



Smithsonian

*National Museum of Natural History*

Guide to the Handbook of North American  
Indians records, circa 1966-2008

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National Anthropological Archives  
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## Collection Overview

<b>Repository:</b>	National Anthropological Archives
<b>Title:</b>	Handbook of North American Indians records
<b>Date:</b>	circa 1966-2008
<b>Identifier:</b>	NAA.MS2008-25
<b>Creator:</b>	Smithsonian Institution. Department of Anthropology Goddard, Ives, 1941- (Editor) Sturtevant, William C. (Editor)
<b>Extent:</b>	513 Linear feet (The total extent of the collection is 513 linear feet with 11 boxes of oversized material, four boxes of rolled maps and three large map folders )
<b>Language:</b>	English .
<b>Summary:</b>	This collection is comprised of the working records of the Handbook of North American Indians, the unpublished photographs, published photographs, editorial correspondence, Illustrations and Bibliographic research as well as administrative files and linguistics research.

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## Administrative Information

### Acquisition Information

These records from the Office of the Handbook of North American Indians were moved in November of 2008 from the office of the Handbook of North American Indians to the National Anthropological Archives at the Museum Support Center.

### Provenance

Transferred from Department of Anthropology, Office of the Handbook of North American Indians.

### Processing Information

The papers of the Handbook of North American Indians were received organized in a number of ways: volume publication date, by culture area and by chapter author. Materials in this collection were packed by the processing archivist. Series generally represent the activities of a sub-office of the Handbook and were packed by proximity to the office; help identifying the activities of each office was given by Joanna Scherer and Ives Goddard. The processing archivist kept existing groupings and arrangement and organized the collection into fifteen series. Original folder titles were retained with titles assigned by the archivist placed within square brackets.

Portions of the collection are unprocessed. Contact the repository for more information.

### Preferred Citation

Handbook of North American Indians records, National Anthropological Archives, Smithsonian Institution.

## Restrictions

Advanced notice must be given to view portions of the collection stored off-site. Consult the reference archivist for more information.

## Conditions Governing Use

The NAA does not own rights to many of the photographs and illustrations in Series 1 Published Photographs and Series 2: Unpublished Photographs. Permission to use photographs must be obtained from the corresponding repository and or source (ie photographer and or anthropologist). Photographers and anthropologists who contributed their original material often gave permission for the Smithsonian to freely use their materials, corresponding catalog cards will often indicate whether there are restrictions on use.

Contact the repository for more information.

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## Historical Note

The Handbook of North American Indians, originally a project of the Smithsonian Office of Anthropology, was transferred to the Center for the Study of Man upon its organization in the late 1960's. With the center's winding down in the late 1970's, the Handbook was returned to the Department of Anthropology. William C. Sturtevant was Editor from the inception until 2007. The office of the Handbook was concerned with the production of a multivolume work intended to supersede F.W. Hodge's two-volume Handbook of Indians North of Mexico, Bureau of American Ethnology Bulletin 30, 1907-1910. The Handbook office was terminated in December of 2007 having published 15 of the planned 20 volumes.

1966	William C. Sturtevant officially named general editor
1968	Office of the Handbook is established
1970	First staff member hired by Sturtevant- Joanna Cohan Scherer
1972	First manuscript submitted to the Office, April 28
1978	California volume published Northeast volume published
1979	Southwest volume published
1981	Subarctic volume published
1983	Second Southwest volume published
1984	Arctic volume published
1986	Great Basin volume published
1988	History of Indian-White Relations volume published
1990	Northwest Coast volume published
1996	Languages volume published
1998	Plateau volume published
2000	Plains volume published
2004	Southeast volume published
2006	Environment, Origins and Populations volume published
2007	General Editor William C. Sturtevant retires in January General Editor William C. Sturtevant Passes away on March 2nd

2008

Office terminated in December

Indians in Contemporary Society volume published

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## Scope and Contents

This collection is comprised of the working records of the Handbook of North American Indians, which includes published and unpublished photographs, editorial correspondence, illustrations, bibliographic and linguistic research, and administrative files. The total extent of the collection is 513 linear feet with 11 boxes of oversized material, four boxes of rolled maps and three large map folders.

Series 1: Published photographs (78.75 linear feet) contains the printed, photocopied or digital representations of the photographs and illustrations published in The Handbook of North American Indians (HNAI). The series also contains the correspondence and documentation surrounding the research and use of these images. The files are organized by published volume (culture area or special topic), chronologically by publication date and, therein segmented alphabetically by chapter author. Authors who have contributed multiple chapters within the same volume are further delineated by the chapter title.

