

PROCEDURES USED IN COMPILING PHOTOGRAPH NOTEBOOKS

Photograph Notebooks contain ALL unframed photographs that are 8"x10" or smaller.

Notebooks are arranged according to **The Papers of Bob Bullock Series Outline**, *section V. Personal Series, letter H. Photographs, number 2. Notebooks.*

Where possible, photographs are arranged chronologically within their respective categories (Some categories consist of only one notebook, while others contain more than one).

Notebook #1: CAMPAIGN

- Arranged chronologically by campaign events and campaign promotional photograph dates.
- Date Range, from before 1990 to 1994.

Notebooks #2-7: EVENTS 1-6

-Arranged chronologically by event dates. The first four notebooks contain general events and are arranged in chronological order. The fourth notebook contains a small section at the end of the notebook dealing with Jan Bullock, which starts its own chronological order. The fifth and sixth Event notebooks consist of Unidentified Event Photographs and the dates span from 1978-1998.

- Events #1: February 1985-1992.
- Events #2: February 17, 1993-September 13, 1994.
- Events #3: January 1995-April 21, 1997.
- Events #4: June 5, 1997-December 1998. (Some dates not known) Section at end of notebook dedicated to "Jan Bullock" events related to the legislature, chronology starts over here also, February 24, 1993-May 3, 1995.
- Events #5: Unidentified Event Photographs, 1978-1991 (new chronological order).
- Events #6: More Unidentified Event Photographs, 1991-? (Continued chronological order).

Notebooks #8-13: FAMILY

-The first four notebooks are of Bullock, with #1-3 dating pre-1995, and the fourth dating post-1995. These four contain photographs of Bullock "on the job." Chronological order begins with pre-1991 photographs, and then sections are divided by legislative session beginning with the 72nd Legislature in 1991, and are arranged chronologically within the different legislative sessions. The fifth notebook contains proof sheets and the sixth notebook contains identified family photographs dating from around 1900 to 1995, which are arranged alphabetically by last name of family member.

- Family #1, Bullock (Pre-1995): First section, pre-1991, 1973-1990. Second section, starts with 72nd Legislature, January 31, 1991-December 1, 1992.
- Family #2, Bullock (Pre-1995): 73rd Legislature, January 25, 1993-March 22, 1993. (Several 8"x10" head shots of Bullock, all of same event and date, 3/22/93.)
- Family #3, Bullock (Pre-1995): 73rd Legislature, several 8"x10" photographs all of same event and date, all head shots of Bullock, March 22, 1993 and March 24, 1993-1994.
- Family #4, Bullock (Post-1995): 74th Legislature, January 10, 1995-1996, 75th Legislature, January 15, 1997-June 2, 1997.
- Family #5, Bullock, Proof Notebook: Official photographs sent to Bullock from Tony Proffitt, Bullock's press aide, for approval to use in the press. Contains photographs and negatives, February 1995.
- Family #6, Identified: begins with old photographs of Bullock family members, around 1900-1995.

Notebooks #14-17: GROUPS

-Group notebooks contain photographs of groups of three or more people. The first notebook contains photographs of Bullock with press groups arranged chronologically by legislative session. The last three notebooks in this section are labeled "Other," containing photographs of Bullock with non-press groups like senators, staff, other work-related people, and some family. These are arranged chronologically by legislative session as well.

- Groups #1, Press: Bullock with groups of press, August 12, 1975-June 2, 1997.
- Groups #2, Other 1: Bullock with groups of senate and staff, 1976-July 7, 1994.
- Groups #3, Other 2: Bullock with: visitors to Senate Chamber, senators and staff planning, senators and staff outside Senate Chamber, unidentified groups; unidentified groups without Bullock, Bullock with office staff and family, staff without Bullock (all arranged chronologically within each respective section, and the sections themselves are arranged chronologically as well), March 8, 1993-May 19, 1995.
- Groups #4, Other 3: Bullock with groups of senators and staff, planning with groups of senators and staff, with visitors to Senate Chamber, and groups of senators and staff without Bullock, January 15, 1997-May 31, 1997.

