DIY: Value-added Archive Processing

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Introduction
The C.V. Starr East Asian Library, UC Berkeley received a highly valuable archival collection from Chee Kung Tong (致公堂, also known as Chinese Freemasons) of San Francisco in May, 2018. Established in 1848, Chee Kung Tong has over 170 years now, and the Society well-known for its connection with Dr. Sun Yat-sen and his fellow revolutionaries and network in its early history in the United States. The collection of the archives contains over 5,000 items, covering over 100 years. Most of the items are in critical condition and not organized. It is the common goal of both Chee Kung Tong and the Library’s to process the collection and make them available to the public as soon as possible.

Objectives
- Create inventory list and sort out the whole collection within one year
- Identify highly valuable items and preservation needs
- Prepare for the digitization project
- Prepare for a draft of finding aids

Challenges
- No archivists with language specialty could guide us.
- It is hard to identify illegible writings, indiscernible transliterated place names/personal names, dates, etc.
- We cannot work full time on the project and time is limited.

Project Design/Procedures

- Look for examples of finding aids for brainstorming
- Consult faculty for research needs assessment and create working sheets
- Design classification scheme after sorting and close reading each item
- Add file number to each item and box the items by category
- Prepare for digitization project
- Create finding aids

Classification of Chee Kung Tong Archives:

A. Organization records
   - Articles of Incorporation, registration, regulations, etc.
   - By-laws, rules, regulations
   - Articles of Incorporation, registration, etc.
   - Membership documents
   - Directories
   - Ledgers & account books
   - Donor records, acknowledgment, etc.
   - Bills & receipts
   - Others (prospectus, stocks, checks, cards, envelopes, tickets, etc.)

B. Publications and printed materials (books, newsletters, clippings, etc.)
   - Articles of Incorporation, registration, regulations, etc.
   - Membership documents
   - Directories
   - Ledgers & account books
   - Donor records, acknowledgment, etc.

C. Correspondence
   - Miscellaneous (court files, games, immigration records, poems, etc.)

D. Telegrams
   - Miscellaneous (court files, games, immigration records, poems, etc.)

E. Photographs
   - Miscellaneous (court files, games, immigration records, poems, etc.)

F. Graphics (calligraphy, paintings, etc.)
   - Miscellaneous (court files, games, immigration records, poems, etc.)

G. Miscellaneous (court files, games, immigration records, poems, etc.)

Designed worksheet:

<table>
<thead>
<tr>
<th>Box#</th>
<th>Date</th>
<th>Place</th>
<th>Names</th>
<th>Title/Topic</th>
<th>Category</th>
<th>Items</th>
<th>Notes</th>
</tr>
</thead>
</table>

Value-added processing: some examples

Verify information:
- Date: One receipt (1929) does not have date, but mentioned “请节” (en May 5th in lunar calendar). So the date should be June 11, 1929.
- Place: The photo 中华民国十二年三月十二日洛居埠国民党分部追悼孙中山先生大会摄影 was taken in 洛居埠 (Locke, California), although now it is called 谷钟秀 (valley).
- Person: 中华民国十二年孙中山先生万寿节被选派代表参加国民党党部成立纪念 (Dec. 7, 1916) was signed by the Minister of Agriculture and Commerce 蔡松坡.
  · But his name was covered by the seal. (《中国近现代史名人辞典》, 北京档案出版社, 1993, p.311)

Highlight hidden information:
- 中华民国二十年议案部 (民国二十一年议案部) has an inserted sheet of “致公堂大会代表决定事项录”.
- 蔡松坡历史一套 (1912.6.27) list Dr. Sun Yat-sen as Director-General.
- Several important Chee Kung Tong events were recorded in the minutes 民国二十年议案部 are heightened in “note”,
- “讨论了会长李韵琴丧事办理; 丙子五年乙醚爆炸事件; 派代表参加抗日后援总会; 《公论(晨)报》宣布破产等”.

Be perceptive to capture useful information as much as possible:
- Various photo studios: such as 少华美术相片,Kem Lee Studio, 768 Clay Street, San Francisco
- Photo list:
  - One letter sent from Mexico (Oct. 16, 1918) asked for help with a book list; “购买书单: 黄克强历史一套, 孙中山历史一套, 何香凝历史一套, 宋庆龄历史一套, 有本起义一套, 蔡松坡五尺楼一套...”
- Address information (Chee Kung Tong network)
- Paratext (letterhead, stamps, seals, etc.): for example, one letterhead of the Chinese National Railway Corporation (1912.6.27) list Dr. Sun Yat-sen as Director-General.

Next steps
- Consolidate and review the whole collection
- Provide access to the worksheets (subject guide, etc.)
- Facilitate digitization and conservation project
- Complete and publish finding aids
- Enhance cross reference for personal/place names

Link records with published catalogue:
- The photo 中华民国二十二年三月革命党中央党部成立纪念 is on page 189 of 五洲致公总堂革命历史图录-170周年纪念特刊 (2018).

Statistics/Results

- Total: 5,169 (by preliminary count)
  - A: Organization records: 1,471 (28%)
  - B: Publications and printed materials: 141 (3%)
  - C: Correspondence: 3,194 (62%)
  - D: Telegrams: 52 (1%)
  - E: Photographs: 258 (5%)
  - F: Graphics: 33 (0.6%)
  - G: Miscellaneous: 20 (0.4%)