Series 2: Unpublished photographs (91.5 linear feet) contains original photographs, photocopied images and/or digital representations of the photographs and illustrations not published in The Handbook of North American Indians (HNAI). It is primarily the result of research trips made by Joanna Cohan Scherer, Illustrations Researcher from 1970-2006. The series also contains the correspondence and documentation surrounding the accession of these images and their potential use in the HNAI project or future use by the NAA.

Series 3: Photo repository files (16 linear feet) contains an alphabetical listing of repositories or photographers that were utilized or inventoried in the collecting of the photographs for volume publication and research. Each file represents a discreet repository- files are arranged alphabetically. Folders contain correspondence, newspaper clippings and company information when available.

Series 4: Central editorial files (134 linear feet) contains the working files of various editors within the office of the Handbook of North American Indians. Within this series you will find correspondence with chapter authors, manuscript edits and related research. Folder titles are organized first by volume publication date, beginning with Volume 8- California and those volumes are organized alphabetically by the last name of each chapter author. Further chapter organization is delineated in the following manner: the front folder contains an original working copy of the chapter manuscript and a bibliography, the second folder contains a file copy of the manuscript and three smaller folders titled: "orthography", "illustrations" and "correspondence". The final portion of the chapter folders consists of the superseded manuscript text.

Series 5: General Editor files (30 linear feet) contains the files of William C. Sturtevant as they relate to his work as General Editor for the Handbook of North American Indians. This material was packed in the order in which it was found in the sub-office of the General Editor. The General Editor oversaw the production of all volumes of HNAI. Included are superseded files from the Indians in Contemporary Society Volume, volume reviews, original author questionnaires for the soliciting of volume contributors as well as a number of research publications.

Series 6: Linguistic Editor files (9 linear feet) consists of files from the office of Linguistic Editor Dr. Ives Goddard. Included are orthographies, alphabets, typologies and personal names gathered in the publication of all volumes of the Handbook of North American Indians but mostly focused on the Language Volume.

Series 7: Managing Editor files (5 linear feet) consists of the files from Dr. Ives Goddard's time as the managing editor of the Handbook. Correspondence, volume production schedules and chapter edits can be found in this series. The managing editor took over the role of the general editor.

Series 8: Editorial assistant files (24 linear feet) consists of the files of Editorial Assistant Paula Cardwell. Ms. Cardwell worked as the assistant to General Editor William C. Sturtevant. This series is unprocessed.

Series 9: Illustrator research files (9 linear feet and 11 boxes of oversized materials) contains the files associated with the illustrations research function of the Handbook of North American Indians office. It is comprised heavily of correspondence with chapter authors and of oversized illustrations for the volumes.

Series 10: Bibliographer files (12 linear feet) contains the files of bibliographer Cesare Marino and others who helped to compile the bibliographies for all volumes of the Handbook.

Series 11: Bibliographic card files and lists (18 linear feet) consists of the Bibliographic card files created to organize the information content of the handbook volumes and stored for potential use in the unpublished Bibliography volumes 19 and 20. This series is unprocessed.

Series 12: Coordinator files (3 linear feet) consists of the papers of the HNAI coordinator office and includes documents related to typesetting, printing, indexing, schedules and documentation of the Handbook publication practices. These files were maintained by Dianne Della-Loggia.

Series 13: Administrative (13 linear feet) consists of the administrative papers of the Handbook of North American Indians office and were maintained by administrator Melvena Jackson. This series is unprocessed.

Series 14: Quarterly reports (3 linear feet) consists of the quarterly financial reports of the Handbook office from 1976 to 1992.

Series 15: Vertical file (16 linear feet) contains published reference data for use in the making of HNAI, including scholarly articles, research and other publications. This series is unprocessed.

Series 16: Maps (4 boxes of rolled maps and 3 folders of annotated maps).

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## Arrangement

The collection is organized into 16 series: 1) Published photographs; 2) Unpublished photographs; 3) Photo repository files; 4) Central editorial files; 5) General Editor files; 6) Linguistic Editor files; 7) Managing Editor files; 8) Editorial assistant files; 9) Illustrator research files; 10) Bibliographer files; 11) Bibliographic card files and lists; 12) Coordinator files; 13) Administrative; 14) Quarterly reports; 15) Vertical file; 16) Maps.

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## Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

Subjects:

Indians of North America

Cultures:

Indians of North America

Types of Materials:

Articles  
Bibliographies  
Correspondence  
Financial records  
Illustrations  
Manuscripts  
Maps  
Photographs  
Publications  
Research

Preferred Titles:

*Handbook of North American Indians*