Notebooks #18-22: INDIVIDUALS

-Photographs of Bullock with different individuals arranged into sections alphabetically by individual's last name and chronologically within each section.

- Individuals, Identified #1: A-Gi, January 4, 1992-1998.
- Individuals, Identified #2: Gl-Lee, 1989-April 28, 1997.

- Individuals, Identified #3: Lew-R, 1975-May 27, 1997.
- Individuals, Identified #4: S-Z, 1970s-June 2, 1997.
- Individuals, Unidentified: August 12, 1975-1998.

PROOF SHEET NOTEBOOKS #1-27 (Press Office Contact Sheets)

-These notebooks contain proof sheets of photographs taken throughout Bullock's years in office as Lieutenant Governor of Texas. Photographs are of events, sessions in Senate Chamber, press conferences, and other varying shots, all arranged chronologically by legislative session.
 -Date Range: 73rd Legislative Session, January 12, 1993-75th Legislative Session, April 29, 1998.

- Proof Sheet Notebook #1: January 12, 1993-April 20, 1993, 73rd Legislature.
- Proof Sheet Notebook #2: April 20, 1993-April 30, 1993, 73rd Legislature.
- Proof Sheet Notebook #3: May 3, 1993-May 24, 1993, 73rd Legislature.
- Proof Sheet Notebook #4: May 24, 1993-May 31, 1993, 73rd Legislature.
- Proof Sheet Notebook #5: June 2, 1993-November 22, 1994, 73rd Legislature.
- Proof Sheet Notebook #6: January 10, 1995-January 31, 1995, 74th Legislature.
- Proof Sheet Notebook #7: February 1, 1995-February 14, 1995, 74th Legislature.
- Proof Sheet Notebook #8: February 15, 1995-February 28, 1995, 74th Legislature.
- Proof Sheet Notebook #9: March 1, 1995-March 15, 1995, 74th Legislature.
- Proof Sheet Notebook #10: March 16, 1995-March 31, 1995, 74th Legislature.
- Proof Sheet Notebook #11: April 3, 1995-April 12, 1995, 74th Legislature.
- Proof Sheet Notebook #12: April 18, 1995-April 21, 1995, 74th Legislature.
- Proof Sheet Notebook #13: April 21, 1995-April 28, 1995, 74th Legislature.
- Proof Sheet Notebook #14: May 1, 1995-May 23, 1995, 74th Legislature.
- Proof Sheet Notebook #15: May 23, 1995-May 31, 1995, 74th Legislature.
- Proof Sheet Notebook #16: March 7, 1996-November 21, 1996, 74th Legislature.
- Proof Sheet Notebook #17: January 6, 1997-January 30, 1997, 75th Legislature.
- Proof Sheet Notebook #18: February 3, 1997-February 24, 1997, 75th Legislature.
- Proof Sheet Notebook #19: February 24, 1997-March 11, 1997, 75th Legislature.
- Proof Sheet Notebook #20: March 12, 1997-March 24, 1997, 75th Legislature.
- Proof Sheet Notebook #21: March 25, 1997-April 8, 1997, 75th Legislature.

- Proof Sheet Notebook #22: April 8, 1997-April 22, 1997, 75th Legislature.
- Proof Sheet Notebook #23: April 22, 1997-April 30, 1997, 75th Legislature.
- Proof Sheet Notebook #24: May 1, 1997-May 13, 1997, 75th Legislature.
- Proof Sheet Notebook #25: May 13, 1997-May 27, 1997, 75th Legislature.
- Proof Sheet Notebook #26: May 28, 1997-June 2, 1997, 75th Legislature.
- Proof Sheet Notebook #27: June 4, 1997-April 29, 1998, 75th Legislature.

