January 1974-June 1974	Box 1
July 1974-December 1974	Box 1
January 1975-June 1975	Box 1
July 1975-December 1975	Box 1
January 1976-June 1976	Box 1
July 1976-December 1976	Box 1

January 1977-June 1977	Box 1
July 1977-December 1977	Box 1
January 1978-June 1978	Box 1
July 1978-December 1978	Box 1
January 1979-December 1979	Box 1
April 1979-August 1979 (Received after my surgery on April 10, 1979)	Box 1
January 1980-December 1980	Box 2
1981	Box 2
January 1982-December 1982	Box 2
1983	Box 2
1984	Box 2
1985	Box 2
1986	Box 2
1987	Box 2
1988	Box 2

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Subjects, circa 1968-1987

Art	Box 2
Automobile, Volare Premier, 1978 model, purchased January 2, 1980	Box 2
Book Reviewing	Box 2
Capital Campaign, Faculty/Staff Committee, 1985	Box 2
Certificates	Box 2

Canada papers, 1966-1970	Box 2
Duke University Land Use Policy, March 1987	Box 2
Duke University Retiree Association	Box 2
Endowment, Mattie Underwood Russell Endowment Fund, 1985, May 14-	Box 2
Endowments, Duke University Library	Box 2
Robert H. Woody Festschrift	
Bibliography of Robert H. Woody and Biographical Data	Box 2
Biographical Sketch of Robert Hilliard Woody for the Festschrift compiled in his honor and published in the South Atlantic Quarterly, Winter 1974 issue	Box 2
Dissertations written under the direction of Dr. Robert H. Woody	Box 2
Replies to letter of June 25, 1970, in honor of Dr. Robert Hilliard Woody	Box 2
Friends of the Library, Duke University Physical Description: 2 folders	Box 2
Fringe Benefits, Faculty and Staff	Box 2
Historical Society of N.C. Constitution, etc. (the other records I accumulated as president I sent to Carolyn Wallace on 4-27-77 to be used by her and then placed in the archives of the Society)	Box 2
LC	Box 2
Manuscript Department Communications	Box 2
Memberships and Subscriptions	Box 2
Membership cards and certificates	Box 2

National Archives Advisory Council, 1977, May 12-14 Meeting--Membership Lists and Code of NARS	Box 2
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Recommendations	Box 2
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Access Restrictions:

Recommendations are restricted.

Recommendations, Manuscript Dept	Box 2
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Access Restrictions:

Recommendations are restricted.

Retirement	Box 2
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Russell, Mattie Underwood

Bibliography and Biographical Data	Box 2
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Biographical Material	Box 2
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Certificates (see also MC 8)	Box 2
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Clippings	Box 2
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Physical Description: 3 folders

Diplomas (MC 8)	Box 2
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Genealogy	Box 2
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Library Endowment Fund	Box 2
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Memorial Services (including audio cassette tape)	Box 2
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Memory Book	Box 2
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Miscellany	Box 2
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Printed Material	Box 2
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Retirement Records, 1985 (retired 5-31-85)	Box 2
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Salary Notices	Box 2
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Southern Historical Association Program Committee for 1973	Box 2
Tobacco History Corporation, Inc.	Box 2
UNC Report of Dean of School of L.S., 1968-1969	Box 2
Woody, Robert Hilliard - History of his Family	Box 2

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Course Materials

The American Archivist	Box 3
American Association for State and Local History	Box 3
American Records Management Association	Box 3
American Revolution Bicentennial	Box 3
Andrews, Evelyn G.	Box 3
Architecture	Box 3
Archives and Private Papers: Outlines of the Archival Management Lectures given by Schellenberg in Atlanta, April 8-10, 1959	Box 3

Archives

Ancient	Box 3
Arts and Architecture	Box 3
Careers in	Box 3
Church	Box 3
Church - Sandra McAninch, "Preliminary Study for the Development of a Guide to Manuscript Collections Related to Southern Religion as Held by Southeastern Repositories"	Box 3

College and University	Box 3
Confederate States of America	Box 3
Federal	Box 3
Film	Box 3
Foundation	Box 3
General	Box 3
Germany	Box 3
Indian	Box 3
International	Box 3
Islamic	Box 3
Jewish	Box 3
Latin America and the Caribbean	Box 3
Labor (also Historical MSS.)	Box 3
Local (County and Municipal)	Box 3
Music	Box 3
Performing Arts	Box 3
Political Parties	Box 3
Popular Culture ("Pop Cult")	Box 3
Professions	Box 3
Publishing Houses	Box 3
Regional	Box 3
Science and Technology	Box 3
Indian	Box 3

State

Alabama	Box 3
Florida	Box 3
Georgia	Box 3
Maine	Box 3
North Carolina	Box 3
Physical Description: 2 folders	
Ohio	Box 3
South Carolina	Box 3
Virginia	Box 3
Women	Box 3
Archivist's Code	Box 3
Audio-Visual Materials	Box 3
Autographs	Box 3
Automation	Box 3
Bibliography for LS 344	Box 3
Bibliographies - Mine	Box 3
Biographies	Box 3
Blacks, materials about	Box 3
Book reviewing	Box 3
British Manuscripts	Box 3
British Records Association	Box 3
Cataloging Manuscripts	Box 3
Classified Documents	Box 3
Collecting Manuscripts	Box 3

Course Term Project, 1970-	Box 3
Data Processing and Retrieval	Box 3
Diplomatic	Box 3
Editing, Historical	Box 3
Grade Books	Box 3

Access Restrictions:

Grade Books are restricted.

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Writings

Addresses and Lectures

Addresses	Box 3
"Preservation of Our Library Heritage," address delivered by M.U.R. at the Annual dinner of the Friends of the Library at Campbell College, April 7, 1978	Box 3
"The Relationship Between the Records Administrator and the Historian"	Box 3
"Starting a Local Archives or Historical Society," address given on November 20, 1975, at the Archives and Records Workshop of the Society of Georgia Archivists	Box 3
"What Has Happened to History in the Archival Profession?"	Box 3
Lecture, Georgia Archives Institute, August 10, 1971	Box 3

Writings

"Benjamin Edward Powell"	Box 3
"The Influence of Historians on the Archival Profession of the United States"	Box 3

"Land Speculation in Tippah County, 1836-1861" (M.A. Thesis)	Box 3
Sketches for the Dictionary of North Carolina Biography (13)	Box 3
Student Writings	Box 3
Woody, Robert Hilliard	Box 3
Writings (Miscellaneous)	Box 3
Writings (Published Copies)	Box 3

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Nixon Presidential Library, 1981-1982

Confidential Presidential Library Proposal and Notes, 1981	Box 4
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Access Restrictions:

Includes Board of Trustees materials. Restricted until 2031.

Correspondence and Documents, 1981-1982	Box 4
Dr. Mattie Russell Files, 1981, undated	Box 4
Reports, Correspondence and Other Information, 1981-1982	Box 4
Sub-Committee of the Selct Committee on the Nixon Presidential Library, 1981, undated	Box 4
Sub-Committee on Library Relations, Correspondence and Reports, September 1981-October 1981	Box 4

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