DIGITAL SCRAPBOOK PHOTOGRAPH NOTEBOOKS: #1-5

-These notebooks contain photographs printed from the Bullock CD--Miscellaneous Digital Scrapbook. There are 555 photographs in all, randomly assembled by Bullock's staff when they compiled the Scrapbook CD. The Bullock Archive is in possession of some of the original photographs that were used in the CD, but not all*. When the original could not be located, a copy of the photograph was printed out from the CD and inserted into the Digital Scrapbook Notebook. This enables the Miscellaneous Scrapbook to be duplicated in notebook form. These photographs consist of family photographs, general events, campaign events, Comptroller photographs, and Lieutenant Governor photographs--essentially, photographs similar to those in the rest of the Photograph Notebooks.

*Some of these "original" photographs of the Digital Scrapbook photographs are exact matches. Others, however, match except for the outline of the photograph. These minute differences in some particular "originals" to the Digital Scrapbook photographs can be seen when the photographs are examined very carefully. The Bullock Archive Staff believes these actual photographs to indeed be the originals to the Digital Scrapbook photographs despite these small "cropping" variances.

- Digital Scrapbook Notebook #1: #1-110.
- Digital Scrapbook Notebook #2: #111-220.
- Digital Scrapbook Notebook #3: #221-321.
- Digital Scrapbook Notebook #4: #322-443.
- Digital Scrapbook Notebook #5: #444-555.

PROCEDURES FOR ADDING ADDITIONAL PHOTOGRAPHS TO EXISTING PHOTOGRAPH NOTEBOOKS

- ❖ When new photographs are received in an accession to the Bullock Collection, first make sure the accession number is on the back of each photograph. If it is not, write it on the back of each photograph using the Cretacolor Monolith 6B photograph pencil when writing on the back of the actual photographs, and the thin black Sharpie when writing on the back of matted and framed photographs. Get the accession number from the Project Director. (An example of an accession number is 2002-02-02.)
- ❖ Place the date and identification, names of people in the photograph, the name of the specific event, as well as any other pertinent information, on the back of each photograph. If no date is available but the event is known, the photograph can be placed at the back of the correct notebook with a small yellow post-it note on the outside of the top loader with the letters "ND" standing for "No Date." If neither the date nor the identification is known, or there is only a date known, the photograph should be placed in the "Unidentified" notebook.
- ❖ Sort new photographs according to **The Papers of Bob Bullock Series Outline**, *section V. Personal Series, letter H. Photographs, number 2. Notebooks.* (See attached outline.)
- ❖ After the accession number, date, and identification have been written on the back of each photograph and it has been decided in which category of the outline the photograph/s belong, retrieve the selected notebook/s from the Bullock Notebook Shelves. (See Project Director for specific location.)
- ❖ Next, search the related notebooks for photographs that may be either duplicates of or similar to the new photograph. If these are found, the new photograph can simply be inserted into the section with other like photographs. There are some blank spaces among the top loaders already in the notebooks. However, if new ones are needed, there are several boxes of blank top loaders on the second shelf to the left above "Holly's computer." (See Project Director for specific location.) There are top loaders for 4"x6", 5"x7", and 8"x10" photographs.
- ❖ If at any time the addition of photographs to a given section and notebook will make a notebook too full to be manageable, a new blue binder/notebook can be added to the section. In this case, consult the Project Director about the addition before actually doing it. If the new notebook is indeed necessary, the Project Director will produce a new cover and spine for the new notebook. Sometimes this process will be as simple as adding a notebook to the end of a section. At other times, some photographs may need to be shifted over into the new notebook to make sufficient room for the new photographs in their proper place.

- ❖ If there are not duplicate or related photographs that coincide with the new photograph, place it in the related section according to each sections rules of organization (i.e. chronological-by dates or legislative session-vs. alphabetical order).

SPECIFIC INSTRUCTIONS FOR EACH SECTION OF PHOTOGRAPHS:

- The "Campaign" Notebook contains photographs of actual campaign events, campaign promotional photographs of Bob Bullock, and anything related to Bullock's campaigns. They are arranged chronologically.
 - When adding new photographs to the existing Campaign notebook, first follow the general procedures listed above.
 - There are no additional special instructions for this section.
 - Examples:
 1. 5 new photographs arrive of a 1990 fundraiser for Bullock's campaign for Lieutenant Governor of Texas. First, make sure the accession number, date, and identification are on the backs of the photographs. Then check the Campaign notebook for any other photographs of the same event. If some already exist, simply file these new photographs within the appropriate section in the Campaign notebook. If none exist, file the event chronologically by the date, for example, August 1, 1990.
 2. One campaign promotional photograph of Bullock arrives. First, make sure the accession number, date, and identification are on the back. Then, go to the section in the Campaign notebook with the promotional shots of Bullock and check to see if the new photograph is simply a duplicate. If it is a duplicate, simply file it in the Duplicate Box under the correct folder. (See Project Director of details.) If the photograph is not a duplicate, file it in the notebook according to date.
- "Events" Notebooks contain photographs of all events, except for campaign events, that there are in the Bullock Collection. For example, there are photographs of Bullock's inaugurations, fundraisers, special dinners, and many more events related to Bullock's position as Comptroller and Lieutenant Governor of Texas. These notebooks are arranged chronologically by the events, when the date is known.
 - When adding new photographs to the existing Events Notebooks, first follow the general procedures listed above.
 - Be sure to notice whether or not the event of the new photographs is a campaign event. If it is, it should be placed in the Campaign Notebook, not the Events Notebooks.
 - If it is not a Campaign event, pull out the Event Notebooks and follow the general steps to correctly place the new photographs.
 - Examples:
 - Several photographs arrive of Bullock's 1991 Inauguration. This event already exists in the Events Notebooks, so simply find the right notebook (remember, the photographs are arranged chronologically by event) and check to see if the new photographs are duplicates. If so, place them in the Duplicate Box. If not, file them in among the existing related photographs. Do this after they have been properly labeled, of course.
 - A single photograph of people at a sit down dinner, obviously an event of some kind, arrives. Check for like or connected photographs to file it with. If none exist

but the photograph has been identified, simply file it chronologically. If none exist but the photograph has not been identified, it should be placed in the Unidentified Notebook.

- "Family" Notebooks contain photographs of Bullock and his family. The first three notebooks consist of photographs of only Bullock, pre-1995. The fourth notebook contains photographs of Bullock, post-1995. The fifth notebook is a Proof Notebook of Bullock promotional photos. All of these are arranged chronologically since they are all of Bullock. The last notebook contains photographs of Bullock and his family members. This notebook is arranged alphabetically by each person's name, and chronologically within each alphabetical section.
 - When adding new photographs to the existing Family Notebooks, first follow the general procedures listed above.
 - Be sure to remember that the first five notebooks are all of only Bullock and are arranged chronologically, but the last one is of other family members and is arranged alphabetically first, and chronologically within each person's name.
 - Examples:
 1. A photograph arrives of just Bullock dated 1997. Automatically, the first three notebooks can be eliminated, because they are all pre-1995. So, it must belong in the fourth notebook, post-1995, of Bullock photographs. If the new photograph is a duplicate, place it in the Duplicate Box. If it is not, file it chronologically by the date.
 2. A photograph of Bob Bullock's brother, Tom Bullock, arrives. Go to the last Family Notebook, the only one containing other family members, and look for the divider labeled "Tom Bullock." If the new photograph is not a duplicate, place it in this section chronologically.

- "Groups" Notebooks contain any photographs of three or more people, with or without Bob Bullock. These photographs are kept in four notebooks. The first consists of "Press Groups," and notebooks two through four consist of "Other Groups." These photographs are arranged chronologically, with each of the two sections having their own individual chronology. Also, the "Other Groups" Notebooks contain additional chronological divisions according to legislative session.
 - When adding new photographs to the existing "Groups" Notebooks, first follow the general procedures listed above.
 - Next, decide to which Group Notebook the photographs belong.
 - Then, file the new photographs either in the Duplicate Box or in the correct notebook chronologically.
 - Examples:
 1. A photograph of Bullock talking to a group of reporters arrives. Obviously, this photograph belongs in the Press Groups Notebook. If it's not a duplicate, file it chronologically within the Press section.
 2. A photograph of Bullock in the Senate Chamber with a group of senators arrives. This photograph belongs in the Other Groups Notebook. If the photograph is not a duplicate, file it chronologically in the Other section. (Remember this section also contains dividers labeled according to legislative session.)

- "Individuals" Notebooks contain photographs of Bullock with one other individual. These are arranged alphabetically according to the other individual's last name, and chronologically within each individual's section.
 - When adding new photographs to the existing Individuals Notebooks, first follow the general procedures listed above.
 - Next, check for an existing divider with the individual's last name (not Bullock) on it. If it already exists, and the new photograph is not a duplicate, file the new photograph chronologically within. If there is no matching existing section, make a new one. Get a new divider and label, the Project Director can show you where these are located- generally in cabinet downstairs in workroom above where the timecards are kept. Label this new divider with the individual's name, last name first, and insert it alphabetically in the correct spot.
 - Examples:
 1. A photograph of Bullock with Pete Laney, Speaker of the House, arrives. Find the notebook with the L's in it. There is a section already labeled Laney, Pete. So, if the photograph is not a duplicate, file it within this section chronologically.
 2. A photograph arrives of Bullock with Brad Pitt. When you check the notebook with the P's in it, you'll find that there is no existing section labeled "Pitt." So, create a new label and divider labeled, "Pitt, Brad," and insert it alphabetically in the correct spot.

- The "Unidentified" Notebook contains any photographs that have not been identified with the names of the people, the name of the event, or the date. As these are identified, they can be labeled and placed back in the section and notebook in which they belong. A number is located on the back of each of these photographs that corresponds to a number on a small yellow post-it note located in its proper section, notebook, and top loader. This will allow you to place these photographs in the correct place. Also, when some of these photographs are identified and returned to their notebook, there may be other photographs in that notebook of the same person, event, and so forth. Check surrounding photographs for similarities and label them as well when you return the newly identified photograph to its proper place.
 - This notebook is unique because it contains all unidentified photographs. Some are of events, others are of individuals or family. The commonality among all of these photographs is simply that they are unidentified. The idea is that this section provides a kind of holding location where unidentified photographs can wait for identification, and then be placed in their proper sections and notebooks.
 - When adding new photographs to the existing Unidentified Notebook, follow the general procedures listed above.
 - If a photograph arrives with no identification, first, try to identify it yourself by examining the photograph for clues, items with writing and maybe a date on them, also look for things you recognize. The photograph could be linked to one already in the photograph notebooks. If you are able to identify the new photograph, it can be placed in the appropriate notebook instead of in the Unidentified Notebook.
 - If identification cannot be determined, place the new photograph in the unidentified notebook. You might place a small post-it on the outside of the top loader with the

photograph in it identifying which photograph notebook the picture will most likely go in. This could help some in identifying the photograph.

-Since all of the existing photographs in this category are unidentified, they are not necessarily arranged in any particular way. However, those with numbers on them corresponding to a specific notebook are in order by number.

-Consult with the Project Director on whether or not she would like to continue this number system. It was done as part of another project, so she may not want to number the new unidentified photographs with anything other than the accession number.

- "Proof Sheet" Notebooks contain proof sheets of all types of photographs related to Bullock's time as Lieutenant Governor of Texas. For instance, there are photographs of events, sessions in the Senate Chamber, some personal photographs, and much more. These proof sheets were originally filed by Bullock's staff in large three-ring binders labeled, "Press Office Contact Sheets, Bob Bullock, Lieutenant Governor of Texas." We have divided each large binder into three smaller sections by date and placed each section in its own smaller binder.
 - These notebooks should never be added to. If more proof sheets should be found, they can be placed in new notebooks and added to the end of this section.

- "Digital Scrapbook" Notebooks contain photographs from the Bullock CD-- Miscellaneous Digital Scrapbook. There are 555 photographs randomly arranged by Bullock's staff.
 - These notebooks should never be added to either.

Procedures compiled by Holly Fields, Bullock Student Worker, and Benna Ball, Bullock Archive Project Director, Summer 2002.